

The board provides its students and staff access to a variety of technological resources, including laptop computers. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Through the school district's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

The board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal and responsible use. Accordingly, the board establishes this policy to govern student and employee use of school district technological resources. This policy applies regardless of whether such use occurs on or off school district property, and it applies to all school district technological resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks, and all devices that connect to those networks.

A. EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

School district technological resources may only be used by students, staff and others expressly authorized by the Technology Department. The use of school district technological resources, including access to the Internet, is a privilege, not a right. Individual users of the school district's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school district technological resources is use that is ethical, respectful, academically honest and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette and to apply the rules of good Digital Citizenship always. General student and employee behavior standards, including those prescribed in applicable board policies, the Student Code of Conduct and other regulations and school rules, apply to use of the Internet and other school technological resources.

In addition, anyone who uses school district computers or electronic devices or who accesses the school network or the Internet using school district resources must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive. Furthermore, all students must adhere to the MGSD Technology Use Guidelines as set forth in the Student Code of Conduct. Prior to using the Internet, all students must be trained about appropriate on-line behavior as provided in policy 3226/4205, Internet Safety.

All students and employees must be informed annually of the requirements of this policy and the methods by which they may obtain a copy of this policy. Before using school district technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements and acknowledging awareness that the school system uses monitoring systems to monitor and detect inappropriate use of technological resources. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

B. RULES FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

1. School district technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning and teaching. Use of school district technological resources for political purposes or for commercial gain or profit is prohibited. Student personal use of school district technological resources for amusement or entertainment is also prohibited. Because some incidental and occasional personal use by employees is inevitable, the board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school district business and is not otherwise prohibited by board policy or procedure.
2. School district technological resources are installed and maintained by members of the Technology Department. Students and employees shall not attempt to perform any installation or maintenance without the permission of the Technology Department.
3. Under no circumstance may software purchased by the school district be copied for personal use.
4. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Student Code of Conduct.
5. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors. All users must comply with policy 1710/4021/7230, Prohibition Against Discrimination, Harassment and Bullying when using school district technology.
6. The use of anonymous proxies to circumvent content filtering is prohibited.
7. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material, without the permission of the Technology Department.
8. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
9. Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personal identifying information, or information that is private or confidential, such as the home address or telephone number, credit or checking account information or social security number of themselves or fellow students. For further information regarding what constitutes personal identifying information, see policy 4705/7825, Confidentiality of Personal Identifying Information. In addition, school employees must not disclose on school district websites or web pages or elsewhere on the Internet any personally identifiable, private or confidential information concerning students (including names, addresses or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the

Family Educational Rights and Privacy Act (FERPA) or policy 4700, Student Records. Users also may not forward or post personal communications without the author's prior consent.

10. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks or data of any user connected to school district technological resources. Users may not knowingly or negligently transmit computer viruses, malware or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.
11. Users may not create or introduce games, network communications programs or any foreign program or software onto any school district computer, electronic device or network without the express permission of the technology director or designee.
12. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.
13. Users are prohibited from using another individual's ID or password for any technological resource without permission from the individual.
14. Users may not read, alter, change, block, execute or delete files or communications belonging to another user without the owner's express prior permission.
15. Employees shall not use passwords or user IDs for any data system (e.g., the state student information and instructional improvement system applications, time-keeping software, etc.), for an unauthorized or improper purpose.
16. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
17. Teachers will supervise students' use of the Internet during instructional time, to ensure that such use is appropriate for the student's age and the circumstances and purpose of the use.
18. Views may be expressed on the Internet or other technological resources as representing the view of the school district or part of the school district only with prior approval by the superintendent or designee.
19. Without permission by the board and/or designee, users may not connect any personal technologies such as laptops and workstations, wireless access points and routers, etc. to a district owned and maintained local, wide or metro area network. Connection of personal mobile devices is permitted but not supported by MGSD technical staff. The board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G service).
20. It is the responsibility of the user to back up data and other important files regularly.
21. Those who use district owned and maintained technologies to access the Internet at home are responsible for both the cost and configuration of such use.
22. Students who are issued district owned and maintained laptops must also follow

these guidelines:

- a. Keep the laptop secure and damage free.
- b. Use the provided protective book bag at all times.
- c. Do not loan out the laptop, charger or cords.
- d. Do not leave the laptop in a vehicle.
- e. Do not leave the laptop unattended.
- f. Do not eat or drink while using the laptop or have food or drinks in close proximity to the laptop.
- g. Do not allow pets near the laptop.
- h. Do not place the laptop in an area where it may be damaged (e.g., near the edge of tables or desks, on the floor or near younger children).
- i. Do not stack objects on top of the laptop.
- j. Do not leave the laptop outside.
- k. Do not use the laptop near water such as a pool.
- l. Do not check the laptop as luggage at the airport.
- m. It is the responsibility of the user to back up data and other important files regularly. MGSD will at times perform maintenance on the laptops by imaging. All files will be deleted during this process.

C. RESTRICTED MATERIAL ON THE INTERNET

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless school district personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose according to the Children's Internet Protection Act (CIPA). The superintendent shall ensure that technology protection measures are used as provided in policy 3226/4205, Internet Safety, and are disabled or minimized only when permitted by law and board policy. The board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G service).

D. PARENTAL CONSENT

The board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student's independent access to the Internet and to monitoring of the student's Internet activity and e-mail communication by school personnel.

In addition, in accordance with the board's goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. Parental permission will be obtained when necessary to create and manage such third party accounts.

E. PRIVACY

Students, employees, visitors and other users have no expectation of privacy in anything they create, store, send, delete, receive or display when using the school system's network, devices, Internet access, email system or other technological resources owned or issued by the school system, whether the resources are used at school or elsewhere, and even if the use is for personal purposes. Users should not assume that files or communications created, transmitted or displayed using school district technological resources or stored on servers or on the storage mediums of individual devices will be private. The school district may, without notice, (1) monitor, track and/or log network access, communications and use; (2) monitor and allocate files server space; and (3) access, review, copy, store, delete or disclose the content of all user files regardless of medium, the content of electronic mailboxes and system outputs, such as printouts, for any lawful purpose. Such purposes may include, but are not limited to, maintaining system integrity, security or functionality, ensuring compliance with board policy and applicable laws and regulations, protecting the school district from liability and complying with public records requests. School district personnel shall monitor online activities of individuals who access the Internet via a school-owned device.

Under certain circumstances, the board may be required to disclose such electronic information to law enforcement or other third parties, for example, as a response to a document production request in a lawsuit against the board, as a response to a public records request or as evidence of illegal activity in a criminal investigation.

By using the school system's network, Internet access, email system, devices, or other technological resources, individuals consent to have that use monitored by authorized school system personnel as described in this policy.

F. USE OF PERSONAL TECHNOLOGY ON SCHOOL SYSTEM PROPERTY

Each principal may establish rules for his or her school site as to whether and how personal technology devices (including, but not limited to smart phones, tablets, laptops, etc.) may be used on campus. Students' devices are governed also by policy 4318, Use of Wireless Communication Devices. The school system assumes no responsibility for personal technology devices brought to school.

G. SECURITY/CARE OF PROPERTY

Security on any computer system is a high priority, especially when the system involves many users. Employees are responsible for reporting information security violations to appropriate personnel. Employees should not demonstrate the suspected security violation to other users. Unauthorized attempts to log onto any school system computer on the board's network as a system administrator may result in cancellation of user privileges and/or additional disciplinary action. Any user identified as a security risk or having a history of problems with other systems may be denied access.

Users of school district technology resources are expected to respect school district property and be responsible in using the equipment. Users are to follow all instructions regarding maintenance or care of the equipment. Users may be held responsible for any loss or damage caused by intentional or negligent acts in caring for computers while under their control. The school district is responsible for any routine maintenance or standard repairs to school system computers.

H. PERSONAL WEBSITES

The superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school district or individual school names, logos or trademarks without permission.

1. Students

Though school personnel generally do not monitor students' Internet activity conducted on non-school district devices during non-school hours, when the student's on-line behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy (see the student behavior policies in the 4300 series).

2. Employees

Employees' personal websites are subject to policy 7335, Employee Use of Social Media.

3. Volunteers

Volunteers are to maintain an appropriate relationship with students at all times. Volunteers are encouraged to block students from viewing personal information on volunteer personal websites or online networking profiles in order to prevent the possibility students could view materials that are not age-appropriate. An individual volunteer's relationship with the school district may be terminated if the volunteer engages in inappropriate online interaction with students.

I. DISCLAIMER

The board makes no warranties of any kind, whether express or implied, for the service it is providing. The board will not be responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, non-deliveries or service interruptions, whether caused by the school district's or the user's negligence, errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school district specifically disclaims any responsibility for the accuracy or quality of information obtained through its Internet services.

Legal References: U.S. Const. amend. I; Children's Internet Protection Act, 47 U.S.C. 254(h)(5); Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 17 U.S.C. 101 *et seq.*; 20 U.S.C. 6777; G.S. 115C-325(e) (applicable to career status teachers), -325.4 (applicable to non-career status teachers)

Cross References: Prohibition Against Discrimination, Harassment and Bullying (policy 1710/4021/7230), Curriculum and Instructional Guides (policy 3115), Technology in the Educational Program (policy 3220), Internet Safety (policy 3226/4205), Copyright Compliance (policy 3230/7330), Web Page Development (3227/7322), Student Behavior Policies (all policies in the 4300 series), Student Records (policy 4700), Confidentiality of Personal Identifying Information (policy 4705/7825), Public Records – Retention, Release and Disposition (policy 5070/7350), Use of Equipment, Materials and Supplies (policy 6520), Network Security (policy 6524), Staff Responsibilities (policy 7300), Employee Use of Social Media (policy 7335)

Adopted: May 10, 2016

MGSD Parent/Guardian and Student Guide for Student Laptop Usage Fee (For Grades 4-12 ONLY)

The fee will be \$50 per year.

- The fee is payable when the computer is assigned to the student.
- A payment plan can be set up if a student is unable to pay the full fee upfront.
- Credit Card/online payments will be accepted at: <http://www.mgsd.k12.nc.us> Click on the link at the top “Parents & Students” and then “Online School Payments”.
- Should a student withdraw, the laptop must be returned. A pro-rated refund will be issued, provided the laptop is in operational order and in good condition. Refunds will be in the amount of \$5 for each month (August – May) upon written request from the parent/guardian and approval at the school level. This will ensure the machine is returned and in working/acceptable condition.
- Funds will be used to provide for the repair and maintenance of the computers.
- MGSD will provide a protective cover and a book bag for the laptop’s protection and must be used at ALL times.
- Willful and deliberate damages to the computers will cause Mooresville Graded School District to charge the student/parent the full cost of the replacement or repairs of the computer. Such cases may be turned over to the Mooresville Police Department.
- ALL damage incidents will be investigated by administration.
- The Usage Fee will **NOT** cover repairs from issues resulting from:
 - Damage caused by use with non-Apple product
 - Damage resulting in a broken screen. The \$50 Usage Fee will be deducted from actual cost of the screen. Subsequent broken screens will be charged at full cost.
 - Damage caused by accident abuse, misuse, flood, fire, earthquake, or other external cause
 - Damage as a result of a pet
 - Damage as a result of the violation of the RUP (i.e. involving food, drink or other liquid on or near the laptop)
 - Damage as a result of negligence (i.e. the laptop is placed in an unsafe location or position, misuse or laptop not handled properly. i.e. Drop Damage)
 - Damage caused by operating the product outside the permitted or intended uses described by Apple
 - Damage caused by service performed by anyone who is not a representative of Apple or an Apple Authorized Service Provider
 - Damage to a part or product that has been modified to alter functionality or capability without the written permission of Apple
 - Consumable parts, such as batteries, unless damage has occurred due to a defect in materials or workmanship
 - Damage that is cosmetic, including, but not limited to scratches, dents, and broken area around ports, that does not otherwise affect functionality or materially impair your use
 - Any issue when the Apple serial numbers have been removed
 - Loaning your laptop or charger to another student
 - Leaving the laptop or charger unattended will void the Usage fee and the student will be responsible for paying for a replacement
 - Damage resulting from removing the protective laptop cover

MGSD Web Applications Guide

MGSD students use a variety of online Web applications as a resource to enhance their learning experience. Although these applications are widely used by the education community and support their use in K-12 institutions, their Terms of Service state that due to Federal Law any users under the age of 18 must obtain explicit parental permission to use their sites.

All websites and tools have been and will continue to be thoroughly examined by experienced educators and are used commonly in education today, but new tools arise every day. Some common tools that your children may encounter and use are, but not limited to:

- **Networks:** A networking site is a place where teachers and students can communicate, collaborate, and share content. Examples include email and cloud file storage and sharing.
- **Blogs:** A blog is a website where student work can be published online.
- **Google Apps:** An online suite of productivity and digital tools.
- **Podcasts:** A podcast is a digital audio file that is distributed over the Internet for playback.
- **Videos:** A video is a recording displaying moving images and audio. Digital video files can incorporate photos, voiceovers and music.
- **Social bookmarking:** Social bookmarking is a way for Internet users to save, classify and share websites.

MEDIA RELEASE FORM

For school and school-related programs, my child may be interviewed, photographed, videotaped and/or voice recorded and his/her name, image, likeness and voice may be used in MGSD-approved photographs, videos, publications, news media and web pages for special projects or publicity aimed at promoting school activities and sound teaching practices. I understand the contents of the interview may be published or aired publicly.

My child will be under the supervision of a school staff member while being interviewed, filmed or photographed, unless my child is part of a general background or group scene in which my child is not identified.

My child reserves the right to refuse to answer any questions or participate in any discussions that make him/her feel uncomfortable or embarrassed, and at any time my child and/or the supervising school agent reserves the right to terminate the interview, photo or video session.

MGSD is under no obligation to air or publish the image, photos, videotape, and/or voice of my child. I understand that neither I, nor my child, will receive monetary compensation for allowing my child’s image or voice to be used, and that my child’s appearance or the use of his/her voice in any publication, photo or televised form does not grant any ownership rights to me or my child.

Mooresville Graded School District Student Web Page Guidelines

The primary purpose of the student website is to create a digital portfolio online. The following are guidelines for publication on this site.

- All content must relate to the Mooresville Graded School District mission and not conflict with any district rules, policies or regulations.
- Students will be instructed on how to make their webpage/digital portfolio private and only available to individuals they choose.
- Any student work must be published in accordance with copyright and fair use laws.
- Student pages may not contain text, graphics, multimedia or copyrighted materials from other websites without the written consent of the author.
- **Prohibited** items include: (but not limited to) Non-district email addresses, Non-district mailing address, Non-district phone numbers, Chat areas, message boards, guest books.
- All students must follow the school and MGSD Web Page Development Policy 3227/7322.
- Students must keep username and password confidential.