

# Knox County Schools

## Orientation for Students & Parents



KNOX  
COUNTY  
SCHOOLS

# Why?

- Engaging our students and making education relevant is critical—critical for our schools to continue to effectively and fully prepare our students to be college and career ready and to be leaders of tomorrow.

# Objectives of Session

- To review with students and parents about the guidelines, expectations, and policies surrounding the use of technology devices

# Review of Materials

At this time, you should have received:

Technology Device Agreement with Technology  
Device Procedures & Expectations Packet  
(Appendix A)

Please check your information and make any  
necessary corrections on the Device Agreement.

# Device Use (p. 4)

- The care of the district technology device is the student's responsibility. Students should not lend their device to another person.
- Students should never leave the technology device unattended.
- Students need to charge their technology device each night at home so that it is fully charged when they arrive to school each day.
- Failure to bring the district issued technology device (no personal home device) or other class materials does not release a student from his/her classwork responsibilities.

# Device Use (p. 4)

- **The technology device is the property of the Knox County Schools and may be collected and inspected at any time. Students have no right to privacy for any material on a district technology device.**
- Each technology device has a unique serial number and asset tag. Students should not modify or remove the tag. Students should not write on, draw on, or add stickers or labels directly to the technology device. No form of tampering will be permitted.
- **It is the student's responsibility to back up projects and content.**

# Device Use (p. 4)

- Students with Apple products may add their iTunes account to their device. This information may be inspected on the district technology device, and inappropriate, graphic, or offensive material may be removed.
- If a student's technology device is not working or is damaged, students should report the problem immediately to the help desk.
- If a student's technology device is lost or stolen, the student should report the loss immediately to the administration (if the device is stolen off campus, a police report should be completed).
- Students are responsible for using the technology device according to school and district policies and procedures.

# Device Care (p. 5)

- Devices should NEVER be picked up by the lid. Students should close the technology device before it is picked up. Students should close the technology device before it is picked up.
- Students will use the school issued protective covering if provided.
- When carrying the device to and from school campus, it is expected that the device will be placed in a backpack, bag, or other carrying case.
- It is recommended that if students use a backpack, the technology device should always be placed in the backpack with the port-side facing up to keep pencil lead and other debris from jamming the ports. Additionally, iPads in a backpack cannot bear excessive weight, so please be aware when setting your backpack down that the iPad is on top.



# Device Care (p. 5)

- Technology devices should be kept at room temperature and should NOT be exposed to extremes of hot or cold. Students should **NOT LEAVE their technology device IN THE CAR. Students should not leave their technology device outside.**
- Liquids and food should not be used/consumed in the vicinity of the technology device.
- Cleaners, sprays, alcohol, ammonia or abrasives should not be on the technology device. Devices should be cleaned with a soft, lint-free cloth.
- The device should remain in the protective cover when not in use. Device should not be in a place where someone could accidentally sit or step on it.

# Your Technology Device

- This device will be yours for the remainder of the time you are here at this school- so take care of it! You will receive the same technology device and protective covering each year.
- Repair & Replacement Guidelines (p. 6)
  - Theft
  - Non-preventable Damage
  - Preventable Damage/Negligence or Willful Damage/Recklessness
- An Estimate of Repair Charges are listed on page 7.

# Parent/Guardian Guide (p. 5)

- Monitor your student's home use of the internet with the technology device.
- Provide a place in an open area of your home, such as the kitchen or family room, where the technology device will be used.
- Use the internet with your student to help develop safe internet habits.
- Frequently ask to see your student's technology device and ask how it is being used.
- Review with your student the programs used on the technology device and ask them what each program does.
- Do not hesitate to contact your school if you have any questions or concerns about the technology device.

# Home Internet Use

- Parents should set and enforce rules for internet and phone use. For example:
  - Set time limits for using the internet, instant messaging, social networking, online gaming, etc.
- Parents should ask and know student's personal username and password.
- Parents should have access to students' e-mail
- To check history:
  - Firefox & Chrome → History → Show All History
  - Safari → Bookmarks → Show All History
  - If the history is empty, ask why!

# Social Media

- Parents should monitor social media use even though it is blocked by KCS network filters while on school property.
- Be aware of which social media sites your students use (Twitter, Instagram, Facebook, SnapChat, Tumblr, etc.) and monitor their postings.
- Talk with your kids about their permanent digital footprint.
- Be alert to any cyber-bullying and notify school immediately if it involves another student.
- Parents should ask and know student's personal usernames and passwords for social media sites.

# What is prohibited in KCS?

- Bypassing the filter
- Using another student's username or password
- Sharing passwords
- Downloading or installing
- Tampering with the hardware
- Chat rooms, instant messaging, social networking sites, hosting non-school approved web pages



# Inappropriate Material

- Materials that are unacceptable in a school setting
- Pornographic, obscene, graphically violent, vulgar music, sounds, language, videos or other materials
- Do not download or transfer through an external drive.

Additional information can be found detailed in the  
*Technology Device Procedures  
and Expectations Packet.*

# Overview of Deployment

Stages of Deployment	Outcome
Training Session	Attend Training session and receive Expectations & Procedures packet as well as the Agreement.
Charger & Device Deployment	Pick-up charger and device.
Device Login	Students will create a student account and log-in to device.
Submit Technology Device Agreement	Students and parents should turn in signed Agreement.



# Questions?

Contact your school administration.

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*Personalized Learning for Every Child*