

The Clinton Public School District is proud to announce the **CPSD Digital Learning Initiative**, a new and exciting plan focused on enhancing academic learning through new technology resources.

The Clinton Public School District has long held the motto – “Where Excellence is the Only Option.” As one of only three Star school districts in Mississippi, Clinton is an educational pioneer by integrating technology into the curriculum. Our 1:1 Digital Learning Initiative is on the leading-edge in our state and serves as a model for other school districts throughout the Southeast. Our technology philosophy is based on a holistic approach where personalized, digital learning and technology skills are infused throughout the daily teaching and learning process.

**Phase One:** As part of this initiative, all teachers and certified staff were issued state-of-the-art laptop computers for school and home use in the fall of 2012. Teacher computers, currently MacBook Pros, were deployed with pre-installed software programs and applications to be used throughout the curriculum. Teachers use these laptops and related technology to enhance communication, collaboration, organization and production in all classes and subject areas.

**Phase Two:** The plan for Phase Two of the Digital Learning Initiative is to provide students with access to mobile digital devices.

### **Grades K-2**

Every core classroom will receive a mobile cart of iPad mini devices - one for each student, which will be used during school hours for instruction. In extracurricular classes (art, music, Accent, etc.) students may use their assigned iPad from their homeroom teacher.

### **Grades 3-5**

Every core classroom will receive a mobile cart of iPads with Retina displays - one for each student, which will be used during school hours for instruction. In extracurricular classes (art, music, Accent, etc.) students may use their assigned iPad from their homeroom teacher.

### **Grades 6-12**

Every student will be issued a MacBook Air laptop, which will be used during school hours for instructional purposes. Students in grades 7-12 will be allowed to take their MacBook Air laptops home. Sixth grade will be a transition year and students will be able to take their laptops home based on instruction, for selected assignments and projects. Every student in grades 6-12 will also be issued a Brenthaven backpack, specifically designed for Clinton’s Digital Learning Initiative.

Additional information about the Digital Learning Initiative is under the 1:1 link on [www.clintonpublicschools.com](http://www.clintonpublicschools.com).



## Clinton Public School District Digital Learning Initiative

### STUDENT LAPTOP USER AGREEMENT (SLUA)

**Please read this entire section carefully.**

This agreement is made effective upon receipt of Device, between Clinton Public School District (“CPSD”), the individual receiving a laptop (“Student”). The Student, in consideration of being provided with a laptop Device, software, and related materials (the “Device”) for use while the Student is enrolled at CPSD, hereby agree as follows:

#### 1 EQUIPMENT

**1.1 Ownership:** CPSD retains sole right of ownership of the Device and grants permission to the Student to use the Device according to the guidelines set forth in this document and the Acceptable Use Policy. Moreover, CPSD administrative staff retains the right to collect and/or inspect the Device at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware.

**1.2 Substitution of Equipment:** In the event the Device is inoperable, CPSD has a limited number of spare laptops (loaners) for use while the Device is repaired or replaced. This agreement remains in effect for such a substitute. The Student may not opt to keep a broken Device or avoid using the Device due to loss or damage. If the Student forgets to bring his/her operable Device or a power adapter to school, a substitute may not be provided.

**1.3 Responsibility for Electronic Data:** The Student is solely responsible for any non-CPSD installed resources and for any data stored on the Device. It is the sole responsibility of the Student to backup all data as necessary. CPSD does not accept responsibility for loss of any such data or for the Student’s own software/music/photos, etc.

The Student may choose a backup method of his/her choice. CPSD recommends that the Student purchase an external hard drive and perform regular (daily or weekly) backups of data. More information on backup strategies can be found on the CPSD Technology Department website.

#### 2 CUSTOMIZATIONS

The Student *is prohibited*:

- From adding, removing, or altering files outside the user’s directory on the assigned Device unless authorized by the Technology Department. The user’s directory is considered */Users/jdoe* where *jdoe* is the username of the Student.
- From altering the physical appearance of the device (i.e., stickers, skins, etc.).
- From covering, removing, or altering the asset tags that are placed on the Device.
- From installing software unless given express permission by the Technology Department.

The Student *is permitted*:

- To install applications on the assigned Device through the Casper Self-Service application. Also, CPSD may periodically conduct maintenance that will require the Student to re-install all non-CPSD issued files. Note: the software originally installed by CPSD must remain on the Device at all times.

### **3 DAMAGE OR LOSS OF EQUIPMENT**

**3.1 Warranty for Equipment Defects:** CPSD has purchased a three-year manufacturer's warranty (AppleCare) covering parts and labor. AppleCare covers only damage to the Device caused by manufacturer's defects. No additional charges for repairs covered by warranty will be incurred. \*Liquid and accidental damages (drink spilled, cracked screen, dropped machine, etc.) are not covered by AppleCare.

**3.2 Responsibility for Damage:** The Student is responsible for maintaining a fully working Device at all times. The Student shall use reasonable care to ensure that the Device is not damaged. Refer to the Laptop Care Guide for a description of expected care. The Student will be provided with a durable computer backpack in which to carry and protect the Device. This computer backpack should be used for transporting the Device at all times to provide necessary protection to the Device. These policies apply regardless of where the damage occurs – either on campus or off campus.

If the Student's Device is damaged requiring repair beyond the AppleCare warranty coverage, the Student may be responsible for paying a flat deductible (shown below) regardless of the actual cost of the repair. These rates are based on damage repairs within the same school year.

First damage repair: \$50

Second damage repair: \$100

Third damage repair: \$150.

An exception to this flat deductible may be made for minor repairs on the Device, at the administrator's discretion.

**3.3 Repair Procedure:** In order to have the Device repaired, the Student will take the Device to the school's Tech Center. Under no circumstance should the Student take the Device to a third party repair location, including the Apple Store. The Device will be assessed, and if further repair is required, a loaner MacBook will be issued to the Student. The Student's Device will be repaired in-house or sent out for repair, for more complex repairs. The Technology Department will e-mail the Student to inform them that a repair is being done and how much the applicable deductible is. Once the device is ready to be picked up, an e-mail will be sent to the Student. In order to receive the repaired Device, the Student may be asked to pay the applicable fee.

**3.4 Technical Support and Repair:** CPSD will make technical support, maintenance, and repair available at or through the CPSD Technology Department at each school's Tech Center.

**3.5 Gross Negligence:** CPSD reserves the right to charge the Student the full cost for repair or replacement when damage occurs due to gross negligence. Examples of gross negligence include but are not limited to:

- Using the Device in an unsafe manner
- Deliberately neglecting the Device
- Losing the Device or not returning the Device for fixed asset inventory

**3.6 Actions Required in the Event of Damage or Loss:** If the Device is damaged or lost, the Student must report the problem immediately to the CPSD Technology Department through the school's Tech Center. If lost, CPSD requires that the Student complete and sign a statement fully describing the circumstances of the loss and pay replacement costs. If stolen, CPSD will require the Student to file a police report, a copy of which shall be provided to CPSD.

**3.7 Responsibility for Stolen/Lost Devices:** In the event the Device is stolen, the Student must notify the authorities and submit a copy of the police report to the Technology Department through the school's Tech Center. If a device is stolen and a police report is on file, the Student

may not incur any further damage deductible. In the event the Device is lost, the Student must notify the school administrator and may be assessed replacement costs. A Student may only have one Device replaced as a result of either being lost or stolen in a four-year period. After one insurance claim is utilized in a four-year period, any further replacements will be assessed at the full replacement cost of the Device. Students who have a device lost or stolen, or continually damaged, may not be allowed to take their device off campus, at the discretion of the school administrator. These policies apply regardless of where the damage occurs – either on campus or off campus.

#### **4 RESPONSIBILITY FOR PROPERTY**

Students are responsible for maintaining a fully working Device at all times. The Student shall use reasonable care to be sure that the Device is not lost, stolen, or damaged. Such care includes

- Not leaving equipment in an unlocked car or unlocked home.
- Not leaving equipment unattended or unlocked while at school or elsewhere.
- Not lending equipment/cords to anyone.
- Not using equipment in an unsafe environment, including outside or near water/pool.
- Not leaving equipment in full view inside vehicles.
- Using the provided protective backpack at all times.
- Not eating or drinking while using or near the laptop.
- Not placing the laptop on the floor or seating area.
- Not leaving the laptop near table or desk edges.
- Not stacking objects on top of the laptop.
- Not checking the laptop as luggage at the airport.

Students must keep the Device attended (with Student or within a secured classroom) at all times.

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By signing the Laptop Program Acknowledgement Form you indicate that you have read this document and agree to its stated conditions.

\_\_\_\_\_  
Printed Name

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Clinton Public School District Digital Learning Initiative

### GUIDELINES FOR PROPER LAPTOP CARE

#### Please read this entire section carefully.

This document is an important addendum to the Laptop User Agreement and the Acceptable Use Policy. Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned laptop. **Loss or damage resulting in failure to abide by the details below may result in full-financial responsibility.**

Listed below are several pragmatic steps that you should utilize to maximize the life of your Device. "Device" refers to all hardware and software including but not limited to: laptop, power adapter, case, etc. By taking proper care of your Device, you will insure that it will be a functional and important resource for your instruction during the next four years.

#### 1. Your responsibilities

- Students issued Devices are for use solely by the student that they were issued to. Treat this Device with as much care as your own property.
- Bring the Device to school everyday with a fully charged battery. If you forget your Device, a loaner Device may not be provided. Please ensure that your Device is properly charged throughout the day.
- Keep your Device either in a secure location or attended, within your sight, at all times. Keep the laptop stored in a secure place when you cannot directly monitor it.
- Do not leave your Device in public areas that are unattended.
- Do not let anyone use the Device other than yourself and/or school staff.
- **Never share passwords.**
- Adhere to policies outlined in the *Laptop User Agreement* and the *Acceptable Use Policy*.
- Back up your data at least weekly, but preferably nightly because your original data could get lost. You may choose to back up data using an external hard drive, flash drive, or to the Cloud.

#### 2. Handling technical problems:

- Should anything go wrong with your computer try restarting it, as this solves many issues that may come up.
- If you have an issue that you are unable to resolve, please contact your school's Tech Center. If the Tech Center cannot resolve the problem quickly, he/she will report the issue to the CPSD Technology Department for additional support/repair.

#### 3. General Care

**Operate your laptop on a safe and stable environment.** Do not place on uneven or unstable work surfaces. Placing you laptop on the floor where it can be stepped on or kicked should also be avoided. Seek servicing if the casing has been damaged. Keep your computer centered on your desk. It should not hang off the edge.

**Keep liquids away from your laptop.** As tempting as it might be to drink coffee, soda or any other liquid near your laptop, accidents can happen all too easily. Spilled liquids may damage the internal components or cause electrical injury to the laptop. Short circuits can corrupt data or even permanently

destroy parts. The solution is very simple: Keep your drinks away from your computer. Even if you're careful, someone else might bump into your desk or you.

**Keep food away from your laptop.** Don't eat over your laptop. The crumbs can go down between the keys in the keyboard and provide an invitation to small bugs. The crumbs can also irritate the circuitry. Worse, it makes the laptop look dirty if there are crumbs and food stains on it. **Always have clean hands when using your laptop.** Clean hands make it easier to use your laptop touchpad and there will be less risk of leaving dirt and other stains on the computer. In addition, if you clean your hands before use, you will help reduce wear and tear on the coating of the laptop caused by contact with sweat and small particles that can act upon the laptop's exterior underneath your wrists and fingers.

- Do not remove or change the physical structure of the Device.
- Do not remove or damage any identification labels that are on the Device. If an identification label is damaged or comes off, please bring the Device to your school's Tech Center.
- Do not apply stickers, skins, or additional labels to the Device.
- If you need to clean the Device, shut the Device down and then use a lint-free cloth and dampen it slightly with water. iKlear or similar products are acceptable for cleaning screens and surfaces.

#### 4. Handling

**Protect the screen and body of your laptop.** Do not place or drop objects on top and do not shove any foreign objects into the Device. When you shut your laptop, make sure there are no small items, such as a pencil or small earphones, on the keyboard. These can damage the display screen when shut; the screen will scratch if the item is rough. Close the lid gently and holding from the middle.

**Use the laptop section of the backpack provided.** Whenever you are transporting the laptop – home, to the car, etc., use the laptop backpack provided by the District. This backpack was selected after careful review. It will assist in avoiding scratching, squeezing or even potentially dropping it. **Use your CPSD laptop backpack when carrying your laptop.** Many breaks happen because of laptops being dropped or bumped. The bag selected by the District will greatly reduce the risk of damage.

- Always completely close the lid of the Device and wait for the Device to go to sleep. You can check this by waiting until the light on the front of the Device starts to pulsate. Moving the Device before it goes to sleep can cause physical damage to internal parts, which may lead to potential data loss.
- Do not pick up the Device by the screen/monitor. Close the monitor and lift the entire Device.
- Shutdown your Device if you will not be using it for a day or more.
- Always keep your Device in its case. Do not over stuff your bag. The pressure can damage the screen of the Device.
- Never leave any objects on the keyboard. Items like pens, pencils, earbuds that are left on the keyboard will damage the screen if the lid is closed to the Device.
- While wearing your backpack, do not “slam” into a seat on the bus, in class, home or in a car. Extended pressure on the laptop, even when in the backpack, will weaken the cover over time.

#### 5. Power Management

- Plug your power adapter into the wall outlet first before connecting the other end to your laptop.
- A battery takes between 2 and 3 hours to fully charge. The battery in the laptop can last for up to 7 hours with careful use.
- Check the battery level indicator in the menu bar for the status of the battery.

#### **Battery conservation tips:**

- Close the lid of the laptop and allow it to enter sleep mode when not in use.
- Reduce the brightness of the screen.
- Remove CD and DVDs when not in use.
- Turn off Bluetooth and Wifi when not in use.

- Minimize processor intensive operations such as video editing, streaming, etc.
- Disconnect USB or other external devices.
- Do not let the battery completely drain. To keep the battery in optimal condition, it needs exercise, which means periodic battery usage and AC power usage.
- **Arrive every day with a fully charged battery. Establish a routine at home where each night the battery is recharged.**

## 6. Personal Health and Safety

**Don't leave your laptop in a car.** Not only do the insides of cars experience large temperature swings that could damage a laptop, but a laptop (or backpack) is an inviting target for a smash and grab thief.

**Don't expose your laptop to rapid temperature fluctuations.** When bringing your laptop indoors from a cold environment, don't turn it on immediately. Instead, let it warm to room temperature first. This will avoid any potential for damage from condensation forming inside the machine.

- Avoid extended use of the Device resting directly on your lap. The laptop can generate significant heat that can cause injury.
- Avoid using the Device for extensive amounts of time. Take frequent breaks and alter your physical position to minimize discomfort.

### Care Tips

- Don't place anything between the screen and keyboard when you close the computer.
- Be careful with your charger. Don't roll over, step on or "yank" the cord. Keep your charger in a separate area from your laptop. If you carry your charger in your laptop case, be careful when you lay your laptop case down. Be sure the charger is on the top to keep the screen from cracking.
- Do not pick at your laptop keys or remove them for any reason.
- Use a soft cotton cloth, such as a handkerchief, moistened with non-alkaline detergent or iKlear to clean your computer.
- Do not place your laptop on a pillow or other soft material when it's on, because this may cause the computer to overheat.
- When using your laptop or charging the battery, it is normal for the bottom of the case to get warm. For extended use, place the computer on a hard flat surface. The bottom of the laptop case acts as a cooling surface that transfers heat.

### Taking care of your laptop at home

- Be sure to store the laptop in a safe place with nothing placed or stacked on top of it.
- Place your laptop on a sturdy work surface clear of all food, drink, and sharp obstacles.
- Plug in your power adapter, then open and power up your laptop.
- Be sure to unplug your laptop if there is an electrical storm.

**Portables risk losing data:** Stored data is your Device's most important commodity. A good rule of thumb: Protect valuable data by backing it up to a flash drive or the Cloud. Any hard drive (the laptop's most sensitive part) can go bad — through no fault of the user — at any time and without warning.

**Back up, back up, back up** work you cannot live without.

By signing the CPSD Laptop Care Guide you indicate that you have read this document and agree to its stated conditions.

\_\_\_\_\_  
Printed Name

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Clinton Public School District  
Digital Learning Initiative**

**DIGITAL LEARNING INITIATIVE ACKNOWLEDGEMENT FORM**

By submitting this form I, the undersigned, acknowledge that I have read the following documents and understand the basic use and care of the laptop issued by the Clinton Public School District. I also acknowledge that I have attended the orientation session at the time of receiving the laptop.

The purpose of the Clinton Public School District Digital Learning Initiative is to support the teaching and learning process through digital resources and devices. As a student, I understand the importance of gaining new skills and appropriately integrating technology into my school experience. I further understand that this technology is a privilege. I agree to take care of the device and use it for instructional purposes.

**Acceptable Use Policy (signed annually as part of the Student Handbook)**

**Laptop User Agreement**

**Guidelines for Proper Laptop Care**

\_\_\_\_\_  
Printed Name

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **ACCEPTABLE USE POLICY – Draft as of 6/18/13**

*A final copy of the Acceptable Use Policy will be available under the Administration link at [www.clintonpublicschools.com](http://www.clintonpublicschools.com).*

The Clinton Public School District's Board of Trustees is pleased to implement the **Clinton Public School District's 1:1 Digital Learning Initiative**, an innovative plan focused on enhancing academic learning through new technology resources. As such, the District provides its students and staff access to a variety of technological resources, including laptop computers and iPads/tablets.

The purpose of this policy is to provide clear guidelines and regulations regarding the safe, legal, considerate and responsible use of this technology, as well as all technological resources utilized by students, staff, parents, and volunteers of the Clinton Public School District. All Clinton Public School District technological resources and information stored on them are governed by district policies and are subject to school supervision and inspection. 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.

The Clinton Public School District reserves the right to monitor, access, retrieve, read and disclose all messages, information, and files which have been created, sent, posted from, stored on, or utilized by its technological resources to law enforcement officials and others without prior notice. Any individual who violates this policy or any applicable local, state or federal laws is subject to disciplinary action, a loss of technology privileges and may face legal action.

### **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, legal, 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. General student and employee behavior standards, including those prescribed in applicable board policies, the Student and Employee Handbook 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.

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. 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 during school hours. 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.
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 cheating, 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 JDDA, Student Bullying and policy JCBEA, Harassment, Threat, Violence and Assault, 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.
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. 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 JRAB, Compliance with FERPA. 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, digital or 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 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 director of technology 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. Students must also have permission from the teacher or other school official.

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 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 shall make reasonable efforts to 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, users may not connect any personally-owned technologies such as laptops and workstations, wireless access points and routers, etc. to district owned and maintained networks. Connection of personal devices such as iPods, smartphones, digital tablets and printers is not permitted. 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. Users must 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 style case at all times.
- c. Do not loan out the laptop, charger or cords.
- d. Do not leave the laptop in your 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 on the floor or on a sitting area such as a chair or couch.
- i. Do not leave the laptop near table or desk edges.
- j. Do not stack objects on top of the laptop.
- k. Do not leave the laptop outside.
- l. Do not use the laptop near water such as a pool.
- m. Do not check the laptop as luggage at the airport.
- n. Back up data and other important files regularly.

The Clinton Public School District will at times perform maintenance on the laptops by imaging and other support-related services. All files not backed up to server storage space or other storage devices will be deleted during this process. Keep a personal backup of all files for data retrieval.

### **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. The superintendent shall ensure that technology protection measures are used 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 or guardian 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 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**

No right of privacy exists in the use of technological resources. Users should not assume that files or communications accessed, downloaded, created or transmitted using school district technological resources or stored on services or hard drives of individual computers will be private. School district administrators or individuals designated by the superintendent may review files, monitor all communication and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School district personnel shall monitor online activities of individuals who access the Internet via a school-owned computer or district-owned equipment. 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.

## **F. 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.

## **G. PERSONAL WEBSITES/SOCIAL MEDIA**

The district recognizes the use of online social media networks as a communications and e-learning tool. As a result, the district provides password-protected, innovative social tools for e-learning and

collaboration purposes. However, public social media networks may not be used for classroom instruction without prior consent of the superintendent. The use of social media for personal use during district (on-contract) time is prohibited. The district may use publicly available social media for fulfilling its responsibility for effectively communicating in a timely manner with the general public, through designated employees at the direction of the board.

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 online 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.

### **2. Employees**

All employees are to maintain an appropriate, professional relationship with students at all times. Employees' personal websites and social media posts, displays or communications must comply with all state and federal laws and any applicable district policies, including the Mississippi Educator Code of Ethics and Standards of Conduct which requires professional, ethical conduct. All communications are subject to board policy IFBGAB, Electronic Communication/Texting.

### **3. Volunteers**

Volunteers are to maintain an appropriate relationship with students at all times. A volunteer is encouraged to block students from viewing personal information on the volunteer's personal websites or online networking profiles in order to prevent the possibility that 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.



## H. FEDERAL ACCOUNTABILITY

The Clinton Public School District in order to be eligible for Federal Funds is required to incorporate and comply with both CIPA and COPPA requirements into the district's Acceptable Use Policy.

### Children's Internet Protection Act (CIPA)

CIPA requires that schools and libraries that receive specific Federal Funds must certify to the funding agency that they have an Internet Safety Policy in place. Such a policy should use technology that blocks access to obscenity, child pornography, or material harmful to minors. It may also include monitoring of children as they are online. Congress wants the Internet Safety Policy to address hacking, chat rooms, e-mail safety, disclosure of personal information concerning children, and unlawful activities of children online. CIPA became effective on April 21, 2001. **Additionally, the Clinton Public School District, in accordance with the Broadband Data Improvement Act (BDIA) of 2008, is implementing a policy addressing cyber bullying and other social networking issues.**

### Broadband Data Improvement Act (BDIA)

BDIA declares that the issue of Internet safety includes issues regarding the use of the Internet in a manner that promotes safe, online activity for children, protects children from cybercrimes, including crimes by online predators, and helps parents shield their children from material that is inappropriate for minors. BDIA amends the Communications Act of 1934 to require elementary and secondary schools with computer access to the Internet to educate minors about appropriate online behavior, including online interaction with other individuals in social networking websites and in chat rooms and cyber bullying awareness and response.

## 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.