



# Student Technology Acceptable Use Policy

The Kershaw County School District (KCSD) technology resources are for educational purposes only. This policy extends to both school and home use of the district network and district-owned technology resources.

KCSD expects responsible behavior at all times. Use of technology resources is a privilege and the District's policies, procedures and practices must be followed. KCSD monitors the network activity of all users and uses filtering software designed to prevent access to unauthorized sites.

## I agree to always care for my device.

1.1	Students agree to follow appropriate procedures including proper startup, shutdown, and sign-in procedures. Resources and peripheral devices (e.g., keyboards, disk drives, power cables) must be used with care. Keep food, drinks, gum, and magnets away from all equipment. Students must store and protect devices assigned to them from extreme heat, extreme cold and all liquids, including those considered biohazardous.
1.2	Students agree to use only their assigned computing devices or peripherals and will not use equipment assigned to other students unless they have the permission of their teacher, administrator, or computer technician. Students agree to ask for permission before printing.
1.3	Students agree not to remove the protective cases, damage or deface (including applying stickers) their technology devices in any manner.
1.4	Students agree not to delete, alter or modify any software or settings installed on school equipment. This includes modifying system setups such as desktop controls, menu settings, network security settings or deleting KCSD provided apps. Modifying or altering the Operating System (OS) of any computing device (also referred to as jailbreaking) is prohibited and will be considered a major violation of this Acceptable Use Policy.

## I agree to always use my device appropriately.

2.1	Students agree to use KCSD technology resources for teacher-authorized educational use both in and out of school.
2.2	Students agree to use only KCSD-approved software or apps on computing devices assigned to them. Installing, copying, or executing software not approved by the district is prohibited.
2.3	Students agree to request teacher authorization before downloading or using music, games, software, videos, images, or other files or apps on any computing device.
2.4	Students agree to only access appropriate content when using devices. KCSD attempts to filter inappropriate material housed at a selected list of sites deemed as inappropriate due to content. Students should not attempt to access inappropriate sites such as those that contain obscenity, pornography, sexting, advertisements for products or services not permitted to minors by law, bullying, hate or gang sites, or other sites which may be harmful to minors or may cause a substantial disruption to the academic environment.
2.5	Students agree to use technology with honesty and integrity. Copyright violations, plagiarism, and presenting content generated by artificial intelligence (AI) as original work are considered academic dishonesty and will not be tolerated. Students must follow copyright laws and provide appropriate reference citations when using information from online resources. Students agree not to create, copy, or share illegal copies of software or other copyrighted media.

### I agree to communicate appropriately and safely with teachers and classmates.

3.1	Students agree all electronic communication (e.g., email, chat, correspondence) is the property of the school district and the school district has the right to archived these materials.
3.2	Students agree all social networking sites are prohibited unless authorized by your teacher.
3.3	Students agree the creation or transmission of material in violation of school district policy or any local, state, or federal law is prohibited. This includes, but is not limited to, copyrighted material, threatening or bullying material, gang-related activities, sexting, extortion, obscene material, artificial intelligence (AI) generated material, or material protected by trade secrets.
3.4	Students agree not to share or post their own or anyone else's personal data (e.g., full name, address, social security number, driver's license number, personal photograph, password). Any activity that results in the loss of another person's privacy is prohibited.

### I agree to only visit or access sites that I have permission to visit.

4.1	Students agree all access to the internet is protected and monitored by filtering software provided by KCSD. Circumventing any filtering software (e.g., proxy) is prohibited.
4.2	Students agree not to circumvent system security measures, the network, or obtain/use another student's password.
4.3	Students agree not to engage in any activity that might be harmful to the computing device or network (e.g., creating viruses, damaging files, disrupting service intentionally, hacking programs). Altering files, changing basic input/output (BIOS) settings, or hiding directories or files is prohibited.
4.4	Students agree not to participate in unauthorized remote access or to hack into school resources.

## Enforcement

KCSD considers any violation of the Acceptable Use Policy (AUP) to be a serious offense. The district reserves the right to copy and examine any files or information resident on KCSD systems or computing devices allegedly related to unacceptable use.

## Summary

KCSD's Student Acceptable Use Policy is designed to describe how KCSD expects technology resources to be used. KCSD's goal is to provide employees and students with access to technology in a safe environment that encourages and supports work, teaching, and learning. As a user of these technologies, you are expected to read, understand, and acknowledge this policy before using any KCSD owned technology resources. Please note: KCSD monitors all computing device usage. Federal law (CIPA) mandates that all computing device activity within schools be closely monitored in order to ensure the safety of our students. It is the policy of the Kershaw County School District to: (a) prevent user access over its network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access, including so-called 'hacking,' and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act {Pub. L. No. 106-554 and 47 USC 254(h)} enacted December 21, 2000.

**Insurance Policy** - See the *Student/Parent Device Insurance Plan* on page 4.

## Violations

KCSD reserves the right to deny, revoke or suspend, without prior notification, specific user privileges and/or to take other disciplinary action, including suspension or expulsion from school, for violation of this policy, consistent with the regulations in the student handbook. Additionally, all handbook regulations apply to use of the Network. In the event that there is a claim that a student has violated any of the guidelines in this policy, she or he will be provided an opportunity to be heard.



# Student Acceptable Use Care Policy

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## I promise...

- **to always ask for permission before I use technology.**  
Technology includes (but is not limited to) software applications, computing devices, monitors, keyboards, mice, cables, printers, digital media devices, televisions, interactive boards, iPads, Chromebooks and other devices.
- **to use technology for educational purposes only.**  
Computing devices and software applications are not to be used for entertainment or playing non-instructional games.
- **to have clean hands and to use gentle hands when I use technology.**  
I will not deliberately harm any part of the computing device in any way. I will not adjust controls, move or hide icons, change or rename items or passwords on the computing devices in any way.
- **to be responsible when I use technology.**  
I understand that my Internet searches must be guided by a teacher. Just “surfing” is never allowed. I will remember that the computing device keeps track\* of EVERYTHING I do.
- **to be safe when I use technology.**  
I will never share my name, address, phone number, district email, or other personal information on sites or with persons unknown. Chat rooms, social media, and personal email accounts are not permitted for students; therefore, I will not chat or create email accounts online while at school or using KCSD resources.
- **to be kind and respect all people when I use technology.**  
I will never copy the work of others or present work I did not create as my own. I will never use anyone else’s password and will only access my own work or records. I will follow my teacher’s instructions for using information and pictures found on the Internet. I will not engage in cyberbullying of any kind.
- **to follow teacher directions.**  
I will pay attention when my teacher gives instructions.
- **to ask for help.**  
I will ask for help if I don’t know what to do or if something is not working or not working correctly.

\*Please note: Kershaw County School District monitors all computing device usage. Federal law (CIPA) mandates that all computing device activity within schools be closely watched in order to ensure the safety of our students. It is the policy of the Kershaw County School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access, including so-called ‘hacking,’ and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identifiable information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)] enacted December 21, 2000.

## I understand and agree to follow this Acceptable Use Policy.



# Student/Parent Device Insurance Plan

The cost of KCSD's Student/Parent Device Insurance Plan is \$10.00 per student per school year.

## Coverage

### Accidental Damage of Device:

This insurance plan the cost of repair for one (1) major accidental damage each school year. Subsequent damages are subject to a repair fee and is the responsibility of the student/parent/guardian. Your child's school administration will contact you regarding any fees owed.

### Lost or Stolen Device:

This insurance plan covers the cost of replacing one (1) device if it is lost or stolen during a student's school career. The plan will not cover misuse, neglect, or intentional abuse.

I understand that a lost or stolen computing device must be reported to the school administration within 24 hours. School administration will then report the loss/theft to local law enforcement if the incident occurs on campus. It is the responsibility of the parent/guardian to report the loss/theft to local law enforcement if the incident occurs off campus.\*

Replacement costs of a subsequent lost or stolen computing device will be the responsibility of the individual to whom the device was issued.

**I understand that there are two ways to report a lost or stolen device, depending upon where the device loss occurred.**

- If loss or theft is believed to have occurred at school, the incident must first be reported to school administration within 24 hours. School administration will then report the loss/theft to both law enforcement and KCSD technology staff.
- If loss or theft is believed to have occurred at home/vacation or from a personal vehicle, the student or parent/guardian is responsible for filing a police report and notifying the appropriate auto or homeowner's insurance representative. Students or Parents/guardians will provide school administration and KCSD technology staff a copy of the police report and evidence of any auto or homeowner's insurance claim status.

### Charger:

Lost or stolen chargers are not covered under this insurance plan. Defective chargers will be replaced at no charge.

## Regulations

### Ownership:

The term "device" covers all components of issued technologies to include: device hardware, software, multi-part power cords, drives, battery, and protective case (if included); the device remains the property of the Kershaw County School District (KCSD).

### Warranty:

The warranty covers the computing device from defects in materials and workmanship. This warranty covers normal use, mechanical breakdown or faulty construction; it provides for the installation of replacement parts necessary to repair the computing device. The warranty does not cover damage caused by negligence and/or abuse.

### Length of Possession:

The student's right to possess the computing device and its peripherals terminates no later than the last day of the current school year, unless earlier terminated by KCSD or upon the student's withdrawal from the district.

**Repossession:**

Failure to return the computing device and charger for annual repair and refresh will result in a certified letter being sent to the parent/guardian indicating the items not returned. The student or parent/guardian will have five (5) business days to return the items or pay the replacement costs. If the items are not returned or replacement costs are not paid in this time period, the issue will be turned over to the local law enforcement.

**Replacement Parts:**

If necessary, students and parents will pay for replacement of the charger.

**Agreement**

I understand that I am expected to abide by KCSD's Acceptable Use Policy (AUP), which extends to both home and school use of the device. Failure to follow the AUP violates school, district, state or federal laws will result in disciplinary action and can result in the loss of the device for a specified length of time.

**Device Regulations:****General Precautions:**

- Students are responsible for the device that has been issued to them and must care for it in such a way as to prevent loss, theft, or damage.
- Do not have food or drinks near the device.
- Any instruction not involving the device will require the student to close the device when directed.
- Sound must be turned off, except when directed by the teacher.
- The device must never be left unattended.
- ***A dead battery and/or failure to bring the device to class will not be an acceptable excuse for late or incomplete work.***

**Physical Care:**

- The device should be transported in a book bag/case and stored carefully to prevent damage.
- The device should not be left inside a vehicle where temperature extremes can permanently damage the device.
- Modifications, alterations, or repairs to any of the hardware are not permitted.
- Students may not physically decorate or deface the device in any way, including the use of stickers, labels, drawings or decorations. These actions will void the device warranty and optional insurance plan.
- The device screen is fragile and can be damaged when the device is open or closed by having pressure from heavy objects, poking at the screen, or by stacking objects on the device or carrying case.
- The device screen can only be cleaned with a soft dry cloth, anti-static cloth, or specially-designed screen cleaner. The screen should never be cleaned with glass cleaner.
- Turn the device off before placing it in a book bag so it will not overheat.
- Computing devices issued with protective cases must be kept in those cases at all times. Failure to do so will void the device warranty and the KCSD insurance plan.
- Damage determined to be a biohazard is not covered by this insurance plan.

**Device Use and Privacy Issues:**

- KCSD's Student Acceptable Use Policy extends to both home use and school use of the device.
- KCSD uses a content filter to monitor student use of the Internet, email and instant messaging.
- Students cannot use the device for dishonest activity of any type. Violation in this manner will result in disciplinary action and may result in the loss of the device for a specified length of time.
- Students are responsible for the specific device issued to them, and may not share or swap the device, unless directed by the teacher, administrator, or computer technician.
- Students will be required to produce the device for periodic device software and communications audits.
- The device is KCSD-owned property and students have no expectation of privacy.
- Modifications, alterations or repairs to any of the software or hardware are not permitted. Only approved, licensed software is allowed. If additional software is needed to run programs or complete projects, students must ask their teacher or administrator before downloading the software.
- Students must adhere to printer, scanner and other peripheral guidelines.