
ACPSD
PERSONALIZED, DIGITAL
LEARNING INITIATIVE



Aiken County Public School District Mission

The Mission of Aiken County Public Schools, the emerging premier school district, is to cultivate future-ready students to serve our evolving community and world through an innovative, literacy-focused school system distinguished by

- rigorous, personalized learning opportunities
- highly effective, service-driven professionals; and
- mutually beneficial partnerships.

Aiken County Public School District Technology Department Mission

The mission of the Aiken County Public Schools Technology Department is to accommodate and support all of the district's integrated technology initiatives in the most secure, timely, and cost-effective way.

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Parents/Guardians and Students,

Greetings!

On behalf of Aiken County Public Schools, I am excited to share this guide so that students and their parents/guardians can become familiar with Aiken County's personalized, digital learning initiative – Learning Virtually Everywhere. This guide contains a brief overview of the initiative, frequently asked questions, forms and other information.

On April 21, 2020, the Board approved a visionary digital one-to-one learning initiative designed to transform teaching and learning inside and outside of the classroom. This plan includes equipping students in grades 5K -12 with a Laptop device to enhance teaching and learning and to prepare students with 21st Century skills needed to be successful in college and careers while providing students and teachers the opportunity to extend teaching and learning beyond the traditional classroom. It is critical for the students of today to become proficient in communication, collaboration, critical thinking, and creativity. Additionally, one-to-one technology provides students with a powerful educational tool that not only raises engagement and excitement for learning, but also provides students access to the vast global network of information available online. As stated in our mission, we continue to focus our efforts on providing a more personalized learning experience where instruction addresses higher order thinking, mastery and self-paced learning - all while focusing on critical skills like research, writing, communication and content.

We recognize that student online safety is a priority. Therefore, all devices access the Internet through the district's web filter, which is designed to block inappropriate content. Even when students access the Internet on their devices away from school, all web use runs back through the district's filter. Additionally, only teacher-recommended, district- approved applications, websites, and programs are accessible on student devices.

We are fortunate to have a Board that supports innovation to enhance the educational opportunities for our students. This, along with the joint efforts of our teachers, administration, Instructional Technology team, and the Instructional Services Division, has initiated a profound classroom switch, which will empower every student in every classroom.

I am proud to report that in the face of continuous change, our students and teachers continue to demonstrate academic excellence. I look forward to the next phase of our journey!

Sincerely,

A handwritten signature in cursive script that reads "King Laurence".

King Laurence
Superintendent

ACPSD PERSONALIZED-DIGITAL LEARNING PROGRAM

Personalized, digital learning in Aiken County expands classroom instruction through digital experiences guided and supported by teachers. Students in ACPSD benefit from premier instruction, which is achieved by blending face-to-face, classroom-based learning with digital extension opportunities via one device for every student to ensure equitable access.

ACPSD's Personalized-Digital Learning program fosters student choice, creativity, collaboration, and connectivity to pave the way for future-ready global citizens.

Choice

Student choice is more than just allowing students to choose a topic. It involves empowering students through the entire learning process. When students have voice and choice on demonstrating mastery of learning, intrinsic motivation to learn is increased. This includes instruction that offers multiple modalities for students in how they obtain and demonstrate their understanding of knowledge and skills.

Collaboration

Collaboration provides opportunities for students to learn and grow by working with others. It fosters interpersonal skills, enhances student satisfaction, and builds confidence. Instruction that allows collaboration includes learning experiences that require students to actively engage with a variety of authentic audiences within and beyond the classroom.

Connectivity

Connectivity extends beyond ensuring students can interact with high-quality learning resources through consistent and reliable internet access. It involves students considering local and global perspectives of others, as they develop their personal viewpoints. Instruction that promotes connectivity includes students using digital citizenship to cultivate relationships that extend beyond the classroom and foster a sense of community.

Creativity

Creativity is more than students using their imagination to make connections or establish personal relevance. It is grounded in students using critical thinking skills and synthesizing information to develop innovative ways to learn and demonstrate their understanding. Instruction that ignites creativity and innovation enables students to reimagine present and future worlds.

RECEIVING/RETURNING YOUR Laptop

Distribution of Laptop

Laptop devices (including power cords and protective covers) will be distributed at the beginning of each school year. During the 2020-2021 school year, this timeline was altered due to the COVID-19 pandemic and the receipt of devices.

ACPSD students are distributed laptops to use for classroom instruction and will be allowed to take the device home to complete learning activities in grades 6-12. Laptops are equipped with tracking capabilities, which are utilized for loss prevention. Before the device goes home, we ask parents to attend a Laptop orientation at school; however, we realize that some schedules might not allow for this.

To make this process easier, schools will send the following information:

- Parent Laptop Orientation dates, times, and locations
- Technology Fee Information
- Student Pledge for Use of Laptop (sign and return)

Please sign and return the Student Pledge.

Each year students will be assessed a Technology Fee of \$50.00 for use of the Laptop. Students who qualify as a Pupil in Poverty (PIP) will have their fee waived. Please refer to page 14 for specific information regarding what the Technology Fee covers.

**If you have previously attended an orientation you are not required to attend; however, please sign and return all applicable forms.*

Returning Laptop

Students will return their Laptop device (including power cords, protective cover, and any other district- or school-issued accessories) to their school before any extended breaks unless specified by the school or school district.

Students leaving Aiken County Public School District or transferring within the district during the school year must return the Laptop (including power cords, protective cover, and any other school-issued accessories) before leaving the school.

If a student does not return his/her Laptop upon leaving the district, the student/parent/guardian may be subject to criminal complaint and/or civil liability. The student will also be required to pay the replacement cost for a new Laptop.

Identification of Laptop

Each student's Laptop will be labeled in the manner specified by the district. Laptop devices will be identified by Serial Number as well as Aiken County Public School District Inventory Label.

CARING FOR THE LAPTOP

The Laptop is district property. All users will follow these guidelines, the **Aiken County Public School District Acceptable Use Policy** (pp.16-25), and the **ACPSD Code of Conduct**.

Students are responsible for the general care of their school-issued Laptop.

Students must take any damaged Laptop or one that is not operating properly to the school for evaluation and/or repair. **Students are NOT to attempt any repairs to the device. Students should complete a Student Laptop Work Order Form and submit to the designated individual at each school.**

Screen Care

Screen damage will occur when pressure is applied to the screen. Users must avoid leaning on the top of the device or placing objects in a book bag in a way that applies pressure to the screen.

Use only a dry, soft cloth or anti-static cloth to clean the screen. Do not use cleansers of any type.

General Precautions

Keep all liquids or drinks away from your Laptop.

Use care not to bump your Laptop into lockers, walls, car doors, floors, etc., as it will damage the device.

Carefully insert cords and cables into the Laptop to prevent damage. ONLY use “official chargers”. Do not use substitute chargers as these have been known to damage the Laptop. **Using a knockoff or bootleg charger will not be covered under the Technology Fee and will be considered deliberate damage.**

Laptops must remain free of any writing, drawing, stickers or labels. The district-issued protective cover, which shall not be removed by the student, may not be personalized by the student.

Students should never leave their Laptop in an unlocked locker, unlocked car, or any other unsupervised area. Students are responsible for bringing their Laptop fully charged for school each day.

Carrying Your Laptop

The district provides students with protective covers for the Laptop. These covers provide sufficient device protection during normal, everyday use.

When not using their device in the classroom for instructional purposes, students must safely secure their Laptop inside their backpacks or close the lid and carry with two hands.

USING YOUR Laptop

The Laptop is intended for use at school each day. Students are responsible for bringing their Laptop to all classes, unless specifically instructed otherwise by the teacher.

In addition to using their Laptop for classroom learning activities, students may access school messages, announcements, calendars and schedules in and outside of scheduled classroom time.

Laptop Left at Home

Students who leave their Laptop at home are still responsible for completing their daily course work. Repeated offenses may result in disciplinary action.

Laptop Undergoing Repair

The school may issue a loaner Laptop to a student while his/her device is being repaired. A loaner may not be immediately available.

Home Internet Access

Students may establish Wi-Fi connections with their Laptop outside of school.

Camera Use

The Laptop comes equipped with a camera and video capabilities.

Under the Family Educational Rights and Privacy Act (FERPA), students must obtain permission to publish or make publicly available a photograph or video of any school-related activity. Unauthorized recordings are subject to disciplinary action in accordance with the district's Acceptable Use Policy (see pp. 16-25).

Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents and students over 18 years of age certain rights with respect to students' educational records including photographs. You can read more about FERPA in the Forms and Notices packet you received at the beginning of school and/or online at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Saving Student Work

Since limited storage space is available for students to save files on their Laptops, Microsoft OneDrive will be used to provide cloud storage for students which is accessible from school or any location via the Internet. Students can work online or offline and save their work back to the cloud. Mechanical failure, reimaging the device, or accidental deletion could result in loss of student work. **It is each student's responsibility to ensure that his/her work is backed-up to OneDrive.**

Laptop malfunctions are not an acceptable excuse for failure to submit work.

Network Connectivity

Aiken County Public School District makes no assurance that the network will be operational at all times. In the rare instance that the network may not be operational, the district will not be responsible for lost or missing data.

APPLICATIONS ON Laptop

Originally Installed Applications

The applications originally installed by Aiken County Public School District on each Laptop must remain on the device in usable condition and readily accessible at all times.

You may not remove these required applications, and staff will periodically check devices to ensure that students have not removed them. The school may also add other applications periodically, as well as make new applications available on the Laptop.

Some licenses for applications require that the application be deleted from the Laptop at the completion of a course. If this applies to an application that students use, technology staff may need to re-image the devices of the students in that course.

Additional Applications and Personal Information/Property

Aiken County Public School District will sync or re-image Laptops so that the devices contain the necessary applications and updates for school work. This may be done periodically throughout the year and at the District's discretion. **Syncing and/or re-imaging may result in the loss of personal applications, personal information and personal property (such as music).** Consequently, students who have such material on the Laptop should be sure to have a back-up of the data.

Aiken County Public School District will not be responsible for loss of purchased digital content or other personal material loaded onto the Laptop when the device needs to be updated or reset.

If the Laptop is lost or stolen, Aiken County Public School District will not be responsible for any personal information stored on the device that may be compromised, including credit card numbers and other personal information.

Inspection

At any time, authorized staff may ask students to provide their Laptop for inspection for loss, damage or inappropriate use.

Procedure for Reinstalling Applications

If technical difficulties occur or unauthorized applications are discovered, technology staff will re-image the Laptop. The school does not accept responsibility for the loss of applications or documents deleted due to a re-imaging.

Application Upgrades

The district will distribute upgraded versions of licensed applications from time-to-time through network processes or manually by a technician.

DIGITAL CITIZENSHIP

Digital Citizenship is a concept which helps teachers, technology leaders, and parents understand what students/children/technology users should know in order to appropriately use technology.

Digital Citizenship is more than just a teaching tool; it is a way to prepare students/technology users for a society filled with technology.

The district expects students to use technology appropriately and responsibly whether in electronic communication or participation.

The district has electronic precautions in place in order for students to participate safely and securely and enjoy the rights of a digital world in an educational setting.

District Responsibilities

The school will provide email access to students all ACPSD students. Internet access will be provided while on school campuses.

The District provides Internet filters that block large numbers of inappropriate websites, both while the student is at school and at any location their Laptop is connected to the Internet. However, no filter is 100% effective, and students are not permitted to intentionally search for inappropriate content nor intentionally attempt to bypass the filter. If a student inadvertently encounters inappropriate content, they should report it to their teacher or school administrator immediately.

Aiken County Public School District reserves the right to investigate any inappropriate use of technology equipment and to review, monitor, and restrict information stored on or transmitted via Aiken County Public School District-owned network.

Student Responsibilities

- Abide by the district's **Acceptable Use Policy** and the **Student Pledge for Use of Laptop**.
- Contact an administrator about any security issue they encounter.
- Monitor all activity on their personal account(s).
- Always shut down and secure their device after use to protect their work and information.
- Report any digital content containing inappropriate or abusive language or questionable subject matter to a teacher or administrator at school.
- Return their Laptop to their school on the date they withdraw from school or transfer to another school. (This also applies to seniors who leave school mid-year or who graduate).

Parent/Guardian Responsibilities

We encourage parents to talk with their children about the values and standards you expect them to follow as they use the Internet, just as you talk to them about their use of all other information sources such as social media, television, telephone, movies, radio, etc.

When accessing the Internet away from school, all district-issued Laptops will be re-directed to the district's Internet filter. This filter protects students from visiting many harmful websites; however, the most important filter is parental supervision. Parents should monitor student activity at home and are encouraged to talk with their children about Internet safety and to stay involved in their children's online world. The district recommends Common Sense Media at www.commonsensemedia.org to learn more about keeping children safe in the digital world.

Laptop Repair and Replacement Costs

Laptop Repairs

Malfunctioning or damaged Laptops must be reported to the school. Aiken County Public School District is responsible for repairing Laptops that malfunction. **Students may not attempt to repair the device on their own.**

Students are responsible for damage to their Laptop. A technology fee of \$50 will be assessed annually to cover any accidental damage. Students designated as Pupils in Poverty will be waived the fee. For the 2020-2021 school year, the \$50.00 fee will be prorated to \$30.00 due to the late distribution of devices. The technology fee will not cover deliberate damage to a device or issues due to neglect. If a student's technology fee is paid, one repair per year is covered. Students will be charged for any additional repairs. **If a student is assessed a fee and does not pay the fee while the Laptop is damaged, the student is responsible for all repair costs or replacement. If a student who is waived the fee causes deliberate damage to the device, the student will be responsible for the cost of the replacement or repairs.**

Repair or Replacement Charges

Failure to pay the assessed Technology fee will result in repair or replacement charges. Students will be charged the full replacement cost of the Laptop if the device is deliberately damaged or vandalized. **Full cost of replacement is \$550.**

Technology Fee Information

Information about what the Technology Fee covers is as follows:

- Students will be assessed a \$50 technology fee to cover one instance of lost charger, replacement cover, or accidental damage. Those students coded as pupils in poverty will be waived this fee.
- The administration can set-up a payment plan where the student/parent/guardian can pay fees in monthly installments.
- The technology fee covers parts and repair for system-related issues or failures occurring from normal use. It does not cover intentional damage or damage associated with misuse of the Laptop, protective cover or charger.
- The technology fee covers one accidental breakage per school year.
- In the event of an accident that results in the total loss of the Laptop, the technology fee would cover one device replacement in a school year.

Misuse or Devices Not Covered by Technology Fee

Students are responsible for the entire cost of repairs to Laptops that they damage due to negligence or intentional misuse, abuse or damage, regardless of whether they were assessed a technology fee.

Estimated Repair Pricing for Deliberate Damage or Neglect:

- | | |
|--|---------|
| • Liquid Damage/Spills | - \$550 |
| • Broken Screen | - \$150 |
| • Keyboard (Missing Keys / other damage) | - \$100 |
| • Power adapter and cord | - \$45 |
| • Protective Cover | - \$25 |
| • Re-imaging due to violation of Acceptable Use Policy (see Page 13) | - \$15 |

Legal Considerations

Title

Legal title to the Laptop is held exclusively by the district at all times.

The student's right to use the Laptop is conditional based on complete compliance with the **Laptop Parent/Student Guide** and **Aiken County Public School District's Acceptable Use Policy**.

Repossession

Aiken County Public School District reserves the right to take possession of any Laptop at any time for failure to comply with all terms of the **Laptop Parent/Student Guide**, **Aiken County Public School District's Acceptable Use Policy** and/or the **Laptop Protection Plan Coverage**.

Liability

Failure to return the Laptop to the issuing school or department may result in criminal and/or civil complaint brought against the student and/or the person in possession of the Laptop.

Lost, Stolen or Vandalized Laptops

- **In the event of loss:**
In the event a Laptop is lost by a student on or off campus, the student or parent/guardian must report the loss to the school within 48 hours. Laptops are equipped with tracking capabilities, which are utilized for loss prevention. A report can be accessed for every location the device travels.
- **In the event of theft or vandalism on campus:**
In the event a Laptop is stolen or vandalized on campus, the student or parent/guardian must report the theft or loss to the school within 48 hours. A school resource officer will assist with filing a report in the appropriate manner and provide a copy of the police report to the school administration.
- **In the event of theft or vandalism off campus:**
Students or parent/guardians must file a police report with local law enforcement within 48 hours when an incident of theft or vandalism occurs off campus and provide a copy of the completed police report to the school administration.
- **In the event of theft or vandalism off campus out of town:**
If an incident of theft or vandalism occurs out of town or state, students or parent/guardians must file a police report with the law enforcement agency covering that town or state within 48 hours and provide a copy of the completed police report to the school.

Technology Fee

With the distribution of Laptops to ACPSD students, a major priority is to protect the investment of both the District and the Student/Parent Guardian. An annual \$50.00, non-refundable technology fee will be assessed to students who are issued a Laptop device to take home. Students designated as pupils in poverty will be waived this fee. Fees will be assessed through the Powerschool Parent Portal, and parents may work with school administration to develop a payment plan, if necessary.

The technology fee includes one repair and/or replacement of one Laptop per school year in the event of theft, loss, or accidental damage. One-time repairs include one screen replacement due to accidental damage and repairs for system-related issues or failures occurring from normal use. If the Laptop must be repaired or replaced more than once in the same school year, the student is responsible for the full cost of the repair/replacement.

The technology fee does not cover intentional damage or destruction associated with negligence and/or misuse of the device. Students will be responsible for the entire cost of the replacement or repair in these instances, even if they have been waived the technology fee.

If the fee creates a financial hardship for the student, contact your school's administration about payment options.

Your signatures below indicate you understand the technology fee.

If the student is a designated as a Pupil in Poverty student, your signature below indicates that you understand the responsibility of the student

Parent/Guardian Name (print)

Parent/Guardian Signature and Date

Student Name (print)

Student Signature and Date

PARENT / STUDENT GUIDE

STUDENT PLEDGE FOR USE OF Dell Laptop

1. I will take proper care of my Laptop.
2. I will not loan my Laptop or charger to others.
3. I will be accountable for my Laptop at all times.
4. I will charge my Laptop battery daily.
5. I will not leave my Laptop in an unlocked vehicle.
6. I will keep food and beverages away from my Laptop.
7. I will not disassemble any part of my Laptop or attempt repairs.
8. I will not remove district-required applications.
9. I will protect my Laptop by carrying it properly and not removing the protective cover.
10. I will not stack objects on top of my Laptop.
11. I will not close pens, pencils, or other objects in my Laptop.
12. I will not leave my Laptop outside or use it near water.
13. I will save school-related data to the district-assigned cloud storage. (Aiken County Public School District will at times re-sync and/or re-image Laptops. All files not saved to server or other storage media will be deleted during these processes. Students are ultimately responsible for saving all their personal files to their personal cloud storage. Examples include personal music, books, etc.)
14. I will not place decorations (such as stickers, markings, etc.) on my Laptop.
15. I will not remove the serial number, manufacturer labels or district labels on any Laptop.
16. I will follow district policies outlined in the **Laptop Student/Parent Guide** and the district's **Acceptable Use Policy**.
17. I will notify my school in case of theft, vandalism or other violation within 48 hours.
18. I will be responsible for all damage or loss caused by negligence or abuse.
19. I agree to return my Laptop, protective cover, and power cords when I transfer or leave the district for any reason.
20. I understand that my Laptop is equipped with tracking capabilities, which are utilized for loss prevention. I understand that a report can be accessed for every location this device travels.

I have read, understand and agree to the stipulations set forth in the **Laptop Student/Parent Guide**, **Aiken County Public School District Acceptable Use Policy** and the **Student Pledge for Use of the Dell Laptop**. I understand my Laptop is subject to inspection at any time without notice and remains the property of Aiken County Public School District.

Parent/Guardian Name (print) _____

Parent/Guardian Name (signature) and date

Student Name (print)

Student Name (signature) and date

AIKEN COUNTY PUBLIC SCHOOL DISTRICT

ACCEPTABLE USE POLICY

Policy IJNDB-R Use of Technology Resources

Issued 5/12

Purpose and Scope

This administrative rule is adopted to implement the district's Internet acceptable use policy. While the rule primarily addresses utilization of the Internet and other electronic online connection services, it also applies, where appropriate, to the general use of district-owned computer hardware and software.

Terms and conditions of use

Acceptable use

The purpose of the district's decision to provide Internet access is to allow an expanded opportunity for education, research and professional development by providing access to unique resources and the opportunity for collaborative work. All use of the Internet must be in support of education and research and consistent with the educational and staff development objectives of the district. Use of any organizations' network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any federal or state laws or regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Violations will result in appropriate disciplinary action against the staff member or student involved.

Accessing inappropriate sites

Student Internet activities will be monitored by the district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district uses CIPA approved technology protection measures to protect students from inappropriate access in addition to monitoring.

The district will provide reasonable notice of and at least one public hearing or meeting to address and communicate its Internet safety measures.

Reporting

District and school computer technicians who are working with a computer and come across sexually explicit images of children must report this to local law enforcement. The report must include the name and address of the owner or person in possession of the computer.

Online behavior

The district will educate minors about appropriate, safe and secure online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The superintendent or his/her designee will develop a program to educate students on these

issues in accordance with Internet safety standards and grade bands published on the state department of education website.

Off-campus conduct

Students, parents/legal guardians, teachers and staff members should be aware that the district may take disciplinary actions for conduct initiated and/or created off-campus involving the inappropriate use of the Internet or web-based resources if such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the schools, including discipline for student harassment and bullying.

Procedures for use

Employees may access the Internet for educational or work-related purposes at any time that is not disruptive and does not interfere with the performance of other responsibilities by the employee or other staff members.

Students will be allowed to access the Internet only under the supervision of designated staff. No students may access the Internet without permission.

Rules governing use

The following guidelines for acceptable use will be applicable.

- Users are expected to employ appropriate net etiquette; profanity, vulgarity or abusive, inappropriate language is prohibited. Illegal activities are forbidden, including unauthorized access or "hacking" by any users.
- Users are not to reveal their personal address or phone number or that of other individuals, students or colleagues.
- Users are not to use another school's or individual's account without written permission from that school or individual.
- Vandalism will not be tolerated. Vandalism includes, but is not limited to, malicious damage to hardware; harm or destruction of software or the data of another user; and creating, uploading or downloading computer viruses.
- Users should consider all communications and information accessible via the network to be private property. All quotes, references and sources should be cited.
- Users are not to access inappropriate or restricted information or other information not directly related to the educational or staff use purposes for which access is being provided. Restricted information includes obscene, libelous, indecent, vulgar, profane or lewd materials; advertisements for products or services not permitted to minors by law; insulting, fighting and harassing words; and other materials which may cause a substantial disruption of the academic environment.
- Users should remain on the system only as long as necessary to complete their work so that other individuals will have equal opportunities to access the Internet. Users are not to disrupt, harass or annoy other users.
- The system is not to be utilized for financial or commercial gain or for personal use other than professional activities.

Penalties for improper use

An employee who violates the terms of this administrative rule will be subject to disciplinary action consistent with the nature of the offense, including cancellation of Internet privileges, suspension or

ACPSD Personalized Digital Learning PARENT/STUDENT GUIDE

termination if circumstances so warrant. Students who violate the terms of this administrative rule or who otherwise misuse their access to the Internet also will be subject to disciplinary action in accordance with the district's code of student conduct to include suspension or expulsion if circumstances so warrant. Violations of the laws of the United States or the State of South Carolina also may subject the user to criminal prosecution. If a user incurs unauthorized costs, the user, as well as the user's parents/legal guardians (if the user is a student) will be responsible for all such costs.

Issued 11/12/96; Revised 5/26/98, 1/8/02, 5/22/12

Policy IJNDB Use of Technology Resources

Issued 8/15

Introduction

Each employee, student, or non-student user of an Aiken County Public School District (ACPSD) information system is expected to be familiar with and follow the expectations and requirements of this policy and corresponding administrative rule. The purpose of this policy is to ensure that individuals are aware of their responsibilities regarding the Internet and related technology and equipment. This rule also helps ensure the safety and privacy of current and former employees and students.

Legal Requirements

ACPSD is committed to complying with applicable information security requirements and relevant information security standards and protocols. These requirements include, but are not limited to, the following:

- The Family Educational Rights and Privacy Act (FERPA)
- Children's Internet Protection Act (CIPA)
- Individuals with Disabilities Education Act (IDEA)
- Children's Online Privacy Protection Act (COPPA)
- Health Insurance Portability and Accountability Act (HIPPA)

Users of ACPSD's network are required to adhere to state and federal law as well as board policy. Any attempt to break those laws or policies through the use of ACPSD networks may result in discipline or litigation against the offender(s) by the proper authority. ACPSD will provide any information necessary in order to fully cooperate with the appropriate authorities in the civil and/or criminal process.

Acceptable Use

ACPSD provides computer, network, email, and Internet access to individuals as part of the learning environment. The use of these resources is a privilege and not a right. While these systems have the power to deliver a vast number of resources to classrooms and enhance education, their effectiveness depends on the responsible and ethical use by every individual. Violation of this administrative rule will result in the loss of this privilege and may result in discipline or litigation in accordance with board policy and state and federal law.

Employee acceptable use

This section is dedicated to provide ACPSD employees with guidance of acceptable use of the district's information technology resources including, but not limited to, the following:

- the internet, intranet, email, and portals, including Office 365 and student management systems
- personal devices not owned by the district, but present on district property
- district-assigned computing devices such as personal electronic devices, laptops, and desktops
- the district's network and supporting systems and data transmitted by and stored on the ACPSD systems

Annual responsibilities and information security awareness

Staff members will review the Information Security Awareness materials presented on the ACPDS website annually.

Prohibited use of ACPSD resources

The following uses of ACPSD computer resources by staff members are prohibited at all times:

- unauthorized or excessive personal use - any personal use should not interfere with or impair an employee's job performance
- infringing upon the intellectual property rights of others or violating copyright laws
- unauthorized advancing of personal profit
- furthering political causes in violation of board policy or the State Ethics Act
- uploading or transferring out of the district's direct control any software licensed to the district or data owned by the district without explicit written authorization; failure to observe copyright or license agreements can result in disciplinary action from ACPSD or legal action by the copyright owner
- unauthorized use of resources (including, but not limited to, servers, networks, computers, and printed output) to reveal confidential or sensitive information, student data, or any other information covered by existing district, state, or federal privacy or confidentiality laws; regulations; rules; policies; procedures; or contract terms
- downloading software unless it is required to complete their job responsibilities and is approved and implemented by Educational Technology (ET)
- bypassing or attempting to bypass any of the district's security or content filtering safeguards
- accessing or attempting to access resources for which an employee does not have explicit authorization by means of assigned user accounts, valid passwords, file permissions, or other legitimate access and authentication methods
- granting another individual access to any district accounts that have been authorized to a specific user or using another individual's district-authorized accounts, user ID, and/or passwords (specific exceptions are allowed for ET personnel for authorized system operations and maintenance)
- allowing another person to use a district system under his or her login
- adding, modifying, repairing, removing, reconfiguring, or tampering with any device on the network infrastructure
- bypassing or attempting to bypass any of the district's security or content filtering safeguards, including the use of cellular or external Internet connectivity not through the district's network (the use of a "hot spot," for example)
- allowing non-district persons permission to use district-assigned information systems on district equipment taken off-site
- sharing the password of the unique ACPSD user ID or allowing this password to be used to access other third party websites or applications by another person
- the use of any tools that can be used for "computer hacking," as defined in the South Carolina Computer Crime Act (may not be possessed on school property, on any district premise, or run or loaded on any district system without expressed written permission from ET)
- violating any state or federal law or regulation, board policy, or administrative rule

Sensitive information

ACPSD employees who have or may have access to personally identifiable student records will adhere to all standards included in the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPPA), Children's Online Privacy Protection Act (COPPA), and other applicable laws and regulations as they relate to the release of student information.

Employees may not disclose sensitive or personally identifiable information regarding students to individuals and/or parties not authorized to receive it. Authorization to disclose information of a student to individuals and/or parties must strictly adhere to regulations set forth in the FERPA. Information contained in these records must be securely handled and stored according to ACPSD directives, rules, and policies and if necessary destroyed in accordance with state information retention standards and archival policy.

Granting access to secure locations

Staff members may only grant access to sensitive and secure areas including, but not limited to, server rooms and wire closets, after verification with ET of the credentials and need for access of the person requesting access. These spaces may not be used to store or house unauthorized equipment or items.

Limited personal use

ACPSD does not grant any ownership, privacy, or expectation of privacy in the contents of any message, including email or other Internet activities involving ACPSD resources or equipment.

Personal use is prohibited in the following circumstances:

- It interferes with the use of IT resources by the district.
- Such use burdens the district with additional costs
- Such use interferes with the staff member's employment duties or other obligations to the District.
- Such use includes any activity that is prohibited under any district (including this policy), board policy, or state or federal law.

Email maintenance

Each district email user is responsible for the content of all text, audio, or image that he/she places or sends over the Internet or district email systems.

While the email system has unlimited storage, the district cannot guarantee that any particular email or emails will not be lost due to computer or human error. District employees should back up or store any critical emails. Examples of storing emails are printing, saving to other document types (such as PDF), or archiving messages in off-line email folders. An employee must preserve all emails and other relevant records related to an incident that is subject to litigation once that employee is made aware of the legal action.

Email messages are considered public records and may be released pursuant to the requirements of the South Carolina Freedom of Information Act.

Consequences

Employees who violate this administrative rule may be subject to discipline including and up to termination. Incidents should be reported to an employee's supervisor and directly to the ET Help Desk (the work order system). Suspected criminal activity must be immediately reported to law enforcement.

Student Acceptable Use

This section is dedicated to provide ACPSD students with guidance of acceptable use of the district's information technology resources including, but not limited to, the following:

- the internet, intranet, email, and portals, including Office 365 and student management systems
- personal devices not owned by the district, but present on district property
- district assigned computing devices such as personal electronic devices, laptops, and desktops
- the district's network and supporting systems and data transmitted by and stored on the ACPSD systems

Compliance with copyright laws

Students are to follow copyright laws at all times. Students should refer all questions regarding copyright concerns to administrators and/or qualified staff or faculty at their school.

Filtering and monitoring computer resources

The district takes reasonable precautions by using filtering software to keep inappropriate Internet sites and email out of the classroom. The district strongly adheres to the guidelines set forth by COPPA and CIPA when installing filtering/monitoring software devices on district equipment. The district does not necessarily supervise individual email accounts.

The district reserves the right to review any email sent or received using district equipment and/or email accounts.

Students must adhere to the behavior expectations while using technology and email including, but not limited to, those expectations contained in board policy.

Technology is constantly changing and evolving. Due to the nature of the Internet, online communications, and evolving technology, the district cannot ensure or guarantee the absolute safety of students during the use of technology, including email and the Internet. Parents/Legal guardians and students should contact the school immediately with any concerns related to the use of technology and the school should contact ET via the Help Desk.

Prohibited uses of ACPSD resources

The following uses of ACPSD computer resources by students are prohibited:

- the use of school computers for private (not authorized by the district and/or school) commercial purposes
- the use of obscene, bullying, profane, lewd, threatening, disrespectful, or gang-related language or symbols

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- bypassing or attempting to bypass any of the district's security or content filtering safeguards, including the use of cellular or external Internet connectivity not through the district's network (the use of a "hot spot," for example)
- allowing another person to use the computer under a student's assigned district login
- adding, modifying, repairing, reconfiguring, or otherwise tampering with any device on the network infrastructure including, but not limited to, wireless network devices, computers, printers, servers, cabling, switches/hubs, and routers
- unauthorized access, use, overloading (more commonly known as Distributed Denial of Service or Denial of Service), or attempted unauthorized access or use of district information systems
- destroying or tampering with any computer equipment or software
- the use of any tools that can be used for "computer hacking," as defined in the South Carolina Computer Crime Act (may not be possessed on school property, on any district premise, or run or loaded on any district system) the use of school computers for illegal activities including, but not limited to, planting viruses, hacking, or attempted unauthorized access to any system
- violating any state or federal law or regulation, board policy, or administrative rule

Furthermore, students are prohibited from using "smart" or "connected" devices (including, but not limited to, smart watches, smart glasses, or other devices capable of storing, transmitting, or receiving information) unless under the supervision of an instructor. Students are permitted to have cellular telephones, but they are not to be used in class without express permission from the instructor. Additionally, the use of cameras and other recording devices are prohibited without permission. See board policy JICJ.

Agreement of use

Students and parent/legal guardians agree that ACPSD computer equipment must be handled with care and respect.

Consequences

Students who violate this policy and corresponding administrative rule may be subject to disciplinary action up to and including expulsion in accordance with board policy and state and federal law. Suspected criminal activity must be immediately reported to law enforcement.

ACPSD Internet Safety and Other Terms of Use

General access

In compliance with the Children's Internet Protection Act ("CIPA"), the district uses technological devices designed to filter and block the use of any of the district's computers with Internet access to retrieve or transmit any visual depictions that are categorized as obscene, child pornography, or "harmful to minors" as defined in the CIPA.

Though the district makes reasonable efforts to filter such Internet content, the district cannot warrant the effectiveness of its Internet filtering due to the dynamic nature of the Internet.

Education, supervision, and monitoring

It will be the responsibility of all district school staff to make a reasonable effort to educate, supervise, and monitor appropriate usage of online computer network access to the Internet in accordance with this policy and corresponding administrative rule, CIPA, COPPA, and the Protecting Children in the 21st Century Act.

Personal safety

The following list is considered precautions taken by ACPSD to ensure the safety of their students, employees, and other individuals:

- Students will not post or email personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication.
- Students will not agree to meet with someone they have met online without their parent/legal guardian's approval.
- Students will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
- Employees will report any concerns related to their use of technology to their immediate supervisor.

Expectation of privacy

Individuals should not have an expectation of privacy in the use of the district's email, systems, or equipment. The district may, for a legitimate reason, perform the following:

- obtain emails sent or received via district email or other messaging/communication system
- monitor an individual's use on the district's systems, including all Internet activity
- confiscate and/or search district-owned software or equipment

Note: The district may confiscate for a reasonable period of time any personal electronic device being used in violation, or apparent violation, of policy and may search recent activation and/or utilization of the device to determine or confirm such inappropriate utilization or violation of policy, in accordance with the scope and permitted searches of such devices under the standards of [New Jersey v. T.L.O.](#) and other applicable law

Adopted 11/12/96; Revised 1/8/02, 5/22/12, 8/25/15

Legal references:

Federal Law:

Children's Internet Protection Act of 2000, [47 U.S.C.A. Section 254\(h\)](#).

The Digital Millennium Copyright Act of 1998, [17 U.S.C.A. Section 512](#) - Limitations on liability relating to material online.

S.C. Code, 1976, as amended:

[Section 10-1-205](#) - Computers in public libraries; regulation of Internet access.

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[Section 16-3](#)-850 - Encountering child pornography while processing film or working on a computer.

[Section 16-15](#)-305 - Disseminating, procuring or promoting obscenity unlawful; definitions; penalties; obscene material designated contraband.

[Section 59-19](#)-90 - General powers and duties of school trustees.

Federal Cases:

Purdham v. Fairfax Co. Sch. Bd., 637 F.3d 421, 427 (4th Cir. 2011).

Policy IHAJ Computer/Technology Literacy

Issued 1/02

Purpose: to establish the board's adherence to the computer/technology literacy requirement for the district's students.

The primary goal of computer/technology studies is to develop technologically literate citizens. However, these studies do not exist in a vacuum -- the district must use educational technology to support curriculum and instruction. The board believes that students, teachers, media specialists, counselors, administrators, managers and others should have access to technological resources and should have the ability to use those resources at the time and place of need.

The board of education will ensure that students enroll in computer science to acquire a unit prior to graduation, as required by state regulations.

NOTE: See policies IJKA - Technology Resource Selection and Adoption and IJNDB - Use of Technology Resources in Instruction for policy on resources, Internet, acceptable use, user responsibility, etc.

Adopted 1/8/02