

**New Hanover County Schools  
Technology Form Packet for Elementary School**

**Return this signed form with your selections to your child's teacher.**

Please read the documents in this packet carefully before making selections and signing this form. The signatures on this form are legally binding and indicate that the parties who have signed have read the policies and forms contained in this packet and understand the terms and conditions and their significance.

**This packet includes:**

- Google Opt-out Letter
- NHCS Policy: Network and Internet Safety for Students
- NHCS Policy: Acceptable Use of Personally Owned Devices (Bring Your Own Device, BYOD)
- Student Image Release

**Release Authorization for Student Image (please choose one):**

\_\_\_\_\_ I/We do give permission for images/photographs or school work to be used as described in the New Hanover County Schools Student Image form. Your permission grants NHCS approval to publicize without prior notification and remains in effect until NHCS receives written notice that you would like this revoked.

\_\_\_\_\_ I/We do NOT give permission for images/photographs or work to be used as described in the New Hanover County Schools Student Image form (this includes yearbooks and group photos).

**Student Agreement:**

As the student, I understand and will abide by the New Hanover County School's policies and forms contained in this packet. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action may result.

**School Name:** \_\_\_\_\_

**Student Number:** \_\_\_\_\_

**Student's Full Name:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

**Parent or Guardian Consent:**

As the parent of this student I have read and explained to my child the New Hanover County School's policies and forms contained in this packet. I understand that network and internet access is provided for educational purposes. I recognize it is impossible for the school district to totally restrict access to controversial materials, and I will not hold it responsible for materials acquired on the network. Further, I hereby give permission for my child to use the network and I certify that the information contained on this form is correct.

**Parent or Guardian's Name:** \_\_\_\_\_

**Parent or Guardian's Signature:** \_\_\_\_\_



New Hanover County Schools  
Engaging Students, Achieving Excellence

DAWN BRINSON  
Assistant Superintendent for  
Technology and Digital Learning

Dear Parents,

New Hanover County Schools utilizes Google Apps for Education. Google Core Apps allow students to use collaborative tools, such as Google docs, spreadsheets, presentations and classroom for learning, as well as, allows them the ability to work collaboratively with teachers and other students. Students that have access to Google Apps also have the advantage of being able to store work in the cloud so that it is accessible and backed up at all times. Accounts will be created for all students in grades k-12.

**While elementary students do not have access to email**, as each student progresses to middle school, their email account will become active. Parents have the ability to opt-out of email accounts in 6<sup>th</sup> grade. All high school students will have access to email unless it is specifically requested by a parent that an email account not be activated.

Along with the core apps New Hanover County Schools utilizes some additional services through Google. These services are used throughout the district in conjunction with instruction. These additional services require parent permission for student use. The additional services are Blogger, Books, Chrome Sync, Earth, Maps, My Maps, News, Scholar, Takeout, YouTube and Google In Your Language.

If you do not wish for your elementary student to have a Google Apps for Education account with the additional services listed above, complete the opt-out for apps portion below and return it to your child's elementary school.

We look forward to our students exploring all the educational benefits that will be available in this exciting resource! By equipping students with the tools they can use today, they can achieve their dreams tomorrow.

Sincerely,

Dawn Brinson  
Assistant Superintendent for  
Technology and Digital Learning

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**To opt-out for apps plus additional services:**

Fill out this portion and return it to your student's elementary school if you **do not want your student to have a Google Apps plus additional services account.**

School Name \_\_\_\_\_

Student's Full Name (printed) \_\_\_\_\_

Student's signature \_\_\_\_\_

Parent's full name (printed) \_\_\_\_\_

Parent's signature \_\_\_\_\_

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## NETWORK AND INTERNET SAFETY FOR STUDENTS

The New Hanover County School system's wide area network (WAN) connects thousands of users to electronic information, communication tools, and the World Wide Web. This WAN utilizes a complex association of both hardware and software throughout the New Hanover County School system. The integrity and stability of this network and the services it provides rely on the proper conduct of its users and strict adherence to acceptable use guidelines established in this Policy.

Technology plays a vital role in assuring equitable access to a variety of resources. The New Hanover County School system provides access to network resources to help conduct the instructional, administrative, and operational business of the school district.

A part of network resources is the Internet. As a learning resource, the Internet is similar to books, magazines, audio recordings, videos, CD-ROMS, and other information media that may be used to meet educational needs. Students and educators may also use the Internet to participate in distance learning activities, ask questions and consult with experts, and communicate with other students, educators and individuals.

The Internet also provides access to material that is of no educational value. However, the value of the information found and the interaction available outweighs the possibility of locating inappropriate material.

Internet access is coordinated through a complex association of government agencies, as well as regional and state networks. The smooth operation of the network relies upon the proper conduct of all users who adhere to strict guidelines. The guidelines, which call for efficient, ethical and legal utilization for the network resources, are provided here so that users are aware of the responsibilities they are about to assume. In addition, guidelines from other service providers must also be followed. **Violations of any of these guidelines may result in access being suspended and/or future access being denied.**

Electronic mail (e-mail) is provided to conduct the business of the school district. Occasional and reasonable personal use is permitted, providing that this does not interfere with the performance of an individual's job assignment or the performance of the electronic mail system.

New Hanover County School system utilizes the following security services as required by state and/or federal agencies: identification, authentication, authoring and access control, accountability, administration, and auditing.

### **Online Responsibilities**

**Acceptable Use** - The goal of providing network/Internet access for students and staff is to support education and research consistent with the educational objectives of the New Hanover County School system. Transmission of any material in violation of any federal or

state regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material in violation of New Hanover County Board of Education policies.

**Privileges** - The use of the network/Internet is a privilege, not a right, and inappropriate use will result in suspension of that privilege. All user accounts are property of the New Hanover County School system. School staff or system administrators may deny access at any time that it is deemed necessary. Serious and/or repetitive infractions will be reported to school and district administrators and handled according to school and district student policy (Policy 8410).

**Network Etiquette** - - While each user has the right to free speech, all are expected to abide by the New Hanover County Board of Education Policy 8410 Policies, Rules, and Procedures Relative to Student Discipline in New Hanover County Schools. The following are specifically not permitted:

- Accessing, producing, posting, sending, or displaying material that is offensive in nature. This includes obscene, discriminating, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually suggestive language or images, including images of exposed private body parts.
- Harassing, insulting, or attacking others.
- Knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks, including vandalism and the creation, upgrading, or disseminating of computer viruses.
- Violating copyright laws. All communications and information accessible via the network are private property unless otherwise stated.
- Using another's identification, username, or password.
- Illegally using, destroying, or manipulating data in folders or work files.
- Intentionally wasting limited resources. This includes distributing mass e-mail messages, participating in chain letters, creating and participating in unauthorized newsgroups, sending large graphic files unrelated to school district operation, and storing files on file servers without proper authorization.
- Employing the network for commercial purposes.
- Using the system for political lobbying.
- Revealing or disseminating personal or family identification information (i.e., name, address, phone number and/or pictures) except for approved educational purposes.
- Arranging or agreeing to meet with someone you have met on-line.

- Attempting to gain unauthorized access to the New Hanover County School system's network.
- Engaging in any illegal activities or accessing material advocating illegal acts or violence. This includes pornography and hate literature.
- Posting information that could be disruptive, cause damage, or endanger students or staff.
- Posting false, defamatory or demeaning information about a person or organization, or engaging in any acts of cyber bullying.
- Downloading files except for approved educational purposes.
- Accessing chat rooms unless assigned by a teacher/administrator for a valid educational purpose.

**Security** - Security on a computer system is critical, especially when the system involves many users. Proper procedures for logging on and off the network must be followed. If a security problem is identified, the user must notify a system administrator or staff member; the problem may not be demonstrated to other users. Unauthorized use of accounts is strictly prohibited. Attempts to log on to the network as a computer system administrator will result in immediate cancellation of user privileges. Users who have a history of problems with other computer systems or who have been identified as a security risk for any other reason will be denied access to the network. Unauthorized access, including hacking, is prohibited.

#### **Access to Inappropriate Material**

New Hanover County School system utilizes a technology protection measure that monitors and filters Internet access. The filtering service utilizes a customizable database that denies access to sites that are identified as obscene, pornographic, or harmful to minors

#### **Inappropriate Network Usage**

Steps shall be taken to promote the safety and security of users of the New Hanover County School system's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Activities must be related to the educational program and determined not to be harmful to minors.

#### **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the New Hanover County School system's staff to educate minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyber bullying awareness and response, as well as, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this Policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act and the Protecting Children in the 21<sup>st</sup> Century Act.

#### **Warranty**

The New Hanover County School system makes no warranties of any kind, whether expressed or implied, for the service it is providing. The New Hanover County School system will not be responsible for any damage suffered. These include, but are not limited to, loss of data

resulting from delays, non-deliveries, miss-deliveries, service interruptions, or personal errors or omissions. Use of any information obtained via the Internet is at the user's risk. The New Hanover County School system specifically denies any responsibility for the accuracy or quality of information obtained through Internet access.

**Sanctions**

Violations of any of the above provisions may result in access being suspended and/or future access being denied.

Disciplinary action related to inappropriate use of electronic resources will be determined in accordance with existing Board policies as stated in the New Hanover County Board of Education Policy Manual. When deemed necessary, the infractions may be referred to law enforcement agencies for appropriate legal action.

LEGAL REF: Children's Internet Protection Act

CROSS REF: Policy 8410 Policies, Rules and Procedures Relative to Student Discipline in the New Hanover County Schools

Approved: 07/07/98

Revised: 12/04/01, 11/09/09, 01/03/12

**ACCEPTABLE USE OF PERSONALLY OWNED DEVICES  
(BRING YOUR OWN DEVICE, BYOD)**

New Hanover County Board of Education understands that technology can be a key tool used to engage students and enable them to explore, investigate, research and solve problems and therefore, the Board approves the use of personally owned devices for educational purposes within the New Hanover County Schools (NHCS) learning environment.

A personally owned device shall include all existing and emerging technology devices that can take photographs, record audio or video, input text, upload and download media, and transmit or receive messages or images.

Gaming devices or consoles, laser pointers, modems or routers (wireless or wired), and Mifi devices are considered unacceptable devices for the purpose of BYOD. Headphones and earbuds may not be used in the classroom unless directed by the teacher.

Use of a personally owned device during the school day is to be done with the permission of the classroom teacher and is permitted for educational purposes only and/or in approved locations only.

NHCS reserves the right to monitor, confiscate, inspect, copy, review and restrict a personally owned device when a teacher and administration has a reasonable suspicion that a violation has occurred.

Technology may not be used to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy others. This is unacceptable behavior known as cyber-bullying and shall not be tolerated. Any cyber-bullying that is determined to disrupt the safety and/or well-being of the school is subject to disciplinary action.

Students/staff/volunteers must be aware of appropriateness of communications when using personally owned devices. Inappropriate communication is prohibited in any public messages, private messages, and material posted online by students/staff/volunteers.

To protect the students' privacy, the Board expressly prohibits the use of personally owned devices in locker rooms, restrooms, and nurses offices.

Students/staff/volunteers are not required to participate in BYOD nor shall they be penalized for not participating.

NHCS employees shall not install software or apps on personally owned devices nor shall they attempt to repair personally owned devices.

NHCS shall not be liable for the loss, damage, misuse or theft of any personally owned device brought to school.

In accordance with the Children's Internet Protection Act (CIPA), personally owned devices used in school are not permitted to connect to the Internet through a 3G, 4G, or other content service providers. Personally owned devices must access the Internet via the District's content filtered wireless guest network.

LEGAL REF: Children's Internet Protection Act  
CROSS REFS: [Policy 6086](#) Network and Internet Access for Staff  
[Policy 6082](#) Code of Ethics and Standards of Conduct  
[Policy 7188](#) Network and Internet Safety for Students  
[Policy 8410](#) Policies, Rules and Procedures Relative to Student Discipline in the New Hanover County Schools

Adopted: 09/03/13

**ACCEPTABLE USE OF  
PERSONALLY OWNED DEVICES  
BRING YOUR OWN DEVICE (BYOD)**

*Students who wish to use a personally owned electronic device within New Hanover County Schools learning environment must, along with their parents, read and sign the signature page of this packet and submit it to the school.*

1. Students shall take full responsibility for their device and keep it with themselves at all times. NHCS shall not be liable for the loss, damage, misuse or theft of any personally owned device brought to school.
2. Students are responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
3. Personal devices shall be charged prior to bringing them to school and shall be capable of running off their own battery while at school.
4. Students should have working knowledge of their personally owned device prior to bringing it into the learning environment.
5. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated Board policies, administrative procedures, school rules or has engaged in other misconduct while using the device.
6. Students must comply with request of a staff member to shut down the computer/device or close the screen.
7. Students shall use the district's secured wireless network. **Use of 3G & 4G wireless connections are not allowed.**
8. Current virus protection is recommended on devices that utilize the guest wireless network.
9. New Hanover County Schools recommend that personal devices not have credit card information entered into them. The school/district shall not be responsible for any financial information that is accessible on a personal device.





## New Hanover County Schools Student Image Release Form

Dear Parent/Guardian:

Please read over the following and make a decision as to whether you grant permission for NHCS to post, print, or release your child's image/photograph or student work.

Examples of how your child's image/photograph or student work may be used:

- Appear in a printed publication such as a class picture, newspaper, magazine, or yearbook
- Submitted as samples to programs (examples: sports programs or play programs) or as contest entries to sponsors
- Utilized as a demonstration or sample in educational workshops, classrooms, and/or conferences
- Appear on video/electronic image made during a student presentation of a project, or in broadcasts or video/electronic image, which may or may not be used by a local television station or school/county project
- Other educational activity as NHCS deems necessary

Your child's name or address **WILL NOT** be included with your child's image/photograph or student work when published on the Web.

**Your permission grants NHCS approval to publicize without prior notification and remains in effect until NHCS receives written notice that you would like this revoked.**