



# COLUMBIA SCHOOL DISTRICT

## Technology Handbook



**11775 HEWITT RD.  
BROOKLYN, MI 49230  
(517) 592-6641**

Mission Statement: Nurture Dreams. Empower All. Create a better world.

# Expectations and Care

## *Care and Maintenance of the Device*

- 1.** Do not attempt to gain access to the internal electronics or repair your device. If your device fails to work or is damaged, report the problem to your school's Main Office as soon as possible. Device repair/replacement options will be determined by the school administration. You may be issued a temporary device or other materials until your device is working properly or replaced.
- 2.** Never leave a device unattended. When not in your personal possession, the device should be in a secure, locked environment. Unattended technology will be collected and stored in the school's Technology Department.
- 3.** Never expose a device to long term extremes in temperature or direct sunlight. An automobile is not a good place to store any technology.
- 4.** Technology does not respond well to liquids. Avoid applying liquids to the device. The device can be cleaned with a soft, dry, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device. The use of unapproved cleaners may remove the protective film covering the screen or face of the device.
- 5.** School owned technology MUST remain in the provided case when being transported. The student will be charged for any damage to the device outside the school-issued case.
- 6.** Avoid placing weight on the device.
- 7.** Never throw or slide any technology.
- 8.** Your device comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. Student-issued device accessories are the responsibility of the student.
- 9.** District-owned devices have the ability to be remotely located. Modifying, disabling, or attempting to disable the locator is a violation of the acceptable use policy and grounds for disciplinary action.
- 10.** Each device has a unique identification number, and at no time should the numbers or labels be modified or removed.
- 11.** Do not lend your device to another person. Each device is assigned to an individual and the responsibility for the care of the device rests solely with that individual.
- 12.** Your device is an electronic device and care must be exercised when handling. Never throw a book bag that contains a device. Never place a device in a book bag that contains food, liquids, or heavy or sharp objects.
- 13.** Your device is designed for daily use; therefore, each device must be charged and ready to use each school day. Your device/s should be charged at home.
- 14.** The district-owned device and the case must remain free of stickers, writing, painting, or any other forms of adornment.

## Troubleshooting

If an app or the device fails to function properly, there are basic troubleshooting steps you should follow.

1. First, restart the device. This action resolves many issues.
2. Make sure the device is connected to WiFi.
3. Ask a classmate, teacher, or staff member to help resolve the issue.
4. Ask a teacher or administrator for request service through Jackson County ISD.

## Student Use of District Technology

- 1.** The student should have NO expectation of privacy of materials found on any District-owned technology or a school-supplied or supported email service. All District-owned technology is the property of Columbia School District and as a result, may be seized and reviewed at any time.
- 2.** Students must obtain school permission to publish a photograph or video of any school-related activity. Devices come equipped with a camera and video capacities. As with all recording devices, it is expected that students will ask permission before recording an individual or group.
- 3.** Students are responsible for bringing their device to school every day unless otherwise directed by a staff member. Failure to bring the device or any other class material(s) does not release the student from their responsibility for classwork. If a student repeatedly fails to bring materials to class, including the device, the student will be subject to disciplinary action.
- 4.** Students are responsible for bringing their device to school fully charged. A student's repeated failure to bring their device charged may result in disciplinary action.
- 5.** Inappropriate or provocative images are prohibited including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang-related images. Such actions are subject to disciplinary action. Personalized screen-savers or backgrounds are permitted.
- 6.** Games, music, videos, and sound use, while at school, will be at the discretion of the classroom teacher and building administrator.
- 7.** The device affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate or archive files to independent storage space. Students may save files to their Google Drive or District Home Directory.
- 8.** The District issued device is designed as a tool for learning. Misuses of the device may result in disciplinary action.
- 9.** All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
- 10.** A student should not share their personal security code with anyone. Responsibility for the contents/actions of the device rests solely with that individual.
- 11.** Columbia School District expects students to take their device home at night for classwork and recharging. All care, handling and appropriate use that is in effect during the school day shall extend to the use of the device at home.
- 12.** Columbia School District makes no guarantee, written or implied, that materials on the device, including student work, will be safe from deletion or corruption, accidental or otherwise. Backing up files is recommended.
- 13.** School personnel has the right to limit the use of the device at home.

## **Parent Responsibilities**

Your student has been issued a technology device to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer:

- I will supervise my child's use of the device at home.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home.
- I will supervise my child's use of the Internet and email.
- I will not attempt to repair the device nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the device. I will make sure my child recharges the device nightly.
- I will make sure my child brings the device to school every day.
- I agree to return the device to school when requested and/or upon my child's withdrawal from the Columbia School District.

## **COPPA AND VERIFIABLE PARENTAL CONSENT (CHILDREN UNDER THE AGE OF 13)**

In order for Columbia School District to continue to be able to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below. Columbia School District utilizes several computer software applications and web-based services, operated not by Columbia School District but by third parties. These include Schoology, Powerschool, Google Apps, Apple ID, Moodle, Edmodo, and similar educational programs. In order for our students to use these programs and services, certain personal identifying information, generally, the student's name and email address, must be provided to the web site operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits schools such as Columbia School District to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator. This form will constitute consent for Columbia School District to provide personal identifying information for your child consisting of first name, last name, email address and username to the following web operators: Schoology, Powerschool, Google, Follett, DeMarque, B.E. Publishing, Apple, and to the operators of any additional web-based educational programs and services which Columbia School District may add during the upcoming academic year. Please be advised that without receipt of this signed form, your enrollment package will not be considered complete as Columbia School District will be unable to provide your student(s) with the resources, teaching, and curriculum offered by our learning management system.

