



Kenton County School District | *It's about ALL kids.*

# Issue Paper

**DATE:**

April 15, 2026

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve the Instructional Technology and Parent Technology Handbooks

**APPLICABLE BOARD POLICY:**

08.232 Instructional Resources

**HISTORY/BACKGROUND:**

Since the inception of the KCS D 1:1 initiative in July of 2020, we have provided and utilized an Instructional Technology Handbook. As our instructional technology usage has grown and evolved, we have found it necessary to update our current handbook. These updates include several important changes, including revisions to our digital citizenship curriculum, the addition of guidance around the responsible use of artificial intelligence, and updated device replacement costs. These updates ensure that our practices remain current, relevant, and aligned with evolving technologies and expectations. In addition, we have developed a Parent Technology Handbook designed to provide families with clear information about how technology is used across the district, as well as expectations for student use. Together, these resources strengthen transparency, promote responsible technology use, and support consistent implementation across our schools.

**FISCAL/BUDGETARY IMPACT:**

N/A

**RECOMMENDATION:**

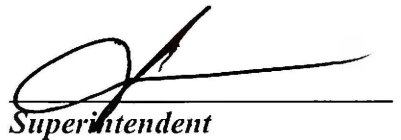
Approve the Instructional Technology and Parent Technology Handbooks

**CONTACT PERSON:**

Matthew Winkler/Jena Smiddy

  
Principal/Administrator

  
District Administrator

  
Superintendent

*Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda. Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent’s mailbox.*

# Kenton County Schools Technology Integration Handbook

District Website: [www.kenton.kyschools.us](http://www.kenton.kyschools.us)



## Special Note:

This handbook is a living document and subject to change. Stakeholders will be alerted to major changes, which could occur at any time. Otherwise, updates to this document will be available each August prior to the start of school.

## Version Control

Version	Date	Author	Change Description
23.0	8/4/2023	Matthew Winkler	Handbook approved by KCBOE for 2023-2024
23.0.1	8/20/2023	Matthew Winkler	Version Control Added
23.1	8/20/2023	Matthew Winkler	Student Account Creation Section Added on Page 14
23.1.1	8/20/2023	Matthew Winkler	Connection to KCSD Wireless Section Added on Page 14
23.2	4/19/2024	Matthew Winkler	Updated Collection Procedures for 2024 on Page 10
23.3	11/21/2025	Jena Smiddy	Added Use of Artificial Intelligence
23.4	3/11/2026	Sarah Glass	Updated Digital Citizenship; added Instructional Norms and Acceptable Levels of AI Use
23.5	4/22/2026	Matthew Winkler	2026 Board Updates

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# Kenton County Technology Integration Initiative

Excellence is the goal of the Kenton County School District (KCSD). Implementation of the digital conversion (DC) will transform teaching and learning to ensure that students learn at higher levels while mastering content standards. The DC will foster new, creative, and innovative ways of learning and will be observable through the 7 concepts of the *Kentucky Academic Standards for Technology*:

- Empowered Learner
- Digital Citizen
- Knowledge Constructor
- Innovative Designer
- Computational Thinker
- Creative Communicator
- Global Collaborator

KCSD strongly believes that technology is a “tool” to enhance instruction and learning, allowing students to have the world at their fingertips. When used appropriately, technology will take our classrooms to new levels of learning for ALL KIDS, ensuring they are fully prepared for the 21<sup>st</sup> Century Economy.

This handbook outlines several items for successful implementation while ensuring everyone has a clear understanding of the guidelines for the 1:1 Technology initiative.

## Instructional Technology Norms

KCSD is committed to integrating instructional technology in all classrooms. We believe the proper use of technology, in conjunction with high quality instruction, will take our classrooms to new levels of learning while ensuring that ALL kids are transition ready and equipped for the 21st Century.

To ensure that our students are developing the technical skills necessary to thrive outside of school, we must teach them to use instructional technology, including those that utilize artificial intelligence (AI), properly in the classroom.

Our district is committed to preparing students to be responsible digital citizens in a rapidly evolving digital landscape. Educators are expected to embrace appropriate uses of AI to support instruction and to guide students in understanding how to use AI tools responsibly and ethically. The district has implemented the MagicSchool AI platform to enhance teaching and learning, increase instructional efficiency, and allow students to develop the skills needed to engage thoughtfully with emerging technologies while becoming good digital citizens.

Schoology and Performance Matters serve as our Learning Management System (LMS) and data collection tool. Not only do these tools help teachers collect data in real time but also help students practice and develop their technical skills. Use of Performance Matters assessments also prepares our students for completing the online state test at the end of the school year by providing them opportunities to use and apply digital testing tools similar to those provided in the TestNav platform. Additionally, having data in real time allows teachers to adjust and differentiate instruction based on their students’ knowledge of standards.

Grades 1-12 are fully 1:1 in KCSD. It is the expectation that all students have the opportunity to regularly utilize technology to enhance instruction. This includes the use of Schoology, Performance Matters, MagicSchool, and other district approved emerging instructional technologies.

It is the district's vision to utilize Schoology in the same regard as we would a textbook, making all the materials available on-demand, allowing learning to happen anywhere/anytime. To ensure all students are utilizing Schoology, the following guidelines have been set for all teachers:

- Deliver all district Common Assessments through Schoology or by using Performance Matters' Preslugged Sheets in grades K-1.
  - Primary grades should regularly practice using technology to access materials.
  - By the end of first grade, students should be using Schoology to access the district Common Assessments in Performance Matters. Teachers should post these assessments for student access using the *Common Assessment* option under *Add Materials* in Schoology.
- Use data generated from Performance Matters around common assessments to inform instruction and monitor progress toward mastery of standards.
- Use Schoology as a resource to organize all instructional resources, materials, and links routinely used.
- Post assignments and resources in Schoology for 24/7 access.

KCSD utilizes Google Workplace apps such as Drive, Sheets, Docs, Slides, Gemini, and Notebook LM to support instruction. Teachers and students should be using these tools on a regular basis to build technical and digital literacy skills. These tools should be integrated into instructional activities and delivered to students through the use of Schoology.

MagicSchool is the district's adopted AI instructional platform. At a minimum, all staff are expected to embrace MagicSchool to enhance instructional delivery and efficiency. Additionally, teachers should use MagicSchool to provide students with opportunities to develop the necessary technical skills and instruction on digital citizenship and AI literacy. Students in all classrooms should have experiences using AI through MagicSchool and other approved instructional resources that utilize AI.

With the rise of AI tools available online and through their integration into current instructional tools, the instruction of digital citizenship skills and AI literacy is imperative. Students must be taught when, where, and how AI can be responsibly and ethically used. District AI usage stoplight scales will be utilized to guide students and teachers on acceptable levels of use. If students use AI in a manner that does not align with the expectations of a given assignment, teachers and administrators should address this in alignment with the Student Code of Conduct.

AI translation tools can support English Learners by clarifying directions, providing access to key vocabulary, previewing complex content, and facilitating family communication—but only when they enhance understanding without replacing intentional language instruction. Teachers must review all AI-generated translations for accuracy and cultural appropriateness before sharing them with students or families. Importantly, translation should supplement—not substitute—explicit language instruction, scaffolding, and opportunities for productive language practice. Overreliance on translation can actually hinder English acquisition by reducing engagement with academic English. For official or legal communications, schools must use approved district translation services, and all AI use must comply with district privacy and data security policies.

Parent information for instructional technology can be found in the KCSD Parent/Guardian Technology Handbook which can be found on the KCSD website under the Technology department page.

## **Ownership**

KCSD retains sole right of possession and ownership of all devices utilized in the Digital Conversion and grants permission to the student to use the device according to the rules and guidelines set forth in this document. Failure to follow the terms of this handbook may result in disciplinary action, including but not limited to confiscation of any and all devices accessed by the student and revocation of student access to KCSD technology. KCSD reserves the right to monitor and log the use of its technology and network by users. In addition, KCSD reserves the right to examine user files and materials as necessary. Additionally, KCSD administrative staff has the right to collect and/or inspect the device at any time, including via electronic remote access, and to alter, add, or delete installed software or hardware. There is no reasonable expectation of privacy while using KCSD computers, networks, or technology.

## **Equipment Provided Through DC Program**

All devices include a chromebook, charger, software, and other miscellaneous items (hereinafter collectively referred to as "Device"). KCSD will retain records of the serial numbers of provided equipment.

## **Responsibility for Electronic Data**

It is the sole responsibility of the student to backup data as necessary. KCSD does not accept responsibility for backup of student material.

## Device Use and Guidelines

Technology, when used appropriately, offers opportunities for teaching and learning in ways that traditional instruction cannot replicate. The following is a list of guidelines that govern the use of KCSD's devices and network resources to enrich daily instruction and learning.

Students will:

- Only access the system for educational purposes.
- Use appropriate language and be respectful of others.
- Observe and respect license and copyright agreements.
- Keep usernames and passwords and personal information confidential. (Student names, telephone numbers, and addresses should NEVER be revealed over the system.)

Students may not use network resources\*:

- To engage in harassment, bullying, or cyberbullying of any individual.
- To instant message or chat during class unless related to academic expectations and set forth by the teacher.
- For accessing, viewing, downloading, displaying, transmitting, creating, or otherwise possessing or disseminating material that contains inappropriate language or actions, pornography, or other sexually explicit material. KCSD will monitor the system for inappropriate usage.
- To download, stream or listen to internet-based music, video and large image files not for school work, as this slows the performance of the network for all users. KCSD will monitor the network for violations.
- To access web sites or other content blocked by the district via codes, proxy anonymizers, or any other method.
- To conduct any activity that violates district/school rules, KCSD Board Policy, or local/state/federal law (the law).
- To access the data or account of another user.
- To install any software onto KCSD devices unless instructed to do so by your teacher or STLP coordinator. (This does not pertain to normal updates to existing programs on the computer.)
- To copy KCSD school software. (Copying school owned software programs is considered theft.)
- To attempt to change any KCSD network or server configuration or the configuration of the device.
- To use any option that "remembers" your password. The easiest way to breach security is to allow someone else to use your login account. Anyone who has access to your account, even for a few minutes, has access to your email, your local data, your server account, and any website to which you saved your password.
- To give user name(s) and/or password(s) to anyone other than parents/or legal guardians.
- To record (audio or video) staff or students without their consent, knowledge, and permission.
- To forward email commonly known as "SPAM."

\*Network resources in this document refers to all aspects of the district owned or leased equipment including, but not limited to, computers, printers, scanners and other peripherals, as well as email, internet services, servers, network files and folders, and all other technology-related equipment and services. These guidelines apply to any use of district network resources whether this access occurs while on or off campus.

**\*\*Students must follow these guidelines at all times when using KCSD technology.\*\***

## Discipline

Any student who violates the guidelines and expectations relative to this handbook/technology use will be subject to disciplinary action, up to and including suspension or expulsion from school. If there is evidence that a violation has occurred, a KCSO administrator or designee will decide appropriate consequences in accordance with board policy, school policy, and the law.

Technology shall not be taken away from students as a consequence. Devices are to be considered in the same capacity as a textbook and should be treated as so. The technology department shall be contacted for extenuating circumstances regarding student behavior and use of technology.

Student violations may also result in the student's access to KCSO technology being limited or revoked, and/or students having their hard drives restored to original settings. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school's electronic system or devices.

### [Chromebook Day User Notification Letter](#)

## **KCSO Monitoring of Devices**

KCSO will do everything possible to keep students safe when using technology. This includes the installation of content filtering software on all Devices. It is possible that restricted content may not always be stopped by filtering software. KCSO does not have control of content posted on the internet, nor does it have control of incoming email. Sites and content accessible via the internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of our school district. KCSO expects students to use technology appropriately and follow all policies when using the internet. The district believes that parent or legal guardian supervision of technology use outside of school is of critical importance to ensure student safety and compliance with district policies and the law. Students found in violation of the policy will be subject to disciplinary action under KCSO policies.

## Device Care and Damages

The guidelines below govern Device care and damage.

- The student or parent/guardian will notify the school (teacher, administrator) if Device or Charger is damaged.
- Device or Charger will be turned into the school for repairs.
- When damage occurs due to *intentional conduct or gross negligence* as determined by KCSD administration, KCSD reserves the right to charge the student and parent/legal guardian for damages to the device at the current market price for parts. [Reference this spreadsheet for current part costs.](#) Examples of gross negligence include, but are not limited to:
  - Leaving equipment unattended and unlocked, including damage or loss resulting while at school.
  - Lending equipment to others.
  - Using equipment in an unsafe environment.
  - Using the equipment in an unsafe manner.
  - Any drop or physical damage of Device.
- Any fines should be also entered into Infinite Campus under the student’s record for history and tracking.
- Note: A Kenton County District student who transfers within the county will retain their current device. If a student is leaving the district the device will need to be returned to the school.
- If the student leaves the school district and does not turn in the device, KCSD will make a reasonable effort to obtain the device and charger. If those efforts are unsuccessful, KCSD will treat it like a stolen device and will notify the appropriate policing authorities.

**Lost or stolen devices will be assessed as follows:**

	<b>Elementary (1-5)</b>	<b>Middle (6-8)</b>	<b>High (9-12)</b>
<b>Model</b>	<b>HP G9</b>	<b>HP G9</b>	<b>Dell 3100</b>
<b>Year 1</b>	<b>\$332</b>	<b>\$301</b>	<b>\$337</b>
<b>Year 2</b>	<b>\$274</b>	<b>\$226</b>	<b>\$278</b>
<b>Year 3</b>	<b>\$216</b>	<b>\$151</b>	<b>\$219</b>
<b>Year 4</b>	<b>\$158</b>	<b>\$76</b>	<b>\$160</b>
<b>Charger</b>	<b>\$45</b>	<b>\$45</b>	<b>\$45</b>

**Pink indicates 2025-2026 year**

*Note:* If the device is reported as lost/stolen the KCSD Technology Department must be provided with a police report before another device can be issued. The police report should include the serial number and asset tag of the device. Additionally, if the device was lost/stolen due to negligence then the associated cost shall be collected from the school and sent to the KCSD Technology Department before another device can be issued.

[Fine Collection Letter](#)

## Student Use of Device

## Student Use in Classrooms

KCSD's goal is for every student in grades 1-12 to utilize technology to enhance learning and ensure transition readiness. Therefore, students will be required to take their device to every class daily. Please ensure that the device is charged at home and ready to be utilized throughout the day. The Chromebook is considered to have the same purpose as a textbook. Although Chromebooks may not be used daily in classes they will be needed to access activities and materials provided from the teacher through *Schoology*.

## Bringing the Device to School

**It is imperative that students bring their fully charged device to school daily for learning.**

- Teachers will design lessons and classroom structures based on students having access to their device.
- Students who accidentally leave their device at home will need to report to the office to contact someone who can bring the device to school.

## Charging of Devices

**It is the students' responsibility to have their devices charged each day when they come to school.**

- During a normal school day, a fully charged chromebook typically can be used an entire school day with no additional charging required.
- Students should establish a routine for charging the device before arriving at school.
- It is the student's responsibility to maintain the power adapter and cable.

## Downloading Programs & Personalizing the Device

- Only KCSD's Technology Department or its authorized representatives may install applications/ software on student devices. (This does not pertain to normal updates to existing programs on the computer)
- **Stickers and other markings on the outside of the device will not be allowed. Each device is easily identified by an asset tag that is placed on the device by KCSD and may NOT be removed.**

## Earbuds/Headphones

- The use of earbuds/headphones in class and/or during the regular day must be authorized by the classroom teacher or administrator.

## Student Access to the Internet

- At school, students will have access to the internet through the school network.
- When not at school, students can access the internet on district devices if they have internet access available. As with any other internet-enabled device, *KCSD recommends that parents/or legal guardians monitor their student's time and activities on the internet.*
- The device's content filter will also be in place when students access the internet outside of the school. Therefore, sites that are "blocked" at school will also be "blocked" in other locations where students access the internet.
- If prohibited or inappropriate web sites or content are accessed by accident, the student should immediately leave the site and report the incident to his/her teacher.
- Students that purposely circumvent the filter will result in disciplinary actions.

## Video Capability

Each student chromebook is equipped with a webcam. This equipment offers students an extraordinary opportunity

to experience a 21<sup>st</sup> Century tool and develop 21<sup>st</sup> Century communication skills.

Webcams are to be used for educational purposes only, under the direction of a teacher. Examples include:

- Recording videos or taking pictures to include in a project
- Recording a student giving a speech and playing it back for rehearsal and improvement.
- Recording a classroom lesson for playback for improvement (Teacher permission required)

## **Gaming**

All games must support education and learning.

## **Printing at School**

Any documents that require printing should be printed at school. This means there should be no school-required reason for printing at home. If a student chooses to print schoolwork at home, we suggest using the following options:

- Save the file on the student's Google Drive to access from a home computer.
- Save the file on a thumb/flash drive and use the home computer to print.
- Email the file to the student's outlook email account. Use the home computer to access the web-based outlook, and print from the home computer.

## **Safe and Appropriate Use of Technology**

- Students will receive instruction in safe, ethical, and appropriate use of technology upon issuance of a device and throughout the school year as appropriate. It is important that students are aware of safe and appropriate use of technology for their own protection and to ensure the safety of others.
- Standards covered in these learning sessions include:
  - DC1: Recognize the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world; act and model in ways that are safe, legal and ethical.
  - DC2: Demonstrate an understanding of and respect for the rights and obligations of using and sharing intellectual property.
- Topics covered in these learning sessions will include information on Media Balance and Well-being; Privacy and Security; Digital Footprint and Identity; Relationships and Communication; Cyberbullying, Digital Drama, and Hate Speech; and News and Media Literacy.
- As always, any unsafe/unethical/inappropriate device usage should be reported to the classroom teacher and/or building principal.
- Students should NEVER allow anyone else to use their device. Parents or guardians may utilize the device for the sole purpose of monitoring their student's use or classwork. Personal/business use of a device by a parent or guardian is prohibited. Loss or damage that occurs when anyone else is using the device will be the student's responsibility.

## **Device Care**

Students are expected to follow all the specific guidelines listed in this document and take any additional precautions to protect their assigned device. It is a student's responsibility to maintain a 100% working device at all times.

## **General Care of Device-School and Home Use**

- Treat this equipment as if it were your own property.
- While working, center the chromebook on the desk. Follow all directions given by the teacher.
- Devices should not be left in a car or anywhere it might be exposed to extreme temperatures.
- Do not attempt to remove or change the physical structure of the device, including the keys, screen cover or

plastic casing.

- Do not put stickers or use any type of markers on the device.
- Do not remove or interfere with the asset tag or any identification placed on Device.
- Keep the equipment clean. For example, don't eat or drink while using the device. Exposure to liquids will severely damage a device. Do not put a bottle of water/pop/etc. in your backpack with your device-even if it is sealed.
- Do NOT charge your device while it is in a backpack or bag. This could cause it to overheat.
- To save battery life and protect the screen, close the lid of the computer when it is not in use.
- Turn the computer off if not used for an extended period of time. Fully shut down the device when it won't be used for an extended duration. Simply putting your device to sleep by closing the lid and not using it for several days can drain the battery to a point where it may no longer accept a charge.
- Always use two hands to carry the chromebook. **NEVER** walk from one location to another with an open computer. This is applicable at school and at home.
- Devices must be stored in a safe place (A locker, when locked, is considered a safe place).
- The device should not be placed where heavy objects may be set on top of it, causing damage.
- The device should not be left on the floor where it might be stepped on, or within reach of small children or pets.
- Devices left in bags in unattended classrooms or other areas will be confiscated by faculty or staff as a protection against theft. If confiscated, the student may be subject to disciplinary action.

## Troubleshooting

1. Students should always try to fix the problem first.
2. Restarting the chromebook is always the first step in troubleshooting.
3. If appropriate, a student may ask a classmate for help with the issue.
4. Students are reminded to limit time spent troubleshooting, so they do not miss instructional time.
5. When appropriate, students should ask the teacher for assistance.
6. If basic repair steps do not work the teacher will contact the student tech team, the STC, the Technician, or Help Desk for assistance.
7. If the problem results in a lengthy period for repair, a loaner may be distributed to the student.
8. The student has the responsibility to frequently save all electronic data as KCSD assumes no responsibility for lost data/work.

## Student Personal Devices

It is recommended that all students utilize district provided devices. However, if a student wishes to utilize their own device, we will allow them to do so, but the following must be understood:

- The AUP has to be signed to get on to our network and access Schoology/Performance Matters.
- KCSD is not responsible for damages to the personal device.
- All assessments/testing will be completed on a district owned device.
- KCSD cannot load programs/software to personal owned devices.
- KCSD cannot troubleshoot or fix any personal owned devices.
- Personal devices cannot be identified by our filter, so they are treated like guest devices. This means if there are resources we identify for instruction and not to guests, then those applications could be blocked.

## Device Collection

Schools will follow [these instructions](#) for collection during the 2025-26 school year. These procedures will be updated annually before the end of Spring Break for the current school year.

## Device Distribution

The beginning of the school year procedures are unique to each school. Therefore, it is requested that schools develop distribution procedures for student devices and submit them to the KCSD Technology Department prior to August 15th of each school year. The AUP must be signed yearly and be collected prior to device distribution. Devices shall be assigned to individuals through Follett. All devices must be assigned at all times to an individual or checked out for repairs. Schools are responsible and accountable for the assets within their buildings. If schools need assistance in distribution procedures, please contact the KCSD Technology Department.

Please use this [Deployment Document](#) to help guide the process.

## Parent/Guardian

KCSD makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the chromebooks in the home. There are several responsibilities assumed by the parent/guardian as outlined below:

- Sign the [Acceptable Use Policy](#)
- The parent/guardian must agree to monitor student use at home and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.
  - Investigate and apply parental control
  - Develop a set of rules/expectations for chromebook use at home. Some websites provide parent/child agreements for you to sign
  - Only allow chromebook use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms
  - Demonstrate a genuine interest in what your student is doing on the chromebook. Ask questions and request that they show you his or her work often.

## School Software Purchases

All software license agreements require Board approval prior to being signed by the Superintendent/designee. Each school using licensed software shall have on file a copy of the executed agreement, the original disk, or the original documentation. When purchasing software, reference the [School Software Purchases](#) sheet.

## **Use of Digital Instructional Resources**

All digital instructional resources must be approved as a high quality resource before use. Schools must submit resources for approval through their administrator. For software that requires logging in, creating an account, agreeing to terms/conditions, entering into a contract, and/or collecting personally identifiable information from students and/or staff, additional steps must be taken. Per board policy 08.2321, all software license agreements require board approval prior to use. In addition, all software must meet the requirements for traceable communications. If a software is approved, schools will follow the procedures for software purchasing. Resources that do not meet these requirements should not be used by teachers or with students.

## **Curriculum Integration**

In order to meet our mission statement, technology integration must be approached in a systemic way that helps both staff and students integrate technology on multiple levels. The Kentucky Academic Standards (KAS) for Technology should be implemented in a progression model following the school plan that will outline what technology use looks like across the grade levels. Schools will submit their technology curriculum timeline to the KCS D Technology Department for final approval by August 1st of each school year.

## **Instructional Technology Coach**

The purpose of the Instructional Technology Coach (ITC) in the KCS D is to provide school staff with initial/ongoing training, guidance, and resources on integrating technology into student learning (see job description), including KAS standards for technology. In addition, the ITC will promote a well-organized, functional technological environment in which students can take full advantage of the instructional program and available resources.

By meeting and collaborating with district staff and other school level ITCs on a monthly basis, ITCs will implement systemic professional learning for 1:1 classrooms. Using the [SAMR model](#), training will focus on continual staff growth toward the improved integration of new and emerging technology into the Cycle of Quality Instruction. To determine an appropriate learning continuum, the ITC will assist the school administration team with monitoring the effectiveness of technology integration using the Instructional Walk Form with technology resources and providing additional support to staff as needed.

## **Learning Management System (LMS)**

Since the 2022-2023 school year KCS D has been using *Schoology* as the learning management system. *Schoology* will serve as the main platform for online instruction that allows students, teachers, and parents the ability to have curriculum available online. The platform will allow 24/7 access to instructional material as well as enhance the classroom experience by allowing students to have access to previous classroom materials and have live feedback throughout the course. In addition to *Schoology* schools will be utilizing *Performance Matters* as a data analytics tool to measure student mastery of standards over time. These tools will serve as the foundation pieces for the classroom structure allowing the teachers to enhance their instructional practices opening the doors for deeper dives into content and varied methods for students to demonstrate mastery of standards. *Schoology* will be used regularly to help students access work, direct students to online instructional

material, as well as deliver common assessments through *Performance Matters*. There will continue to be ongoing training for all staff in regards to the LMS throughout the year. Norms for Schoology and Performance Matters use outlined in the [KCSD Instructional Technology Norms](#) should be followed at all times.

## Use of Artificial Intelligence

As Artificial Intelligence (AI) becomes more integrated in all aspects of society, it is important that our staff and students are using AI in safe, ethical, and responsible ways. The use of AI by staff and students must adhere to the guidelines identified in our Acceptable Use Policy (AUP).

Teachers will use AI in an ethical manner that protects student data and information. Teachers will provide instruction on responsible and ethical use of AI when using AI tools with students. During instruction, teachers will model responsible use of AI while addressing ethical concerns, building student AI literacy, and promoting digital citizenship skills.

Students will use AI tools responsibly and ethically while adhering to the expectations for academic integrity set forth by the district, school, and teachers.

The Kenton County School District will implement the use of the Magic School resource for staff and students. Magic School provides tools for both teachers and students that align with local and state safety requirements. The structures put in place for data privacy and student safety in Magic School are outlined and explained in their [AI Safety Loop For Students](#) document.

## Acceptable Levels of Student AI Usage

To support responsible AI use in classrooms, teachers will use the *KCSD Student AI Use* stoplight to establish clear guidelines for acceptable student use of AI in assignments. Teachers will classify each assignment as Red (no AI use), Yellow (AI to assist), or Green (Full AI use).

For Yellow and Green assignments, teachers will communicate the following expectations to students at the assignment's start:

- Approved AI resources – specific tools and platforms students may use
- Citation guidelines – how students must document their AI use
- Assignment rubrics – clear criteria outlining expectations for the complete assignment

## Digital Citizenship



**KCSD**  
Kenton County School District | It's about ALL kids

### Student AI Use

**RED LIGHT:**  
**No AI Use**  
AI is completely off-limits; every word and idea must be 100% your own.

**YELLOW LIGHT:**  
**AI to Assist**  
AI may be used with teacher approval to assist you following specific assignment guidelines.

**GREEN LIGHT:**  
**Full AI Use**  
Use AI to research, create, and polish while remaining the "boss" of the final result.

**Don't hide it, cite it!**  
Name the tool used and follow teacher instructions on sharing how you used AI.

© NotebookLM

In addition to learning and practicing the *KAS Standards for Technology*, students need to learn how to navigate the internet in a wise and safe manner. Ensuring students understand the importance and impact of good digital citizenship is a collaborative effort between students, parents, and educators. While these topics should be on-going in conjunction with instruction of the KAS Standards, students should receive instruction on the main elements of digital citizenship by October 1st.

~~KCSD will utilize Google's [Be Internet Awesome](#) as an instructional resource for the elementary grades. The instruction focuses on 5 key elements:~~

- ~~1. Share with Care~~
- ~~2. Don't Fall for Fake~~
- ~~3. Secure your Secrets~~
- ~~4. it's Cool to Be kind~~
- ~~5. When in Doubt, Talk it Out~~

~~Elements from Google's [Be Internet Awesome](#) may be accented with other digital tools that are age appropriate, such as <https://www.netsmartzkids.org/>.~~

Grades ~~6 and up~~ Kindergarten through 12 will utilize [Common Sense Media](#) as an instructional resource for digital citizenship. Key Elements include:

1. Healthy Habits
2. Privacy & Safety
3. Digital Footprint & Identity
4. Relationships and Communication
5. Cyberbullying & Online Harms
6. Information & Media Literacy

## Technology Integration Review

The district will provide an annual update of the technology integration implementation. The evaluation will be conducted by a committee of teachers/principals involved in the implementation and will include results from: surveys, data to include district/classroom/school assessments (formative/summative) and state assessment results. An evaluation report will be developed and presented to the Kenton County Board of Education on an annual basis addressing the district's essential question: *How does the use of the resource improve student achievement in a measurable way over time?*

Components of the review will include but are not be limited to:

- Surveys for all stakeholders 2 times a year.
- Instructional walks
- Data, trends, and growth toward SAMR
- Student products and growth towards SAMR
- Student Achievement Data
- Annual update to the board

## Work Order Prioritization

All technology work orders shall be submitted through the district technology work order system ([KCSD Technology WorkOrders](#)). It is imperative that this process is followed so that work tickets are not missed. It is the goal of the Technology Department to review all submitted work orders within 2 Business Days and close submitted work orders within 5 Business Days. To help understand the prioritization of work orders we have put together the following list to assist in the response and resolution of work orders.

1. Student/Staff/Public Safety
  - a. A work order which invokes a safety concern will be an immediate priority that trumps all other work orders. Example: Phone/Intercom Outage, Unlocked Exterior Doors, Devices that are Burning or Smoking, etc.
2. District Wide Outage
  - a. Any network outage that affects the entire district. Example: Internet outage because of a local issue, major service outage such as Munis or IC
3. School Wide Outage
  - a. Any network outage that affects a single school. Example: Wireless outage, power outage
4. Administrator/Front Office Staff Hardware and Connectivity
  - a. Because administrator and office staff devices are used for IC and the daily running of the school, these devices must be working for student safety reasons. Additional Examples: Lunch Workstations, Nurse Workstations, HVAC Workstations, RS/2 Workstations, Salient Workstations, School Level Copiers
5. Teacher Hardware and Connectivity
  - a. Because Teachers need devices for instruction and record keeping, and all students use devices for instruction, attending to work orders for devices for teachers will have priority over student devices.
6. Student Hardware and Connectivity
  - a. Because Students need devices for instruction and to access digital content, attending to work orders for devices for students will have priority over classroom peripherals.
7. Classroom Instructional Peripherals
  - a. These devices are used daily by teachers for instructional purposes so they typically take priority over levels listed below.
8. Computer Labs
  - a. Because labs are typically used by an entire class at one time, and because a non-functioning system can leave that class unable to complete instructional tasks for all students; labs takes precedence over non essential devices.
9. Staff Hardware not essential for instructional or safety purposes
10. Local Printers

## Long Term Subs

Employees that are filling the positions of long term subs will need access to instructional and technology resources within the district. In addition to having a signed [Acceptable Use Policy](#) on file, school administration should contact the Director of Instructional Technology ahead of time to ensure the long term sub will have access to the materials needed for instruction to utilize while the classroom teacher is on leave. Teachers that will need to be out for an extended period of time and a long term sub will be utilized will need to plan for access to board approved instructional materials with school administration and the Director of Instructional Technology. At no time is it permissible to utilize another individual's credentials to access any KCSD content without the prior approval of the Technology Department. These situations will

be extremely rare. Preparation for the long term sub is the best and thoughtful approach. Please allow ample time for this process to be completed. Additionally, classroom teachers that will be out for an extended period are expected to leave the district issued devices at school for use by the long term sub.

## **Multi-Factored Authentication (MFA)**

All KCSD Employees are now required to maintain MFA for their user level accounts. MFA is a multi-step process used to confirm the person logging in is authorized to have access to the account. MFA will ask for a username, password and at least one additional verification factor, which helps protect against identity theft, cyber attacks, access to confidential information, etc.

The phrase Multifactor Authentication is often used interchangeably with 2-Factor Authentication or 2-Step Authentication or 2-Step Verification. While the technical meanings of each are slightly different, the premise is the same: requiring more than one authentication method for access.

MFA will enhance security by requiring more than a username and password for identification. Usernames and passwords can be compromised leading to data breaches, ransomware and other security incidents. Enforcing MFA applies an extra layer of security protection for identities and data.

KCSD Employees that need assistance with MFA should contact their school administrator and if needed the Technology Department.

## **Student Account Creation**

Our Comprehensive Instructional Resources including our Learning Management System (Performance Matters and Schoology) pull all student access information from Infinite Campus. When emails are entered incorrectly, this disables students and teachers from being able to access their necessary resources. Please do not enter the email into IC prior to return of the closed work order described below.

Please review this information that lines out this procedure - [STUDENT ACCOUNT CREATION](#)

## **Connecting to KCSD Wireless**

KCSD Wireless Network Improvements: [Connecting to KCSD Wireless](#)

Wireless User Identification: [KCSD WiFi 2.0 04.05.2026 Guest.pdf](#)

# APPENDIX

## Documents and Resources

[Chromebook Collection](#)

[End of Year Chromebook Return Sheet](#)

[Deployment Guide](#)

[School Technology Purchases](#)

[Electronic Access/User Agreement Form](#)

[Fine Collection Letter](#)

[Day User Notification Letter](#)

[Kentucky Academic Standards for Technology](#)

## Supplemental Positions and Descriptions:

[Instructional Technology Coach](#)

[STLP Coordinator](#)

[School Asset Coordinator](#)

## School SBDM

School SBDM Councils are responsible for annual review of the Kenton County Schools Technology Integration Handbook recognizing:

- KCSD digital conversion is a commitment to change the way students are educated in Kenton County Schools.
- All policies and procedures with regards to instruction are in line with the 1:1 technology initiative.
- The device is only a tool to enhance education opportunities for KIDS and we are committed to ensuring growth opportunities for staff to ensure effective use of the device.
- Devices are district owned and the school will ensure that all devices are accounted for on a regular basis to protect the Digital Conversion program.
- Lack of accounting of the devices may result in the school being charged for the cost of the device.
- Currently the district 1:1 Program is being funded through ESSER funds. Beginning fiscal year 25-26, schools will be responsible for \$32 per student through Section 7 SBDM funds. At that time, SBDM Councils will need to approve the funds for this 1:1 Program.

# Kenton County School District

## Parent/Guardian

### Technology Handbook

District Website: [www.kenton.kyschools.us](http://www.kenton.kyschools.us)



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## **Special Note:**

*This handbook is a living document and subject to change. Stakeholders will be alerted to major changes, which could occur at any time. Otherwise, updates to this document will be available each August prior to the start of school.*

## **Kenton County Technology Integration Initiative**

Excellence is the goal of the Kenton County School District (KCS D). Implementation of the digital conversion (DC) will transform teaching and learning to ensure that students learn at higher levels while mastering content standards. The DC will foster new, creative, and innovative ways of learning and will be observable through the 7 concepts of the *Kentucky Academic Standards for Technology*:

- Empowered Learner
- Digital Citizen
- Knowledge Constructor
- Innovative Designer
- Computational Thinker
- Creative Communicator
- Global Collaborator

KCS D strongly believes that technology is a “tool” to enhance instruction and learning, allowing students to have the world at their fingertips. When used appropriately, technology will take our classrooms to new levels of learning for ALL KIDS, ensuring they are fully prepared for the 21<sup>st</sup> Century Economy.

This handbook outlines several items for successful implementation while ensuring everyone has a clear understanding of the guidelines for the 1:1 Technology initiative.

## **Instructional Technology Norms**

KCS D is committed to integrating instructional technology in all classrooms. We believe the proper use of technology, in conjunction with high quality instruction, will take our classrooms to new levels of learning while ensuring that ALL kids are transition ready and equipped for the 21st Century.

To ensure that our students are developing the technical skills necessary to thrive outside of school, we must teach them to use instructional technology, including those that utilize artificial intelligence (AI), properly in the classroom.

Our district is committed to preparing students to be responsible digital citizens in a rapidly evolving digital landscape. Educators are expected to embrace appropriate uses of AI to support instruction and to

guide students in understanding how to use AI tools responsibly and ethically. The district has implemented the MagicSchool AI platform to enhance teaching and learning, increase instructional efficiency, and allow students to develop the skills needed to engage thoughtfully with emerging technologies while becoming good digital citizens.

Schoology and Performance Matters serve as our Learning Management System (LMS) and data collection tool. Not only do these tools help teachers collect data in real time but also help students practice and develop their technical skills. Use of Performance Matters assessments also prepares our students for completing the online state test at the end of the school year by providing them opportunities to use and apply digital testing tools similar to those provided in the TestNav platform. Additionally, having data in real time allows teachers to adjust and differentiate instruction based on their students' knowledge of standards.

Grades 1-12 are fully 1:1 in KCSD. It is the expectation that all students have the opportunity to regularly utilize technology to enhance instruction. This includes the use of Schoology, Performance Matters, MagicSchool, and other district approved emerging instructional technologies.

It is the district's vision to utilize Schoology in the same regard as we would a textbook, making all the materials available on-demand, allowing learning to happen anywhere/anytime. To ensure all students are utilizing Schoology, the following guidelines have been set for all teachers:

- Deliver all district Common Assessments through Schoology or by using Performance Matters' Preslugged Sheets in grades K-1.
  - Primary grades should regularly practice using technology to access materials.
  - By the end of first grade, students should be using Schoology to access the district Common Assessments in Performance Matters. Teachers should post these assessments for student access using the *Common Assessment* option under *Add Materials* in Schoology.
- Use data generated from Performance Matters around common assessments to inform instruction and monitor progress toward mastery of standards.
- Use Schoology as a resource to organize all instructional resources, materials, and links routinely used.
- Post assignments and resources in Schoology for 24/7 access.

KCSD utilizes Google Workplace apps such as Drive, Sheets, Docs, Slides, Gemini, and Notebook LM to support instruction. Teachers and students should be using these tools on a regular basis to build technical and digital literacy skills. These tools should be integrated into instructional activities and delivered to students through the use of Schoology.

MagicSchool is the district's adopted AI instructional platform. At a minimum, all staff are expected to embrace MagicSchool to enhance instructional delivery and efficiency. Additionally, teachers should use MagicSchool to provide students with opportunities to develop the necessary technical skills and instruction on digital citizenship and AI literacy. Students in all classrooms should have experiences using AI through MagicSchool and other approved instructional resources that utilize AI.

With the rise of AI tools available online and through their integration into current instructional tools, the instruction of digital citizenship skills and AI literacy is imperative. Students must be taught when, where, and how AI can be responsibly and ethically used. District AI usage stoplight scales will be utilized to guide students and teachers on acceptable levels of use. If students use AI in a manner that does not align with the expectations of a given assignment, teachers and administrators should address this in alignment with the Student Code of Conduct.

AI translation tools can support English Learners by clarifying directions, providing access to key vocabulary, previewing complex content, and facilitating family communication—but only when they enhance understanding without replacing intentional language instruction. Teachers must review all AI-generated translations for accuracy and cultural appropriateness before sharing them with students or families. Importantly, translation should supplement—not substitute—explicit language instruction, scaffolding, and opportunities for productive language practice. Overreliance on translation can actually hinder English acquisition by reducing engagement with academic English. For official or legal communications, schools must use approved district translation services, and all AI use must comply with district privacy and data security policies.

Parent information for instructional technology can be found in [the KCSD Parent/Guardian Technology Handbook](#) which can be found on the [KCSD website](#) under the Technology department page.

## **Ownership**

KCSD retains sole right of possession and ownership of all devices utilized in the Digital Conversion and grants permission to the student to use the device according to the rules and guidelines set forth in this document. Failure to follow the terms of this handbook may result in disciplinary action, including but not limited to confiscation of any and all devices accessed by the student and revocation of student access to KCSD technology. KCSD reserves the right to monitor and log the use of its technology and network by users. In addition, KCSD reserves the right to examine user files and materials as necessary. Additionally, KCSD administrative staff has the right to collect and/or inspect the device at any time, including via electronic remote access, and to alter, add, or delete installed software or hardware. There is no reasonable expectation of privacy while using KCSD computers, networks, or technology.

## **Equipment Provided**

All devices include a chromebook, charger, software, and other miscellaneous items (hereinafter collectively referred to as "Device"). KCSD will retain records of the serial numbers of provided equipment.

## **Responsibility for Electronic Data**

It is the sole responsibility of the student to backup data as necessary. KCSD does not accept responsibility for backup of student material.

## Device Use and Guidelines

Technology, when used appropriately, offers opportunities for teaching and learning in ways that traditional instruction cannot replicate. The following is a list of guidelines that govern the use of KCSD's devices and network resources to enrich daily instruction and learning.

Students will:

- Only access the system for educational purposes.
- Use appropriate language and be respectful of others.
- Observe and respect license and copyright agreements.
- Keep usernames and passwords and personal information confidential. (Student names, telephone numbers, and addresses should NEVER be revealed over the system.)

Students may not use network resources\*:

- To engage in harassment, bullying, or cyberbullying of any individual.
- To instant message or chat during class unless related to academic expectations and set forth by the teacher.
- For accessing, viewing, downloading, displaying, transmitting, creating, or otherwise possessing or disseminating material that contains inappropriate language or actions, pornography, or other sexually explicit material. KCSD will monitor the system for inappropriate usage.
- To download, stream or listen to internet-based music, video and large image files not for school work, as this slows the performance of the network for all users. KCSD will monitor the network for violations.
- To access web sites or other content blocked by the district via codes, proxy anonymizers, or any other method.
- To conduct any activity that violates district/school rules, KCSD Board Policy, or local/state/federal law (the law).
- To access the data or account of another user.
- To install any software onto KCSD devices unless instructed to do so by your teacher or STLP coordinator. (This does not pertain to normal updates to existing programs on the computer.)
- To copy KCSD school software. (Copying school owned software programs is considered theft.)
- To attempt to change any KCSD network or server configuration or the configuration of the device.
- To use any option that "remembers" your password. The easiest way to breach security is to allow someone else to use your login account. Anyone who has access to your account, even for a few minutes, has access to your email, your local data, your server account, and any website to which you saved your password.
- To give user name(s) and/or password(s) to anyone other than parents/or legal guardians.
- To record (audio or video) staff or students without their consent, knowledge, and permission.
- To forward email commonly known as "SPAM."

\*Network resources in this document refers to all aspects of the district owned or leased equipment including, but not limited to, computers, printers, scanners and other peripherals, as well as email, internet services, servers, network files and folders, and all other technology-related equipment and services. These guidelines apply to any use of district network resources whether this access occurs while on or off campus.

**\*\*Students must follow these guidelines at all times when using KCSD technology.\*\***

## **Discipline**

Any student who violates the guidelines and expectations relative to this handbook/technology use will be subject to disciplinary action, up to and including suspension or expulsion from school. If there is evidence that a violation has occurred, a KCSD administrator or designee will decide appropriate consequences in accordance with board policy, school policy, and the law.

Technology shall not be taken away from students as a consequence. Devices are to be considered in the same capacity as a textbook and should be treated as so. The technology department shall be contacted for extenuating circumstances regarding student behavior and use of technology.

Student violations may also result in the student's access to KCSD technology being limited or revoked, and/or students having their hard drives restored to original settings. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school's electronic system or devices.

[Chromebook Day User Notification Letter](#)

## **KCSD Monitoring of Devices**

KCSD will do everything possible to keep students safe when using technology. This includes the installation of content filtering software on all Devices. It is possible that restricted content may not always be stopped by filtering software. KCSD does not have control of content posted on the internet, nor does it have control of incoming email. Sites and content accessible via the internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of our school district. KCSD expects students to use technology appropriately and follow all policies when using the internet. The district believes that parent or legal guardian supervision of technology use outside of school is of critical importance to ensure student safety and compliance with district policies and the law. Students found in violation of the policy will be subject to disciplinary action under KCSD policies.

## Device Care and Damages

The guidelines below govern Device care and damage.

- The student or parent/guardian will notify the school (teacher, administrator) if Device or Charger is damaged.
- Device or Charger will be turned into the school for repairs.
- When damage occurs due to *intentional conduct or gross negligence* as determined by KCSD administration, KCSD reserves the right to charge the student and parent/legal guardian for damages to the device at the current market price for parts. Examples of gross negligence include, but are not limited to:
  - Leaving equipment unattended and unlocked, including damage or loss resulting while at school.
  - Lending equipment to others.
  - Using equipment in an unsafe environment.
  - Using the equipment in an unsafe manner.
  - Any drop or physical damage of the device.
- Any fines should be also entered into Infinite Campus under the student's record for history and tracking.
- Note: A Kenton County District student who transfers within the county will retain their current device. If a student is leaving the district the device will need to be returned to the school.
- If the student leaves the school district and does not turn in the device, KCSD will make a reasonable effort to obtain the device and charger. If those efforts are unsuccessful, KCSD will treat it like a stolen device and will notify the appropriate policing authorities.

## Student Use of Device

### Student Use in Classrooms

KCSD's goal is for every student in grades 1-12 to utilize technology to enhance learning and ensure transition readiness. Therefore, students will be required to take their device to every class daily. Please ensure that the device is charged at home and ready to be utilized throughout the day. The Chromebook is considered to have the same purpose as a textbook. Although Chromebooks may not be used daily in classes they will be needed to access activities and materials provided from the teacher through *Schoology*.

### Bringing the Device to School

**It is imperative that students bring their fully charged device to school daily for learning.**

- Teachers will design lessons and classroom structures based on students having access to their device.
- Students who accidentally leave their device at home will need to report to the office to contact someone who can bring the device to school.

## Charging of Devices

*It is the students' responsibility to have their devices charged each day when they come to school.*

- During a normal school day, a fully charged chromebook typically can be used an entire school day with no additional charging required.
- Students should establish a routine for charging the device before arriving at school.
- It is the student's responsibility to maintain the power adapter and cable.

## Downloading Programs & Personalizing the Device

- Only KCSD's Technology Department or its authorized representatives may install applications/ software on student devices. (This does not pertain to normal updates to existing programs on the computer)
- Stickers and other markings on the outside of the device will not be allowed. Each device is easily identified by an asset tag that is placed on the device by KCSD and may NOT be removed.

## Earbuds/Headphones

- The use of earbuds/headphones in class and/or during the regular day must be authorized by the classroom teacher or administrator.

## Student Access to the Internet

- At school, students will have access to the internet through the school network.
- When not at school, students can access the internet on district devices if they have internet access available. As with any other internet-enabled device, *KCSD recommends that parents/or legal guardians monitor their student's time and activities on the internet.*
- The device's content filter will also be in place when students access the internet outside of the school. Therefore, sites that are "blocked" at school will also be "blocked" in other locations where students access the internet.
- If prohibited or inappropriate web sites or content are accessed by accident, the student should immediately leave the site and report the incident to his/her teacher.
- Students that purposely circumvent the filter will result in disciplinary actions.

## Video Capability

Each student chromebook is equipped with a webcam. This equipment offers students an extraordinary opportunity to experience a 21<sup>st</sup> Century tool and develop 21<sup>st</sup> Century communication skills.

Webcams are to be used for educational purposes only, under the direction of a teacher. Examples include:

- Recording videos or taking pictures to include in a project
- Recording a student giving a speech and playing it back for rehearsal and improvement.

Recording a classroom lesson for playback for improvement (Teacher permission required)

## **Gaming**

All games must support education and learning.

### **Safe and Appropriate Use of Technology**

- Students will receive instruction in safe, ethical, and appropriate use of technology upon issuance of a device and throughout the school year as appropriate. It is important that students are aware of safe and appropriate use of technology for their own protection and to ensure the safety of others.
- Standards covered in these learning sessions include:
  - DC1: Recognize the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world; act and model in ways that are safe, legal and ethical.
  - DC2: Demonstrate an understanding of and respect for the rights and obligations of using and sharing intellectual property.
- Topics covered in these learning sessions will include information on Media Balance and Well-being; Privacy and Security; Digital Footprint and Identity; Relationships and Communication; Cyberbullying, Digital Drama, and Hate Speech; and News and Media Literacy.
- As always, any unsafe/unethical/inappropriate device usage should be reported to the classroom teacher and/or building principal.
- Students should NEVER allow anyone else to use their device. Parents or guardians may utilize the device for the sole purpose of monitoring their student's use or classwork. Personal/business use of a device by a parent or guardian is prohibited. Loss or damage that occurs when anyone else is using the device will be the student's responsibility.

### **Device Care**

Students are expected to follow all the specific guidelines listed in this document and take any additional precautions to protect their assigned device. It is a student's responsibility to maintain a 100% working device at all times.

### **General Care of Device-School and Home Use**

- Treat this equipment as if it were your own property.
- While working, center the chromebook on the desk. Follow all directions given by the teacher.
- Devices should not be left in a car or anywhere it might be exposed to extreme temperatures.
- Do not attempt to remove or change the physical structure of the device, including the keys, screen cover or plastic casing.
- Do not put stickers or use any type of markers on the device.
- Do not remove or interfere with the asset tag or any identification placed on Device.

- Keep the equipment clean. For example, don't eat or drink while using the device. Exposure to liquids will severely damage a device. Do not put a bottle of water/pop/etc. in your backpack with your device—even if it is sealed.
- Do NOT charge your device while it is in a backpack or bag. This could cause it to overheat.
- To save battery life and protect the screen, close the lid of the computer when it is not in use.
- Turn the computer off if not used for an extended period of time. Fully shut down the device when it won't be used for an extended duration. Simply putting your device to sleep by closing the lid and not using it for several days can drain the battery to a point where it may no longer accept a charge.
- Always use two hands to carry the chromebook. **NEVER** walk from one location to another with an open computer. This is applicable at school and at home.
- Devices must be stored in a safe place (A locker, when locked, is considered a safe place).
- The device should not be placed where heavy objects may be set on top of it, causing damage.
- The device should not be left on the floor where it might be stepped on, or within reach of small children or pets.
- Devices left in bags in unattended classrooms or other areas will be confiscated by faculty or staff as a protection against theft. If confiscated, the student may be subject to disciplinary action.

## Troubleshooting

1. Students should always try to fix the problem first.
2. Clearing cache and cookies, and restarting the chromebook is always the first step in troubleshooting.
3. If appropriate, a student may ask a classmate for help with the issue.
4. Students are reminded to limit time spent troubleshooting, so they do not miss instructional time.
5. When appropriate, students should ask the teacher for assistance.
6. If basic repair steps do not work the teacher will contact the student tech team, the STC, the Technician, or Help Desk for assistance.
7. If the problem results in a lengthy period for repair, a loaner may be distributed to the student.
8. The student has the responsibility to frequently save all electronic data as KCSD assumes no responsibility for lost data/work.

## Student Personal Devices

It is recommended that all students utilize district provided devices. However, if a student wishes to utilize their own device, we will allow them to do so, but the following must be understood:

- The AUP has to be signed to get on to our network and access Schoology/Performance Matters.
- KCSD is not responsible for damages to the personal device.
- All assessments/testing will be completed on a district owned device.

- KCSD cannot load programs/software to personal owned devices.
- KCSD cannot troubleshoot or fix any personal owned devices.
- Personal devices cannot be identified by our filter, so they are treated like guest devices. This means if there are resources we identify for instruction and not to guests, then those applications could be blocked.

## Parent/Guardian

KCSD makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the chromebooks in the home. There are several responsibilities assumed by the parent/guardian as outlined below:

- Sign the Acceptable Use Policy
- The parent/guardian must agree to monitor student use at home and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.
  - Investigate and apply parental control
  - Develop a set of rules/expectations for chromebook use at home. Some websites provide parent/child agreements for you to sign
  - Only allow chromebook use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms
  - Demonstrate a genuine interest in what your student is doing on the chromebook. Ask questions and request that they show you his or her work often.

## Learning Management System (LMS)

Since the 2022-2023 school year KCSD has been using *Schoology* as the learning management system. *Schoology* will serve as the main platform for online instruction that allows students, teachers, and parents the ability to have curriculum available online. The platform will allow 24/7 access to instructional material as well as enhance the classroom experience by allowing students to have access to previous classroom materials and have live feedback throughout the course. In addition to *Schoology* schools will be utilizing *Performance Matters* as a data analytics tool to measure student mastery of standards over time. These tools will serve as the foundation pieces for the classroom structure allowing the teachers to enhance their instructional practices opening the doors for deeper dives into content and varied methods for students to demonstrate mastery of standards. *Schoology* will be used regularly to help students access work, direct students to online instructional material, as well as deliver common assessments through *Performance Matters*. There will continue to be ongoing training for all staff in regards to the LMS throughout the year. Norms for Schoology and Performance Matters use outlined in the KCSD Instructional Technology Norms should be followed at all times.

## Use of Artificial Intelligence

As Artificial Intelligence (AI) becomes more integrated in all aspects of society, it is important that our staff and students are using AI in safe, ethical, and responsible ways. The use of AI by staff and students must adhere to the guidelines identified in our Acceptable Use Policy (AUP). Expected norms for the use of AI are integrated into our [KCSD Instructional Technology Norms](#).

Teachers will use AI in an ethical manner that protects student data and information. Teachers will provide instruction on responsible and ethical use of AI when using AI tools with students. During instruction, teachers will model responsible use of AI while addressing ethical concerns, building student AI literacy, and promoting digital citizenship skills.

Students will use AI tools responsibly and ethically while adhering to the expectations for academic integrity set forth by the district, school, and teachers.

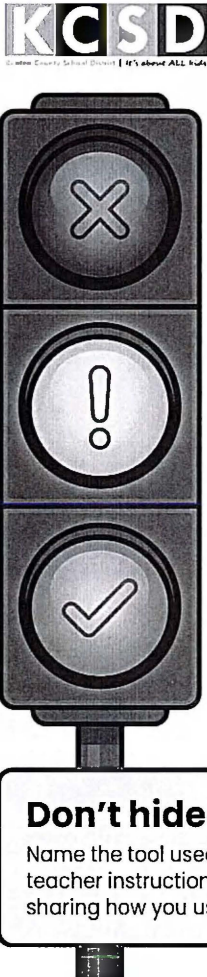
The Kenton County School District will implement the use of the Magic School resource for staff and students. Magic School provides tools for both teachers and students that align with local and state safety requirements. The structures put in place for data privacy and student safety in Magic School are outlined and explained in their [AI Safety Loop For Students](#) document.

## Acceptable Levels of Student AI Usage

To support responsible AI use in classrooms, teachers will use the *KCSD Student AI Use* stoplight to establish clear guidelines for acceptable student use of AI in assignments. Teachers will classify each assignment as Red (no AI use), Yellow (AI to assist), or Green (Full AI use).

For Yellow and Green assignments, teachers will communicate the following expectations to students at the assignment's start:

- Approved AI resources – specific tools and platforms students may use
- Citation guidelines – how students must document their AI use
- Assignment rubrics – clear criteria outlining expectations for the complete assignment



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### Student AI Use

**RED LIGHT:**  
**No AI Use**

AI is completely off-limits; every word and idea must be 100% your own.

**YELLOW LIGHT:**  
**AI to Assist**

AI may be used with teacher approval to assist you following specific assignment guidelines.

**GREEN LIGHT:**  
**Full AI Use**

Use AI to research, create, and polish while remaining the "boss" of the final result.

**Don't hide it, cite it!**

Name the tool used and follow teacher instructions on sharing how you used AI.

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## Digital Citizenship

In addition to learning and practicing the *KAS Standards for Technology*, students need to learn how to navigate the internet in a wise and safe manner. Ensuring students understand the importance and impact of good digital citizenship is a collaborative effort between students, parents, and educators. While these topics should be on-going in conjunction with instruction of the KAS Standards, students should receive instruction on the main elements of digital citizenship early in the school year.

Grades Kindergarten through 12 will utilize Common Sense Media as an instructional resource for digital citizenship. Key Elements include:

1. Healthy Habits
2. Privacy & Safety
3. Digital Footprint & Identity
4. Relationships and Communication
5. Cyberbullying & Online Harms
6. Information & Media Literacy