

# EVERYONE:1

ENGAGEMENT. EMPOWERMENT. EQUITY.



# DEVICE USE POLICIES AND PROCEDURES



- 1 Charge your Chromebook/iPad at home every night, and bring it to school fully charged every day.
- 2 Teachers and principals determine when computers may or may not be used.
- 3 Your Chromebook/iPad is an educational tool and should be used in that manner.
- 4 Use your device responsibly and respectfully, so as not to cause damage.
- 5 Store files in your Austin ISD Google Drive, so you do not lose anything if you need to change devices.
- 6 Avoid having food and drinks near your computer.
- 7 Keep your Chromebook/iPad in its protective sleeve or case whenever you are not using it.
- 8 Honor the AISD security software and filters.
- 9 Abide by the AISD Acceptable Use Policy, which you can read in full at: [bit.ly/AISDacceptableuse](http://bit.ly/AISDacceptableuse)
- 10 If your computer is missing or suspected stolen, report it right away at: [bit.ly/aisdloststolentech](http://bit.ly/aisdloststolentech)



# CHROMEBOOK/IPAD DAMAGED, LOST, OR STOLEN

It is inevitable that some devices will be lost, stolen, or damaged over time. During times of in-person instruction, students should take damaged devices to the designated campus staff member or tech support area. During times of remote learning, families should take devices to the Austin ISD Computer Curbside sites ([bit.ly/aisdcomputercurbside](http://bit.ly/aisdcomputercurbside)). District-level supports include:

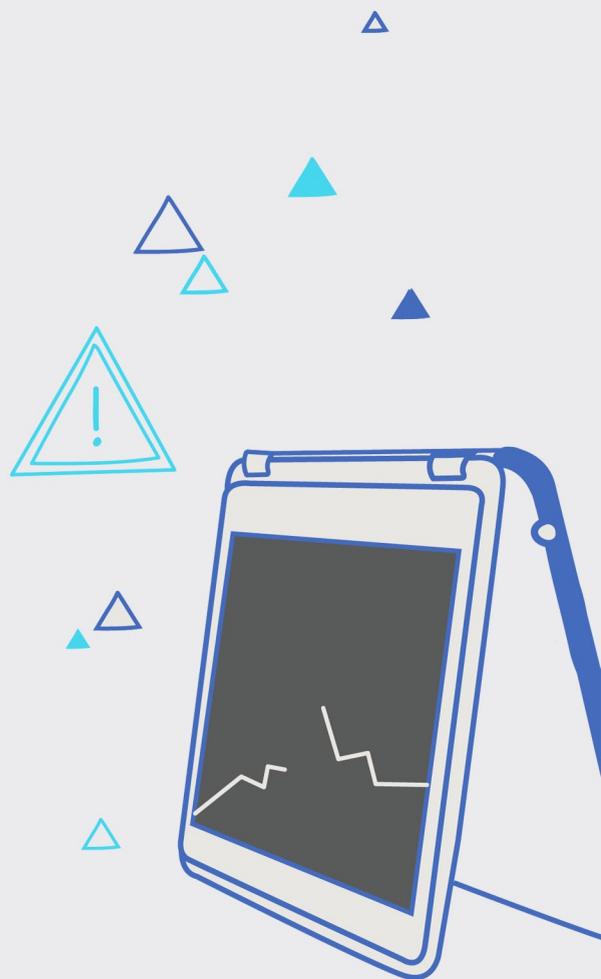
- ▶ Two-year warranty covering defects
- ▶ Two-year accidental damage coverage

If your computer is lost or stolen, reference the following document for information about how to file a report so that we can track the missing device:

[bit.ly/aisdloststolentech](http://bit.ly/aisdloststolentech)

Intentional damage will be handled on a case-by-case basis at the campus level and may result in replacement costs of up to \$315 paid by the student's family.

\*Families are responsible for purchasing replacement chargers as needed. Chargers can be purchased from a variety of online retailers for ~\$25.

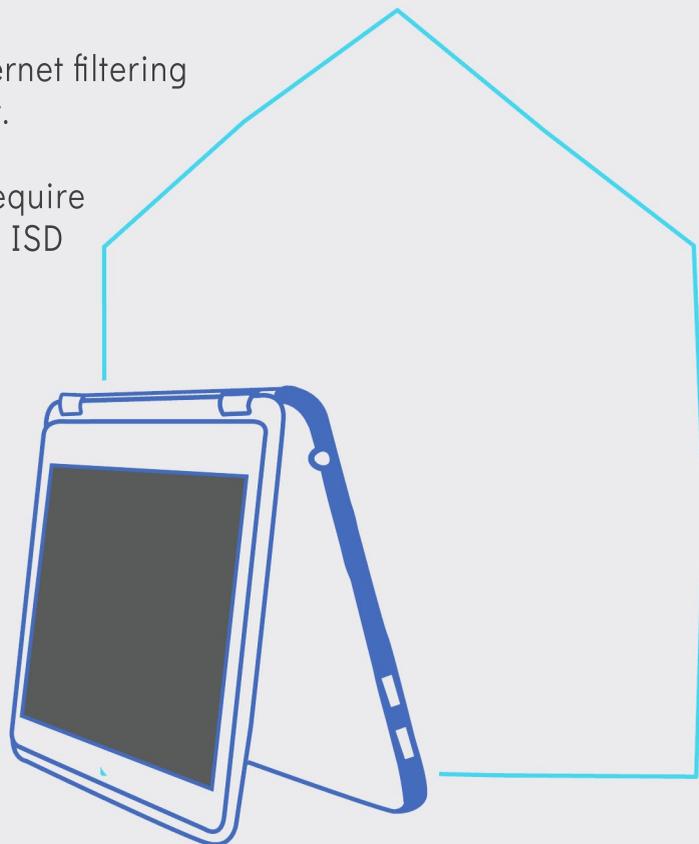


# BRING YOUR OWN DEVICE OPTION

If you have your own laptop or tablet you are not required to receive one from Austin ISD. However, there are many benefits to doing so:

- ▶ District devices come prepared with the software needed for school.
- ▶ Teachers can remotely change settings on Austin ISD devices to make it easier to access learning materials.
- ▶ District devices can be updated and software can be maintained remotely. They also come with a warranty for free repairs through the district, as well as insurance for accidental damage. They come in a durable, protective case, appropriate for their particular grade.
- ▶ Austin ISD computers have Internet filtering in place to ensure online safety.
- ▶ Laptops or tablets from home require extra steps to connect to Austin ISD WiFi.

To ensure that you are able to access all AISD apps and programs seamlessly, we recommend that you use only your district-issued device for all school-related tasks.



# ACCESSING AISD TECH SYSTEMS AS A PARENT OR GUARDIAN

1.

To access AISD Tech Systems as a parent you must have a Parent Cloud Account. To set up your account or reset the password for an existing account, go to [my.austinisd.org](http://my.austinisd.org) or call the multilingual Parent Tech Support line at 512-414-9187.

2.

Go to [portal.austinisd.org](http://portal.austinisd.org) and use your Parent Cloud Account username and password to log in and access these apps:



Use Parent Self-Serve to view information about your student's grades and attendance.



Use BLEND to see more detailed information about what your student is currently learning.

\*For a parent overview, visit [bit.ly/BLENDparentTOUR](http://bit.ly/BLENDparentTOUR)

For up-to-date information about technology access during school closures, please visit: [www.austinisd.org/technology/help](http://www.austinisd.org/technology/help)

# KEEPING YOUR STUDENT SAFE ONLINE



Keeping students safe online involves a collaboration on the part of families and schools that helps students develop the knowledge and habits necessary to become responsible in their digital interactions.

Austin ISD is committed to finding ways to keep students safe online, while also fostering increasingly independent, safe users of technology. Some of the scaffolds we have in place to achieve this include:

## ▶ INTERNET FILTERING

Austin ISD student devices come with Internet filtering software that protects students from dangerous and inappropriate online content. District-issued devices will have the same AISD filtering wherever they go. Even when students log on at home, their browsing is protected.

## ▶ INTERNET MONITORING

We believe in keeping every student safe online. In order to do this, AISD monitors some student internet activity. Data about internet activity may be used in the following ways:

- ▶ To monitor for student safety. (For instance, a student's internet search may indicate that they are in need of mental health support.)
- ▶ To determine overall district usage of digital tools and websites.

## ▶ CLASS ENGAGEMENT

Our classroom teachers also have access to software that they may use to track students' online activity during their classes, as well as easily connect students to apps and websites. If your child receives a district iPad, their teacher may use Jamf to push apps to the device and to monitor student progress. If your child receives a district Chromebook, their teacher may use GoGuardian to push out websites, filter browsing, and minimize online distractions.

## ▶ DEVICE TRACKING

We believe in protecting the devices, which represent an investment by the taxpayers of Austin in our childrens' education. All Austin ISD devices are equipped with location trackers to locate devices that are reported lost or stolen. The process of locating a Chromebook may also report a student's location information. We know that this is sensitive information. Austin ISD only activates location tracking as a last resort after all other methods of finding a lost or stolen device have been exhausted.

In addition to the measures in place at the District level, families can help students build habits that support safe computer use. One of the most important resources for families is [www.common sense media.org](http://www.common sense media.org), and we encourage families to spend some time looking at their resources, which are available in both English and Spanish.

Here are some additional tips for staying safe online:

- ▶ Use the tablet/laptop computer in a shared or common space in the home.
- ▶ Keep the tablet/laptop computer where everyone can see the screen.
- ▶ Keep personal information private, and beware of requests for personal information online.
- ▶ Do not post or give out personal information such as address, telephone number, parent/guardian's work address or telephone numbers, or the name and location of your school, without parent/guardian permission.
- ▶ Talk as a family about how to recognize and avoid online predators.
- ▶ Tell a parent/guardian right away if you come across any information on the Internet that makes you feel uncomfortable.
- ▶ Never agree to a meeting request from someone you meet on the Internet.
- ▶ Never send anyone your picture or any other possessions, without first talking about it with a parent/guardian.
- ▶ If you do receive a message that requests a meeting, worries you, frightens you, or makes you feel uncomfortable, you should tell a parent/guardian or a teacher immediately.
- ▶ Report cyberbullying, harassment, or threatening online behavior to your teacher or principal as soon as possible.
- ▶ Honor the Austin Independent School District security software and filters.
- ▶ Abide by the Austin ISD Student Code of Conduct.



# DEVELOPING HEALTHY COMPUTER USE HABITS

It is important that having access to a computer does not have a negative impact on students' health or grades, or decrease the quality of face-to-face interactions with friends, other students, teachers, and family members.

Having constant access to a computer creates new challenges for students in terms of how they focus their attention. Research has shown that what many people perceive as “multitasking” is actually the process of quickly shifting attention from one thing to another and back again. This has particular relevance for students learning to manage their time while working on a computer, because access to interesting content is just a click away. However, that kind of quick attention shifting can result in less productivity in schoolwork, when students might not focus as deeply as necessary on one piece of digital content. Furthermore, it can be easy for students to follow areas of interest to an extent that they lose track of other priorities.

With the goal of helping students develop increasing responsibility for their own device use, many families have success developing an agreement with older children concerning how your family uses computers, phones, and the Internet. Here is the link to one resource for creating family contracts regarding digital device usage:

[www.screenagersmovie.com/contracts](http://www.screenagersmovie.com/contracts)

Here are topics families may want to discuss:

- ▶ Notice when you are tempted to click from link to link online. Clicking around might be effective when you are trying to research the answer to a question. However, sometimes it's helpful to resist the urge to click around, and instead focus your attention on one page—for example, if you were trying to understand all of a particular article and the complete train of thought of the author.
- ▶ Decide as a family on your ideal amount of time for computer use, and learn to recognize when you are going beyond that agreed-upon time.
- ▶ Take regular breaks from computer use to get some exercise or spend time outside. This is especially important during times of remote learning.
- ▶ Pay attention to the people around you with whom you might interact face-to-face. Learn to set aside your computer when a face-to-face interaction might be better.



# ADDITIONAL RESOURCES FOR DIGITAL CITIZENSHIP & INTERNET SAFETY

The Austin ISD Student Code of Conduct:

[www.austinisd.org/family-support/conduct-code](http://www.austinisd.org/family-support/conduct-code)

Pages 20-24 have information that is particularly relevant to technology use, although the entire Code of Conduct applies.

The Austin ISD Acceptable Use Policy:

[bit.ly/AISDacceptableuse](http://bit.ly/AISDacceptableuse)

District-issued guidelines for all students & staff using AISD technology.

The Austin ISD Respect for All Site:

[www.austinisd.org/respectforall](http://www.austinisd.org/respectforall)

An Austin ISD initiative that provides important information about the AISD policies that address bullying, harassment and violence, as well as resources for parents, students and educators.

ConnectSafely:

[www.connectsafely.org](http://www.connectsafely.org)

Tips for teens and parents, as well as other resources for safe blogging and social networking.

OnGuard Online:

[www.onguardonline.gov](http://www.onguardonline.gov)

Practical tips from the federal government and the technology industry to help you be on guard against Internet fraud, secure your computer, and protect your personal information. Features NetCetera which includes tips to help parents talk to kids about being online.



