

SNOOK ISD

Technology Handbook



**Empowering students, preserving
community, building a legacy of
excellence**

Table of Contents



[Device Handbook Overview](#)

[Terms of Device Use](#)

[Devices Security](#)

[Student Responsibilities](#)

[Parental Responsibilities](#)

[Repair Cost Information](#)

[Device Guidelines](#)

[Repair Down-time](#)

[Snook ISD Acceptable Use Policy](#)

[Student Technology Notification and Device Distribution](#)

[Verification- **PLEASE SIGN AND RETURN**](#)

Handbook Overview

This handbook is intended to provide guidance on the usage of student accounts and devices in Snook ISD with goals and information.

Please take the time to read the essential guidelines given in this handbook below. Caregivers and students should recognize and comply with all policies and procedures.

Below is a summary of a handful of the most important concepts outlined in this handbook.

- Internet content is filtered on all Snook ISD devices. This includes use at school and off campus. Attempts to bypass the filter are considered abuse and can result in loss of device and internet privileges. Students will still be responsible for completing all classwork.
- Parents are ultimately responsible for all activities involving the Snook ISD devices while the student is off campus.
- If a device needs to be repaired or is lost, the student must report the need for repair or replacement to their teacher, who will notify the technology department.
- All students will be issued a device. It is the student's responsibility to bring devices charged and ready for use every day,chargers should be left at home unless directed by the school to bring them. Devices for elementary students will remain on campus unless permission is given by the teacher/administration for the device to leave campus.

This handbook should be read carefully by students and caregivers. The agreement forms included in this Technology Handbook are copies of what you and your student must sign prior to the student receiving a Snook ISD device.

Terms of Device Use

Acceptable Use

All students/parents must comply at all times with the *SNOOK ISD Acceptable Use Policy* along with the policies and guidelines outlined in this Technology Handbook. Failure to comply would result in disciplinary action that would automatically revoke the device from the student.

Liability

If the Chromebook is accidentally damaged, lost, or stolen the parent/guardian could be responsible for the cost of repair or the replacement. In all cases, the student or parent/guardian must notify the school immediately. Any failure to return a device, for any reason, at the end of the school year or when a student withdraws will be considered stolen. Snook ISD has the right to hold report cards up to theft charges being filed.

Scheduled Evaluations

Devices may be reviewed or randomly tested every six weeks to verify condition and compliance with district policy.

Devices Security

On all issued devices, there are specific security measures put in place by Snook ISD. These security measures are not only used to protect Snook ISD property, but these measures are also being taken to protect Snook ISD students and to be legally compliant for federal funding.

Securly

In order to support student online safety at school and at home with the implementation of 1:1 devices at Snook ISD, we have partnered with a web filtering company, Securly.

Securly is a classroom management system used when students are logged into their google chrome browser under their Snook issued account **on any device**. Teachers may use this to push out websites, share screens with the class, privately chat with students while working to provide support on their work, and to block websites to redirect student focus. Teachers have the ability to view all student devices in their class while in their class session no matter the student location. Classroom management sessions can be run from 7:45 AM-4PM Monday through Friday.

Securly prevents access to unsuitable content. If a student does search unsuitable terms, their devices could be blocked or flagged. Examples include sites with explicit content, sites encouraging

aggressive behavior, and malicious sites. When these sites are blocked, the student will see a “lock” symbol and receive notification that a site was blocked and will have to contact their teacher/administration to regain access.

Student history is recorded in Securly. Student history is not reviewed unless requested by a teacher/administrator on suspicion of a violation of district policy.

Securly has a parent portal which will allow parents to more fully understand and participate in their child’s online experience. One of the features will allow parents to receive a summarized weekly activity report of your child’s productivity on the Internet. This allows parents to have the opportunity to further define which websites their child will be able to access, as well as the time of day such web content can be retrieved. If you would like to learn more about Securly, please visit our [Technology webpage](#) for more information.

Account Monitoring

At Snook ISD, technology and school internet access play an essential role in the student’s educational journey. Staff and students are provided with Google accounts along with devices to be accessed in and out of the classroom. While accessing the internet opens up many opportunities, it is crucial for students and parents to be mindful of the district privacy policies and Acceptable Use Policy to understand the appropriate use of their school- issued devices and accounts. The purpose of the following information is to provide an explanation of the technology used, the procedures in place to protect student data and to provide awareness to students and caregivers around how students accounts are monitored.

***IMPORTANT* PLEASE TAKE NOTE:**

Snook ISD has ownership of the student (stu.snookisd.org) email accounts as well as the staff email accounts provided. This gives Snook ISD the right to manipulate/or monitor the student/staff browsers when logged into their Snook ISD account. If a student is logged into his/her Snook ISD browser/account on any device including a school issued device or a personal device, the Snook ISD user account is managed by Snook ISD. This means that Snook ISD will be able to track any activity under the student’s school browser/account on any device being used including personal devices.

They should:

- Only use school devices and accounts for appropriate activity.
- Be aware of the account/device your child is using, and try to keep school-related activity on school devices/accounts separate from non-school-related activity on personal devices/accounts.
- Be aware of the policies and rules surrounding school accounts and devices.

Student Responsibilities

Students have clear roles and rules to obey as the key users when using their Snook ISD-issued devices and accounts.

- At all times, students are responsible for their device and account, whether at home or school.
- Students are responsible for bringing their device to school every day. Batteries must be charged and maintained daily.
- Students are responsible for logging in under only their assigned username.
- Students may not share their password with other individuals.
- Students should not loan their device nor any device component to another student for any reason.
- Students may not play games, load or download any software, music, pictures, etc. on the device unless instructed by a teacher to do so.
- When a Chromebook is lost or stolen/damaged or functioning improperly, the student must immediately notify their teacher.
- Sound will be muted at all times unless teachers grant permission.
- No stickers or any other objects that damage the surface should be placed on the device.
- Serial number and district asset tag stickers are not allowed to be removed and a \$5.00 fee will be assessed when this occurs.

Parental Responsibilities

- It is important that parents review with their student the Acceptable Use Policy at the end of this Technology Handbook.
- Parents are responsible for regulating the student's use of the device while at home and away from campus at all times.
- Parents are accountable for monitoring their student's activities on the Internet on a regular basis.

Repair Cost Information

Students are expected to keep the devices clean and in good working condition. Failure to do so may lead to out-of-pocket expenses based on the following fee structure. Students will be assessed fees that could carry on with them from year to year if unpaid.

As a way of helping families with these costs, the district has elected to assess fees in the following manner.

1st Occurrence - Accidental Damage - \$25.00 (or cost of actual repair if below \$25)

2nd Occurrence - Accidental Damage - \$50.00 (or cost of actual repair if below \$50.00)

3rd Occurrence - Accidental Damage - Full cost of repair(s)

**Any damage deemed as not accidental is subject to the full cost of the repair no matter which occurrence it may be. **

Student Technology Fee Structure

Item	Cost
Chromebook replacement	\$299
iPad replacement	\$299
USB-C Charger	\$25
Keyboard Repair	\$15
Student Chromebook Screen	\$25
Screen Repair when the case is also damaged	\$50 - \$99
Case Damage	\$26 - \$109
Headphone Jack Damage	\$15
Removal or destruction of SISD Technology Tag	\$5
Removal or destruction of Serial Number Tag	\$10
Removal of sticker residue - from personal stickers	\$5

*** IMPORTANT NOTE *** Any chargers turned in without a sticker will not be accepted. To receive credit for the return of devices they must have the Snook ISD Technology stickers in place that match what was assigned. There is no way to know who the charger belongs to if it does not have the sticker, so we assume that it is not the charger that was issued and signed for by the student when removed. If any sticker is beginning to peel off during the year, be sure to bring it to the tech office for replacement.

Device Guidelines

- Students- **DO NOT** consider any data stored on, accessed from, or used with your Snook ISD issued account or device to be personally secured. The issued device and account belongs to Snook ISD. When using the Securly filter, appropriate district and school officials can track any device or access its contents at any time.
- All students will be issued a Snook ISD charger along with the device. At the end of the year this charger must be returned with the asset tag sticker in place. Failure to return a charger without an asset tag sticker will be considered to be a lost charger. No chargers will be accepted without the asset tag sticker. If you notice yours is peeling off, you may come to the tech office to get a new sticker. You will be charged \$40.00 for a lost charger.
- If any technical issues arise, it is the student's responsibility to report it to their teacher. From there, an online request will be sent to the technology department.
- Each device is identified by a unique Snook ISD Technology asset tag and assigned to an individual student. Student's are not allowed to switch, log in or try to fix any device.
- Students may not download or install any unauthorized programs/applications to the device.
- All internet use must comply with the rules of the district. On each device, log files are maintained with a comprehensive history of all visited internet pages. All files for students are subject to scrutiny.

Care of the Devices

Students are responsible for the general care of the Snook ISD device.

It is the student's responsibility to follow these precautions:

- Do not place food and/or liquids near the device.
- Do not stack any objects on top of the device.
- Never attempt to repair or reconfigure the device
- Do not purchase another charger for the device. Report any lost or damaged chargers to the front office for a replacement.
- Do not write, draw, stick or adhere anything to the device.

- Do not decorate the device using markers, personalized stickers, etc.
- Do not expose the device to direct sunlight, extreme temperatures, or ultraviolet light for extended periods of time.
- Do not leave the device in any vehicle.
- When walking from class to class, the device must be properly closed and stored safely when traveling.

Repair Down-time

Snook ISD is committed to the use of technology by students to support academic achievement. There are several options Snook ISD can make available for the continued use of technology while a student's device is being repaired.

Google Drive Folders

Students have a Google Drive that stores all work and assignments automatically. In this folder, students can save important work and access their work from any device.

Loaner/Chromebook Replacement

Devices will be fixed or replaced as soon as possible if damaged. A loaner/replacement device will be offered if available. Loaner/replacement devices will also apply to the policies in this handbook. If the damage is found to be deliberate, a loaner/replacement device will not be given.

Acceptable Use Policy

Acceptable Use

Snook ISD encourages both staff and students to use the technology resources available. The goal in providing these resources is to promote educational excellence. The use of these technology resources is a privilege, not a right. The district's technology resources are to be used for learning, instruction and administrative purposes consistent with the district's mission and goals. All users are expected to use all technology resources in a responsible, ethical, and polite manner. You are required to be aware of, understand, and comply with all policies governing the use of technology resources.

Accountability

Users are responsible for the proper use of their system accounts, passwords and district-issued technology resources. Users must control unauthorized use of their accounts, passwords and district-issued technology resources. Users should not provide their password to any person, unless authorized or directed by the district. If you permit someone else access to your account, password, or district-issued technology resources, you may be held responsible for any improper, illegal or destructive activity done by that person. Do not give others access to district technology resources unless they are authorized and authenticated to do so. Users may not extend access to district technology resources to others without permission from the district.

Definition of Districts Technology Resources

Technology comes in many different platforms. The district's technology resources are defined as any combination of hardware, software, internet communication, and stored electronic information. Examples also include electronic mail, databases, externally accessed resources (such as web sites and applications made available via the internet for district use), physical storage media, digital media (including images, video and audio), digitized information, communications technologies, and new technologies as they become available. Disciplinary action may be taken for unacceptable use of the district's technology resources.

Access Availability

Access to the district's electronic communications system, including the internet, is made available primarily for instructional and administrative purposes and in accordance with administrative policies. Limited personal use of the system shall be permitted if the use:

1. Imposes no tangible cost to the district;
2. Does not unduly burden the district's computer or network resources; and
3. Has no adverse effect on the employee's job performance or on a student's academic performance.

Monitored Use

The District reserves the right to monitor all technology resource activity. Electronic mail transmissions and other uses of the electronic communication system are considered a matter of public record and should not be considered private. Designated district staff shall be authorized to monitor such communication at any time to ensure appropriate use.

Unacceptable use

Staff and students are personally responsible for his or her actions and activities involving school computers or the Internet. Users will not distribute personal information, this includes but is not limited to pictures or videos of

themselves or others unless needed to conduct school business. Other items considered unacceptable are listed below but is not limited to, the following:

- Using racist, profane, or obscene language or objectionable materials
- Attempting to or harming equipment, materials or data
- Attempting to or sending anonymous messages
- Using the network to access inappropriate material
- Knowingly placing harmful software on a computer or on the network
- Using the network to provide addresses or other personal information that others may use inappropriately or without permission
- Accessing of information resources, files and documents of another user without their permission
- Copyrighted material
- Threatening, embarrassing, harassing, bullying or racist material
- Any material that is likely to disrupt the learning environment
- Material that is lewd, vulgar, sexually suggestive, obscene or pornographic
- Material that contains profanity
- Material that violates or promotes the violation of school rules
- Material that violates district policies prohibiting harassment and bullying
- Commercial material or product advertisements
- Political lobbying
- Illegal activities
- Use the internet for profit.
- Attempting to bypass the districts internet filtering system or other security systems. Users are not to create or join unauthorized wireless or wired networks to bypass the internet filter. This includes but is not limited to 3g/4g/LTE hotspots or personal networks.

All users are expected to report harassment, threats, hate speech and any other material that violates the unacceptable use policy.

Internet Filtering & Internet Safety

As required by the Children's Internet Protection Act (CIPA) the district maintains a filtering system that blocks access to information considered obscene, pornographic, inappropriate for students, or harmful to minors as defined by the federal CIPA guidelines. However it is not possible to absolutely prevent such access. A user who accesses such material is expected to discontinue the access immediately and report the incident to the appropriate supervisor or teacher. Although the district will use preventative practices, stakeholders should be aware that use of the system may provide access to other electronic communications systems via the internet or other connected networks that may contain inaccurate and/or objectionable material, and that these systems lie outside the administrative control of the district.

The following internet safety guidelines should also be observed:

1. Never assume that someone you encounter online is who he or she says they are.
2. Never arrange a face-to-face meeting with someone you encounter online.
3. Never respond to messages or communications that you feel are threatening, obscene, or make you uncomfortable.
4. If you come into contact with one of the above situations, please notify a campus administrator or a member of the technology support team.

Copyright

All users are responsible for adhering to existing copyright laws and district policy pertaining to reference materials, video, sound and graphics. For displayed works you are expected to cite the source of your information. Questions concerning copyright can be referred to the campus or district administrative staff, or campus librarians, for clarification or assistance.

E-Mail

Snook ISD provides e-mail access for all faculty members, and students in grades 1 - 12. The district e-mail system is used to communicate both internally in the district and with outside agencies. E-mail communications are a matter of public record and should not be considered private.

All users are expected to adhere to the following district policies regarding e-mail communications:

1. E-mail should not be used for private or commercial offerings of products or services for sale or to solicit products or services.
2. E-mail should not be used for political or religious purposes.
3. Forgery, or attempted forgery, of electronic mail is prohibited.
4. E-mail messages that cause network congestion or interfere with the delivery of mail to others are not acceptable. E-mail from mailing lists (also known as "list serves") must not affect the system's performance.
5. E-mail messages will not contain improper language, swearing, vulgarity, ethnic or racial slurs or any other inflammatory language or content.
6. Do not reveal personal information about yourself or others.
7. Do not send chain letters, or forward messages to large groups of users.
8. You are expected to be polite and professional.
9. You are responsible for material sent by and delivered to your e-mail account.

For security purposes, students in grades 3-8 are prevented from being able to exchange e-mail with the internet, and are only able to exchange e-mail with other students on their designated campus as well as district staff.

Electronic Publishing

Any electronic publication or web site that represents the district or any organizational unit of the district must meet all guidelines and requirements in accordance with district policy.

Forgery

Forgery or attempted forgery of electronic data is prohibited. Attempts to read, delete, copy, or modify the electronic data (including e-mail messages) of others are prohibited. Using another individual's account or materials for the purpose of copying academic work is unacceptable.

Software

Please contact the district technology department to install software on district computers. The installation of software or files not owned by the district on district computers is prohibited. Only software approved, licensed and/or purchased by the district should be installed on district computers. Proper licensing documentation must be maintained on file with the district technology department.

Vandalism

Any malicious attempt to harm or destroy district equipment or materials, the data and files of another user on the district's system, or any of the agencies or other networks that are connected via the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as a violation of district policy and administrative regulations and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses or other harmful software. Acts of vandalism

will result in the cancellation of system use privileges and will require restitution for the cost associated with system restoration, hardware, or software costs.

Due Process

In the event there is a claim that you have violated district policy in your use of the system, you will be provided with a written notice of the suspected violation, and an opportunity to present an explanation before the Superintendent. Violation of the district policy will result in a requirement to name and/or register personal electronic devices on the district's network. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with district policies. Anyone knowingly accessing or bringing prohibited materials into the school's electronic environment will be subject to a suspension and/or revocation of privileges and will be subject to disciplinary action in accordance with district policy. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

Disclaimer & Limitation of Liability

The district shall not be liable for inappropriate use of electronic communication resources, violations of copyright restrictions or other laws, mistakes of negligence, and costs incurred. The district shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the internet. The district's system is provided on an "as is, as available" basis. The district does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The district does not warrant that the functions or services performed by the system will meet the user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the district.

If you have questions or need further information, please contact your Campus Principal or the Technology Department.

Student Technology Notification and Device Distribution Verification

SISD makes available to all students a Chromebook or iPad for instructional purposes. As part of the use of these devices, students and families agree to take proper care of the device and to use for intended purposes. Students and families are responsible for reading and abiding by the Responsible/Acceptable Use Guidelines for Technology that is part of the student handbook as well as the SISD Student Technology Handbook which are both available on the district website.

Parents agree to this responsibility through the completion of student registration each year. Students signatures below indicate an understanding of these guidelines and that they will read and follow all guidelines. Failure to abide by these rules may result in fees assessed to the student for damage of the device.

Student Initials	Statement of Understanding
_____	I am aware that it is my responsibility to read and understand what is in the Student Handbook and Responsible/Acceptable Use Policy.
_____	I am aware that is it my responsibility to read and understand the contents of the SISD Student Technology Handbook.
_____	I agree to abide by the policies in both items mentioned above.
_____	I am aware that the removal of District Snook ISD Technology Stickers or Serial number stickers on the device and/or charger will result in fees being assessed. I also agree to notify a teacher if my asset tag appears to be falling off BEFORE it is actually removed so it can be replaced.
_____	I am aware that I am not to place personal stickers on my device, or I will be assessed fees for removal.
_____	I agree that I have been issued the Device and Charger as indicated by the Snook ISD Asset tag numbers below.
	Device Asset Tag: _____
	Charger Asset Tag: _____

Student Name _____

Student Signature _____ Date: _____