



ACSD Device Procedures Handbook

Table of Contents

| | |
|--|---|
| INTRODUCTION..... | 3 |
| RECEIVING/RETURNING DISTRICT-OWNED DEVICES | |
| Distribution of District Owned Device..... | 4 |
| Return of District Owned Device..... | 4 |
| Identification of District Owned Device..... | 4 |
| CARING FOR DISTRICT OWNED DEVICES | |
| Caring for the Device..... | 4 |
| Care of Screen | 4 |
| Appropriate Device Use and Care at School..... | 5 |
| Appropriate Device Use and Care at Home..... | 5 |
| USING DISTRICT OWNED DEVICE | |
| Expectations..... | 5 |
| District Owned Devices Left at Home..... | 5 |
| Repair of District Owned Devices..... | 5 |
| Home Internet Access..... | 6 |
| Use of Camera..... | 6 |
| MANAGING FILES AND SAVING WORK | |
| Saving Student Information..... | 6 |
| Network Connectivity..... | 6 |
| APPLICATIONS ON DISTRICT OWNED DEVICES | |
| Originally Installed Applications..... | 7 |
| Additional Applications..... | 7 |
| Inspection..... | 7 |
| Procedure for Reloading Applications..... | 7 |
| Software Updates | 7 |

| | |
|--|----|
| DIGITAL CITIZENSHIP | |
| Using Technology Appropriately..... | 7 |
| District Responsibilities..... | 7 |
| Student Responsibilities..... | 7 |
| Parent/Guardian Responsibilities..... | 8 |
| Legal Propriety..... | 8 |
| Email Use..... | 8 |
| | |
| DAMAGE OR LOSS OF DISTRICT OWNED DEVICES | |
| Terms of the District Owned Device Agreement..... | 8 |
| Title..... | 9 |
| Liability..... | 9 |
| | |
| DISCIPLINE AND MISUSE | |
| At Home Responsibilities..... | 10 |
| Parent/Guardian Monitoring Suggestions..... | 10 |
| Device Rules and Guidelines..... | 10 |
| Electronic Resource Policy and Responsible Use Procedures..... | 10 |
| Security Reminders..... | 10 |
| Activities Requiring Teacher Permission During Instructional Time..... | 10 |
| Activities Prohibited on School Property..... | 10 |
| Inappropriate Content..... | 11 |
| Email for Students..... | 11 |
| Webcams..... | 11 |
| Media..... | 12 |
| Gaming..... | 12 |
| Printing..... | 12 |
| Wallpaper..... | 12 |
| Copyright and Plagiarism..... | 12 |
| Technology Discipline..... | 12 |
| Examples of Unacceptable Use..... | 12 |
| Lost or Stolen Equipment..... | 13 |

INTRODUCTION:

Abbeville County School District provides this guide so that students and their parents/guardians can become familiar with the district's Technology initiative. It contains a brief overview of the initiative, frequently asked questions, forms, and other information. During the 2020-2021 school year, the district will launch this new initiative to provide students with the tools they need to be college and career ready in today's workforce. We believe the use of devices will provide students with the support to assist in acquisition of the academic skills they need and prepare them for higher education opportunities and the demands of today's workforce. We understand that this initiative is not about a specific device, but rather, about what the device will enable our students to accomplish.

Students in grades 9-12 will have access to these devices 24 hours a day, seven days a week. This will allow students to have current information available at their fingertips. Students will be able to improve reading fluency, build mathematical skills, and experience content in ways that they have not been able to do so in the past. The use of the device will not eliminate all paper and pencil activities. However, it will provide teachers the opportunity to include multimedia information in lessons and to personalize learning for each student.

RECEIVING/RETURNING DISTRICT OWNED DEVICES

Distribution of District Owned Devices

☒Parents/guardians must **sign the *Internet Acceptable Use Policy IJNDB - E (2) form, Abbeville County School District Parent and Student Agreement form***, and pay the technology fee before the school can issue a district owned device to a student.

Return of District Owned Devices

☒Students transferring out of or leaving Abbeville County School District One during the school year must return the district owned device (including power cords, cases and any other district or school issued accessories) before leaving the school.

☒If a student returns his/her district owned device damaged, costs for replacement or repairs are the student's responsibility. The district will charge the student the cost of needed repairs, not to exceed the replacement cost of the district owned device.

Identification of District Owned Devices

☒Each student's district owned device will be labeled in the manner specified by the district.

☒District owned devices can be identified by serial number, as well as by an Abbeville County School District inventory label.

CARING FOR DISTRICT OWNED DEVICES

Taking Care of District Owned Devices

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be taken to the designated school representative for an evaluation of the equipment at the earliest possible opportunity. Parents/students are responsible for damage, loss and theft. In the event the device is lost or stolen while off campus, the student or parent must report the loss to the school and file a report with the School Resource Officer. All losses must be reported within a 48-hour time period. The device is the property of Abbeville County School District and all users will follow these guidelines that comply with district *Policy IJNDB*.

Care of Screen

☒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 or protective case in a way that it 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.

☒Do not bump the district owned device against lockers, walls, car doors, floors, etc., as it will crack and break the screen.

Appropriate Device Use and Care at School

- Devices should only be stored in locked lockers.
- Keep your device in the district issued case at all times.
- Never leave the device unattended for any reason.
- Ensure that the device is resting securely on the desktop.
- Follow all directions given by the teacher. Failure to follow Abbeville County School District policies and teacher instructions could result in disciplinary action.
- Books and/or binders should never be placed on top of the device. If the device is not in use, it should either be placed on top of a desk/table. A device should never be on the floor.
- Extreme care should be taken when in close proximity of food or drink.

Appropriate Device Use and Care at Home

- Students in grades 9-12 are responsible for keeping their device's battery charged for school each day. If lost or damaged, it is the student's/parent's responsibility to replace the charger with a district approved replacement charger.
- The power cord/charger should remain at home for students in grades 9-12.
- Cords and cables must be inserted carefully into the device to prevent damage.
- The device stays in the district issued case, even while charging.
- Use the device in a common room of the home.
- Place the device on a desk or table – never on the floor.
- Protect the device from:
 - Extreme heat or cold.
 - Food and drinks.
 - Small children.
 - Pets.
- **Do NOT** leave the device unattended in a vehicle.

USING DISTRICT OWNED DEVICES

Expectations

☒ District owned devices are intended for use at school each day. Students are responsible for bringing their district owned device to all classes, unless specifically instructed otherwise by the teacher.

☒ In addition to a teacher's expectations, students may access school messages, announcements, calendars and schedules using their district owned device.

District Owned Devices Left at Home

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

District Owned Devices Undergoing Repair

The school may issue a loaner district owned device, if one is available, to a student while his/her district owned device is being repaired.

Home Internet Access

Students in grades 9-12 may establish WIFI connections with their district owned devices outside of school. Students can then use the mobile computing device wherever access is available.

Use of Camera

The district owned device comes equipped with both front and rear facing camera and video capabilities. **The use of a camera in restrooms, locker rooms, or on the bus is strictly prohibited.**

The 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. For this reason, **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 *Internet Acceptable Use Policy I/NDB*. Abbeville County School District retains the rights to any recording and/or publishing of any student's or staff member's work or image.

MANAGING FILES AND SAVING WORK

Saving Student Information

Students will save and back up their work through the district provided student Google Drive Account. It is the students' responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions may not be an acceptable excuse for not submitting work.

Network Connectivity

Abbeville County School District makes no guarantee that the network will be available 100% of the time. In the rare case that the school network is down, the district will not be responsible for lost or missing data.

APPLICATIONS ON DISTRICT OWNED DEVICES

Originally Installed Applications

- ☒ Applications originally installed by Abbeville County School District on each district owned device must remain on the district owned device in usable condition and readily accessible at all times.
- ☒ Students may not remove these required applications, and school staff will periodically check district owned devices to ensure that students have not removed them. The school may also add other applications periodically.
- ☒ Some licenses for applications require that the application be deleted from the district owned device at the completion of a course. If this applies to an application students use, a technology staff member will re-sync the devices for students in that course.

Additional Applications

Students will be permitted to load additional applications on their district owned devices as long as they do so in accordance with the district's *Use of Technology Resources and Internet Acceptable Use Policy*. Students are required to abide by any additional school policies.

Inspection

School administrators may randomly select students and ask them to provide their district owned device for inspection.

Procedure for Reloading Applications

If technical difficulties occur or illegal software is installed, the device will be restored to factory default. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

Software Updates

Upgraded versions of licensed software/apps may be available. Students may be required to perform these updates on their own, or be asked to turn their device in to district support for maintenance.

DIGITAL CITIZENSHIP

Using Technology Appropriately

- ☒ Digital citizenship is a concept that helps students understand how to use technology appropriately in a society filled with technology.
- ☒ Abbeville County School District expects students to use technology appropriately and responsibly, whether in electronic communication or participation.
- ☒ Abbeville County School District has electronic precautions in place in order for students to participate safely and securely in this environment and enjoy the rights of a digital world in an educational setting.

District Responsibilities

- ☒ The school will provide students with access to the Internet during the school day.
- ☒ School staff will help students conduct research and ensure student compliance with the district's *Internet Acceptable Use Policy*.

☒ Filtering/blocking of inappropriate Internet materials is provided when students access the Internet via the district's access points.

☒ Abbeville County School District reserves the right to investigate any inappropriate use of resources and to review, monitor and restrict information stored on or transmitted via Abbeville County School District owned equipment and resources.

Student Responsibilities

Students will abide by the district's *Internet Acceptable Use Policy* and:

☒ contact an administrator about any security issue they encounter.

☒ monitor all activity on their personal account(s).

☒ always shut down and secure their district owned device after use to protect their work and information.

☒ report email containing inappropriate/abusive language or questionable subject matter to a teacher or administrator.

☒ return their district owned device to the issuing 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

Parents should talk to their children about the values and standards they expect their children to follow as they use the Internet and about their use of all other media information sources such as television, telephone, movies, radio, etc.

Legal Propriety

- Students will comply with trademark and copyright laws and all license agreements (ex. no music should be illegally downloaded).
- Plagiarism is a violation of the Abbeville County School District Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to Abbeville County School District policy consequences. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.
- All rules and consequences in individual school student handbooks and district policy will also apply to the device guidelines

Email Use

Abbeville County School District provides users with an email account for the purpose of school-related communication. Availability and use of email will be restricted.

Email accounts should be used with care. Users should not send personal information, should use appropriate language, and should only communicate with others as allowed by Abbeville County School District policy.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

DAMAGE OR LOSS OF DISTRICT OWNED DEVICES

Terms of the District Owned Device Agreement

- ☒ With the implementation of the Abbeville County School District Technology initiative, Abbeville County School District has set a priority to protect the investment by both the district and the student/parent/guardian.
- ☒ Students will sign and comply at all times with Abbeville County School District's *Parent and Student Agreement* to include the *Internet Acceptable Use Policy IJNDB-E (2)*, and pay the district *Technology Fee*. Failure to comply ends a student's right of possession effective immediately.
- ☒ Students/Parents/Guardians are responsible for any and all damage to their district owned device.

Title

- ☒ Legal title to the property is with the district and shall at all times remain with the district.
- ☒ The right of possession and use is limited to and conditioned on full and complete compliance with the *Parent and Student Agreement for Abbeville County School District*.
- ☒ The student is responsible at all times for the appropriate care and use of the mobile computing device.

Liability

- ☒ Abbeville County School District reserves the right to demand the return of the district owned device at any time.
- ☒ District owned device agreements are good for one year, unless the agreement is terminated earlier.
- ☒ Failure to return the district owned device to the issuing school before departure from the district may result in criminal charges brought against the student or parents/guardians and/or the person in possession of the district owned device.
- ☒ In the event a district owned device is stolen, lost, or vandalized on campus, etc., the student or parent/guardian must report the theft or loss to the school and file a police report with the School Resource Officer.
- ☒ Students or parents/guardians must file a police report with local law enforcement within 48 hours when incidents of loss, theft, vandalism, etc., occur off campus and provide a copy of the completed police report to the school.
- ☒ If an incident 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.

Financial Responsibility

The circumstances of each situation involving lost equipment will be investigated.

DISCIPLINE AND MISUSE

Abbeville County School District views the teacher as central to the delivery of its educational program and expects that all students will use these devices to supplement their learning experiences. It is the policy of Abbeville County School District to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege and extraordinary opportunity to explore technological devices come responsibilities for the parent and for the student.

When signing the Abbeville County School District Student/Parent Technology Agreement you are acknowledging that you understand and accept the information in this document. You also acknowledge that use of technology must comply with the Abbeville School District Code of Conduct.

At Home Responsibilities

The parent/guardian must agree to monitor student use of the device 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.

Parent/Guardian Monitoring Suggestions:

- Investigate and apply parental controls available through your home based Internet service provider and/or your wireless router.
- Develop a set of rules/expectations for device use at home. Some websites provide parent/child agreements for you to sign.
- Only allow device 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 device. Ask questions and request that his/her show you his or her work often.

Device Rules and Guidelines

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities students accept when using a district-owned device. In general, this requires efficient, ethical, and legal utilization of all technological devices. Violations of these rules and guidelines will result in disciplinary action. Please reference the materials specific to each school or contact school directly for details.

Students will receive device-related training at school on proper use and digital citizenship. Below you will find a review of the rules and guidelines.

Electronic Resource Policy and Responsible Use Procedures:

- **All Use of Technology Must:**
 - Support learning
 - Follow local, state, and federal laws
 - Be school appropriate
- **Security Reminders:**
 - Do not share logins or passwords unless asked to do so by a parent/guardian or school personnel
 - Do not develop programs to harass others, hack, bring in viruses, or change others' files
 - Follow Internet Safety guidelines
- **Activities Requiring Teacher Permission During Instructional Time:**
 - Playing content-related games
 - Sending email
 - Using headphones in class, where related
 - Use of camera for pictures or video
- **Activities PROHIBITED on School Property:**
 - Instant-messaging (e.g. Face Time, SnapChat, KIK, Yik Yak, etc.)
 - Playing non-educational games
 - Downloading programs, music, games, and/or videos
 - Using a Hot Spot with a district owned device.

- **Inappropriate Content** – All files must be school appropriate. Inappropriate materials include explicit or implicit references to:
 - Alcohol, tobacco, or drugs
 - Gangs
 - Obscene language or nudity
 - Bullying or harassment
 - Discriminatory or prejudicial behavior
 - Illegal activities

Email for Students

Purpose

All Abbeville County School District students are issued an email account. Email allows students to safely and effectively communicate and collaborate with Abbeville County School District staff and classmates, giving them an authentic purpose for writing. The effective use of email is:

- A 21st Century communication tool.
- Used in careers and higher education settings.
- A way to meet the National Educational Technology Standards (NETS).

Guidelines and Reminders

- Email should be used for educational purposes only.
- Email transmissions may be monitored by the school at any time to ensure appropriate use. This means that any administrator or administrator designee may check students' email.
- All email and its/their contents are the property of the district.
- Email should only be used by the authorized owner of the account.
- Students need to protect their passwords.

Unacceptable Use Examples

- Non-education related forwards (e.g. jokes, chain letters, images, etc.)
- Harassment, profanity, obscenity, racist terms
- Cyber-bullying, hate mail, discriminatory remarks
- Email for individual profit or gain, advertisement, political activities, or illegal activities

Webcams

Purpose

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

Examples of Use

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.

Important Note

Abbeville County School District retains the rights concerning any recording and/or publishing of any student or staff member’s work or image. Students must obtain permission to record, take, or publish a photograph or video of any person. Unauthorized recordings are subject to disciplinary action in accordance with School Board Policy and the Abbeville County School District Code of Conduct.

Media

- Listening to music on your device is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment.
- Watching movies on your device is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment.

Gaming

- Online gaming is not allowed during school hours unless you have been given permission by a teacher. Any games must be in support of education.

Wallpaper

- Any images set as the wallpaper must be in line with the Internet Acceptable Policy. Inappropriate media may not be used as wallpaper. Presence of guns, weapons, pornographic material, inappropriate language, alcohol, drugs, or gang-related symbols will result in disciplinary action.

Copyright and Plagiarism

Students are expected to follow all copyright laws. Duplication and/or distribution of materials of educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law

Technology Discipline

Behaviors and Discipline Related to Student Device Use

The following behaviors will be treated as corresponding "traditional" behaviors and appropriate consequences will be assessed by the building administrators.

| TECH-RELATED BEHAVIOR | EQUIVALENT “TRADITIONAL” BEHAVIORS |
|---|--|
| Email, instant-messaging, Internet surfing, games, or any other off-task behavior | Classroom Disruption |
| Removing Case/Damaging of Defacing Device | Defacing School Property |
| Cutting/Pasting without citing sources | Plagiarism |
| Cyber-bullying | Bullying/Harassment |
| Use of profanity or inappropriate language | Inappropriate Language |
| Accessing pornographic material or inappropriate files | Bringing pornographic/inappropriate material to school |
| Accessing files potentially dangerous to network | Vandalism/Technology Policy Violation |
| Using electronic account authorized for another person without permission | Breaking into another student’s locker |

The following behaviors could result in the possible loss of device or loss of access to the district network.

| TECHNOLOGY VIOLATIONS (cont'd) |
|---|
| <i>Examples of potential behaviors unique to digital environment without "traditional" behavior equivalent</i> |
| Chronic, tech-related behavior violations (see above) |
| Making use of electronic resources in a manner that serves to disrupt use of network by others |
| Unauthorized downloading or installing software |
| Attempts to defeat or bypass the district's Internet filter |
| Modification to district browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity |

School-Based Discipline

The discipline policies at each school encompass the one-to-one environment. Please reference the materials specific to each school or contact school directly for details.

Progressive Discipline Example

Discipline is progressive. Low-level, first-time infractions will have lesser consequences than infractions that are repetitive or more serious in nature.

- Warning
- Classroom Intervention
- Parent Contact
- Loss of Device for Class Period
- Lunch Detention
- Referral to Administrator
- Loss of Device for School Day(s)
- Permanent Loss of Device
- After-School Detention
- In-School Suspension
- Out-of-School Suspension
- Expulsion

Classroom Interventions

For low-level infractions, classroom intervention will be the first level of discipline. This includes, but is not limited to, verbal warnings, seating changes, and teacher contact with home.

Abbeville County School District may remove a user's access to the network without notice at any time if the user is engaged in any type of unauthorized activity.

Examples of Unacceptable Use

Unacceptable conduct includes, but is not limited to, the following:

- Using the network for illegal activities, including copyright, license, or contract violation.
- Unauthorized downloading or installation of any software including shareware and freeware.
- Using the network for financial or commercial gain, advertising, political lobbying, or illegal activities.
- Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments.

- Vandalizing and/or tampering with equipment, programs, files, software, network performance or other components of the network; use or possession of hacking software is strictly prohibited.
- Gaining unauthorized access anywhere on the network.
- Revealing the home address or phone number of one's self or another person.
- Invading the privacy of other individuals.
- Using another user's account or password, or allowing another user to access your account or password.
- Coaching, helping, observing or joining any unauthorized activity on the network.
- Posting anonymous messages or unlawful information on the network.
- Participating in cyber-bullying or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous
- Falsifying permission, authorization or identification documents.
- Obtaining copies of, or modifying files, data or passwords belonging to other users on the network.
- Knowingly placing a computer virus on a computer or other electronic device and/or network.
- Attempting to access or accessing sites blocked by the Abbeville County School District filtering system.
- Downloading music, games, images, videos, or other media at school without permission of the teacher.
- Sending or forwarding social or non-school related email.

Parent and Student Agreement for the Abbeville County School District Technology Initiative

(This form must be returned to the school, completed and signed by a parent/guardian, BEFORE the student will receive a device.)

Student Pledge for Use of District-Owned Devices

1. I understand that this device is the property of Abbeville County School District and is on loan to me as long as I am an Abbeville County School District student in good standing.
2. I understand that the district issued device is subject to inspection at any time without notice.
3. I will not remove the device from the district issued protective case.
4. I will follow district policies outlined in the Abbeville County School District Technology Handbook and the district's Acceptable Use Policy both on and off campus.
5. I will take proper care of the device.
6. I will not lend the device, charger, and cords to others.
7. I will be accountable for the device at all times.
8. I will charge the battery of the device daily.
9. I will not leave the device in an unsecured location.
10. I will use extreme caution with the device around food and beverages.
11. I will not attempt repairs or take the device to an outside source for repairs.
12. I will not remove district-required applications nor modify or alter the operating systems of any device, also referred to as jailbreaking.
13. I will not stack objects on top of the device.
14. I will not leave the device outside or use it near water.
15. I will save and back up their work through the district provided student Google Drive Account. It is my responsibility to ensure that work is not lost due to mechanical failure or accidental deletion (Abbeville County School District will, at times, re-sync devices.)
16. Students are ultimately responsible for saving all their personal files.
17. I will not deface the serial number, manufacturer labels or district labels on any device.
18. I will file a police report with the School Resource Officer in case of theft, vandalism or other violation.
19. I will be responsible for all damage or loss caused by neglect or abuse.
20. I agree to return the device, case and power cords in good working order.
21. I agree to return the device, case, and power cords when I transfer or leave the district for any reason.
22. I will not take or utilize photos, videos, and/or audio recordings of myself or any other person without permission, nor will I use the above in an inappropriate manner.

By signing this document, I agree to the stipulations set forth in the above documents including the *Abbeville County School District Digital Handbook, Acceptable Use Policy IJNDB, and completed IJNDB-E (2)*.

Student Name (Please Print): _____ Grade: _____

Student Signature: _____ Date: _____

As a parent I agree to monitor my child's internet activity while he or she is using a district issued device at home. By signing this document, I agree to this stipulation and I understand the following: ACSD makes every effort to filter inappropriate websites on student devices, but no system is perfect. Technology changes rapidly and there is always a risk of exposure to inappropriate content, whether accidentally or by the intentional actions of the student.

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____