ACS Parent/Student 1:1 Laptop Handbook

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I.   Vision of Digitally Literate Asheville

Learners use technology to collaborate, communicate, and create as partners in learning. The role of the teacher is constantly evolving to meet the needs of students in our ever-changing world. Our students prepare to live and work as responsible citizens and lifelong learners with teachers as leaders, facilitators, mentors, and partners. Partnerships between school, home, and community provide support and equitable access to various high-quality resources and technical tools. Communication between stakeholders is essential to develop and continuously refine the 1:1 vision.

II.   Goals

- Sustaining our whole community with a culture of life-long learning.
- Engaging all students in authentic real-world activities and projects.
- Extending learning beyond the classroom and the school day.

We hope you will share in your son's or daughter's excitement about this opportunity and learn along with them as they use this instructional tool to enhance their learning.

III.   Terms of Laptop Loan

Issuing of Laptops   The laptop will be assigned to an individual student and the serial number will be recorded. Laptops will be collected prior to the end of each school year and the same laptop will be reissued each fall unless circumstances require issuing a different laptop. The laptop remains the property of Asheville City Schools and will be returned to the school district if the student is no longer enrolled.

Conditions of Loan   Asheville City Schools will lend a laptop to all students enrolled in ACS upon compliance with the following:
1) Student Responsible Use of Technology and Internet Safety Agreement (RUA) signed by the student and parent each year
2) Parent Laptop Agreement signed by the parent and Student Laptop Agreement signed by student and parent each year

IV.   Hardware and Software Issued

Hardware:
1) Laptop Computer
2) AC Adapter and power cord

Other software applications may be installed by members of the Technology Services Department. The software installed by Asheville City Schools must remain on the laptop in usable condition. ***Students will be able to install approved software through approved methods. No unapproved software may be installed by students.***

Students involved in the Exceptional Children's Program will be issued a laptop upon the recommendation of the Executive Director of Exceptional Children Services and the student's IEP team. Any assistive technology devices required by a student's Individual Education Plan will be

issued based on the recommendations of the Director of Exceptional Children and installed by Asheville City Schools' Technology Services Department personnel.

V.   Laptop Care Guidelines

General Care of the Laptop

1) Please be aware that overloading the backpack or case will damage the laptop. Take precautions when placing the backpack or case on a flat surface.
2) When using the laptop, keep it on a flat, solid surface so that air can circulate. For example, using a laptop while it is directly on a bed or carpet can cause damage due to overheating.
3) Liquids, food, and other debris can damage the laptop. You should avoid eating or drinking while using the laptop. DO NOT keep food or food wrappers in the laptop bag.
4) Take extreme caution with the screen. The screens are susceptible to damage from excessive pressure or weight. In particular, avoid picking up the laptop by the screen or placing your finger directly on the screen with any force.
5) Dimming the LCD brightness of your screen will extend the battery run time.
6) Never attempt to repair or reconfigure the laptop. Under no circumstances are you to attempt to open or tamper with the internal components of the laptop. Nor should you remove any screws; doing so will render the warranty void.
7) Take care when inserting cords, cables, and other external devices to avoid damage to the laptop ports.
8) Do not expose your laptop to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the laptop.
9) A label has been applied to your computer for ID purposes. Do not remove the label. Remember the laptops are the property of Asheville City Schools.
10) Keep your laptop away from magnets and magnetic fields, which can erase or corrupt your data. This includes but is not limited to large speakers, amplifiers, transformers, vacuum cleaners, and older television sets.
11) Always disconnect the laptop from the power outlet before cleaning.
12) Clean the screen and touchpad with a lint-free, anti-static cloth. (Never clean the screen with glass cleaner.)
13) Wash hands frequently when using the laptop.
14) Do not pick up the laptop by the screen.
15) Avoid touching the screen with fingers, pens, pencils, or any sharp instrument.
16) Be careful not to leave pencils, pens, or papers on the keyboard when closing the screen.
17) Do not leave the laptop in a vehicle for extended periods of time or overnight.
18) Never sit on the laptop.

Carrying the Laptop

1) Always close the lid before moving or carrying the laptop.
2) To deter theft, do not leave the laptop in visible sight in a vehicle.
3) Carefully unplug all cords, accessories, and peripherals before moving the laptop or placing it into the case.

Security
1) Do not leave laptops in unsupervised areas. Unsupervised areas include but are not limited to the cafeteria, outdoor tables/benches, computer labs, buses, locker rooms, media center, classrooms, gyms, dressing rooms, restrooms, and hallways. Secure your laptop in your locker before going to a class in an unsecured area. In the event of a fire drill or other classroom evacuations, students should take laptops and laptop cases with them.
2) Unsupervised or abandoned laptops will be confiscated by staff.
3) Avoid using the laptop in areas where damage or theft is likely.
4) When students are not using laptops, laptops should be stored in their secured lockers. Students are encouraged to take their laptops home every day after school, regardless of whether or not they are needed. If a laptop is stored temporarily in a vehicle, it must not be visible from the outside.
5) During after-school activities, students are still expected to maintain the security of the laptop. Students participating in sports events will secure the laptops by locking them inside their student-assigned lockers.
6) Each laptop has identifying labels including the serial number and assigned student name. Students must not modify or destroy these labels.

Loaning Equipment to Others
Students may not lend laptops or laptop components to others for any reason. This includes other family members. Parents/legal guardians may use the laptops to assist their child who is assigned the laptop with homework and school assignments.

Power Management
1) It is the student's responsibility to recharge the laptop battery so it is fully charged at the beginning of each school day. Power outlets may not be accessible in classrooms for recharging.
2) Uncharged batteries or failure to bring the laptop to class will not be an acceptable excuse for late or incomplete work or inability to participate in classroom activities.
3) Be careful not to cause a tripping hazard when plugging in the laptop.
4) All students are required to carry their chargers (AC adapters) to school to recharge the battery if necessary.
5) Protect the laptop by using a surge protector whenever possible.

VI.   Software and File Management
General Information
1) Laptops come with a standardized software configuration. This configuration may be altered through approved processes only.
2) All software must be approved by Asheville City Schools.
3) Do not change the computer name.

4) Unapproved software, hardware, or additional plug-ins are not to be loaded on the laptops.

Music, Games, or Programs
The ACS Responsible Use of Technology and Internet Safety Agreement states that students are expected to comply with ethical-use guidelines and abide by federal copyright laws. Music, videos, and games may not be downloaded, installed, or saved to the hard drive. Music and games can be disruptive during class and may not be brought to school unless the student has permission from the teacher for an educational project.

Student Storage/Saving Files
Students are responsible for maintaining and backing up their files and documents. Any files saved to the laptop hard drive may be lost in the event of a hardware failure or may be removed during maintenance.

Students may back up to external devices, such as a thumb drive. Students are encouraged to back up to "cloud" storage on the web, such as Google Drive. If the student's laptop crashes and files are lost, it is the student's responsibility to have the files saved elsewhere.

Please note: "the computer crashed" is not an acceptable excuse for not turning assignments in on time.

Screensavers/Wallpapers
If students choose to modify the standard wallpaper or screensaver, it must adhere to the standards and policies of Asheville City Schools.

Sound
Laptop sound will be muted at all times in school unless permission is granted from the teacher for instructional purposes. Headphones may be used in class with express permission from the teacher.

VII.   Email and Internet Use
Email and other Digital Communications Accounts
Students are provided an email account by the school. Email correspondence will be used for educational purposes only. Electronic communication coming from or going to the school-issued email account can and will be monitored to make sure the terms of the RUA are being followed. **Digital communications etiquette** is expected by all students using all school-provided communications accounts, sites, or applications including but not limited to wikis, blogs, forums, interactive video conferencing, podcasts, vodcasts, online training, online courses, and online collaboration sites.

Internet Use
As required by the **Children's Internet Protection Act (CIPA)**, an internet filter is maintained by the district for school and home use of the laptop. Filtering not only restricts access to unacceptable sites,

but also restricts access to inappropriate materials of all kinds. Asheville City Schools cannot guarantee that access to all inappropriate sites will be blocked. ***No filter is as reliable as adult supervision!*** Log files are maintained on each laptop with a detailed history of all sites accessed. It is the responsibility of the user to appropriately use the laptop, network, and the Internet. Asheville City Schools will not be responsible for any harm suffered while on the network or the Internet.

Students are required to notify a teacher or administrator if they access information or messages that are inappropriate, dangerous, threatening, or that make them feel uncomfortable.

Internet Safety
As a part of the Digital Citizenship curriculum, students will be instructed about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms. Lessons will also be provided to create an environment free of cyber-bullying in compliance with North Carolina General Statute G.S. 115C-288 (g).
1) Immediately report any unauthorized activity on the network or Internet.
2) Notify a teacher immediately if you accidentally access an inappropriate site.
3) Never read someone else's email or open their files or folders.
4) Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit, or inflammatory content.
5) Never arrange to meet an Internet contact in person.
6) Observe all copyright laws; do not claim authorship of work copied from a website or from any other source; accurately cite sources of information.
7) Protect your user account by keeping your password secure and logging off or locking it when not at the computer. All email, network, and Internet activity is the responsibility of the individual whose account is logged in to the computer at the time of the activity. If your account is logged in you are responsible. Keep your password a secret!
8) Protect personal information. Never give full name, addresses, phone numbers, passwords, and social security numbers for yourself and others. Use a "code name" that does not identify you personally to online viewers/organizations you do not know.
9) Avoid online sites and materials that do not support the curriculum or are otherwise inappropriate for educational use.

Off-campus Internet Use
Asheville City Schools will not serve as a home Internet service provider. However, the district will provide Internet filtering for the laptops while connecting to the Internet away from school. It is the responsibility of the parent or guardian to monitor student laptop use, especially Internet access, in the home.

ACS is not responsible for providing internet access outside of school. The ability to access the internet from home varies from situation to situation. No guarantee is implied.

VIII. Monitoring Laptop Usage
Monitoring and Supervision

Asheville City Schools engages students in an Internet Safety program and instructs students in making appropriate choices regarding Internet use, content evaluation, and website selection. ACS also takes technical measures to filter internet access to protect students from inappropriate content. School-district personnel supervises student use of technical resources, including Internet browsing. These measures are in place to protect students and help them become informed consumers of internet content. However, no technical measure or human supervision is failsafe. While we are committed to protecting our students, we acknowledge students may access inappropriate content, intentionally or accidentally. Ultimately it is the responsibility of the student to practice internet safety measures and use the resources to access appropriate educational resources.

Asheville City Schools does not recommend that students use laptops in an unsupervised or isolated setting while off-campus. Asheville City Schools recommends students use laptops in plain view of parents, guardians, or other family members.

Students will provide access to the laptop and any accessories assigned to them upon request by the school or district. A search of the laptop and student files may be conducted if there is suspicion that any policies, procedures, or guidelines have been violated. Faculty and staff have the ability to remotely monitor student computer use while at school.

Privacy
There is no expectation of privacy regarding the contents of computer files or communication generated by or using any school-owned computer or network. Asheville City Schools reserves the right to investigate, review, monitor, and restrict information stored on or transmitted via Asheville City Schools' equipment and services.

School-system personnel may conduct an individual search of the laptop, files, music, videos, emails or other related items as needed. The district will cooperate fully with local, state, or federal officials in investigations of suspected illegal activities conducted through district-owned computer systems.

Passwords
Students should log in only under their assigned username and password. Students should not share their passwords with other students. Students are not to activate any passwords on the laptop such as start-up (BIOS), hard drive, or file system passwords.

Copyright Compliance
All students are expected to adhere to federal copyright laws. The following guidelines will help students be in compliance:
1) "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover virtually any expression of an idea.
2) Text (including email and web information), graphics, art, photographs, music, and software are examples of types of works protected by copyright.
3) Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information.

4) Even an innocent, unintentional infringement violates the law.
See Appendix E for additional information about Copyright and Fair Use Guidelines.

Social Networking
Social Networking activities will only be used when assigned by and supervised by a teacher for academic purposes. Students will avoid posting personal information online; will understand that postings are permanent; and will exercise mature and responsible conduct at all times while online, both on and off-campus.

Laptop Inspections
Students may be randomly selected to provide the laptop for inspection. Students with damaged laptops who fail to report the damage will be subject to additional fines and disciplinary action.

IX. Student Responsibilities

Students are responsible at all times for the laptops, whether at school or off-campus. The student assigned the laptop is responsible for <u>all</u> use of the laptop. Unsupervised laptops will be confiscated by staff and taken to the Media Center. Students must see an administrator in order to receive the unsupervised laptop. Disciplinary action may be taken for repeat offenders.

Students are required to bring the laptop to school each day with a fully-charged battery. Students must bring the laptop to all classes unless specifically instructed not to do so by their teacher. A laptop left at home is not an acceptable excuse for not submitting work; a reduction in a grade may be given. A lost document is not an excuse for late or missing work. Students leaving laptops at home will be required to complete assignments using alternate means determined by the teacher. **Students will not be given the use of a loaner laptop if he or she leaves the laptop at home.** Disciplinary action may be taken for students who repeatedly leave a laptop at home.

Users are responsible for their actions and activities involving school-owned computers, networks, and internet services, and for their files, passwords, and accounts on school-owned equipment. Students must ask for assistance if they do not know how to operate technology that is required in a class. Students are responsible for their ethical and educational use of all computer hardware and software. Students should monitor all activity on their account(s) and report anything suspicious to a teacher. Students who identify or know about a security problem are required to communicate the security problem to their teacher without discussing it with other students.

The right to use a laptop at home is a privilege. If students do not adhere to Asheville City Schools' Responsible Use of Technology and Internet Safety Agreement, all Board policies, and the guidelines in this Student Laptop Handbook, the privilege to use the laptop at home may be restricted or eliminated. The same rules and expectations for student conduct also apply to student use of computers. Intentional misuse or neglect can result in loss of laptop use, disciplinary action, and/or fines for any needed repairs or maintenance. The school principal will have final authority to

decide on appropriate disciplinary action if students are found to be responsible for any unacceptable activity.

X. Unacceptable Behavior

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

1) Using the network for illegal activities, including copyright violations;
2) Accessing online sites or materials that do not support the curriculum or are inappropriate for school purposes while on campus;
3) Downloading inappropriate materials, viruses, or software;
4) Using or possessing hacking or file-sharing software, including keystroke loggers, batch files, or applications used to bypass laptop or network security;
5) Gaining unauthorized access anywhere on the network including attempting to log onto the Internet, network, servers, routers, switches, printers, or firewall as a system administrator;
6) Using the laptop or network for financial gain, advertising, or political influence;
7) Vandalizing or tampering with equipment, files, software, system performance, or other network equipment;
8) Attempting to repair, remove or install computer hardware or software;
9) Opening the computer to access internal parts;
10) Causing network congestion or interfering with the work of others, including sending chain emails or broadcast messages;
11) Subscribing to mailing lists, mass emails, games, or other services that cause network congestion;
12) Intentionally wasting finite Internet or network resources, including downloading files, streaming music, videos, or games or installing, activating, or creating programs that interfere with the performance of the network, Internet, or computer hardware;
13) Revealing, sharing, or posting personal information including full names, addresses, phone numbers, social security numbers, driver's license numbers, or passwords for yourself or others;
14) Invading the privacy of others;
15) Using another person's username or password, or allowing another to access your account using your username or password;
16) Pretending to be someone else when sending or receiving messages;
17) Using email other than the school-issued email account, on school-owned equipment;
18) Forwarding or distributing inappropriate email messages;
19) Engaging in harassment or transmitting obscene messages, pictures, websites, or other files including racist, terrorist, abusive, sexually explicit, vulgar, threatening, stalking, demeaning, slanderous, or any other inflammatory content;
20) Utilizing sites to sell or purchase written papers, book reports, and other student work, or to commit any act of plagiarism;
21) Using unauthorized technology to gain advantage on assessments by providing or receiving information not allowed by the instructor or that is unavailable to other students;
22) Assisting, observing, or joining any unauthorized activity using the laptop, network, or Internet;

23) Accessing or attempting to access Internet sites not approved by district/teacher include non-educational chat rooms, instant messaging, or social networking sites and including MySpace, Facebook, YouTube and other sites that could expose students to harm or distract from engagement in academic and school-related pursuits;

24) Attempting to disable or circumvent Asheville City Schools' Internet content filter and firewall, or attempting to use proxies to access sites that would otherwise be restricted;

25) Falsifying permission or identification information;

26) Copying or modifying files, data, or passwords belonging to others, or using technology to circumvent doing your own work for your courses;

27) Knowingly placing a computer virus on a computer or network (additionally, legal charges may be filed);

28) Writing, drawing, painting, defacing, or placing stickers or labels on school-owned laptops or laptop accessories, or causing other intentional damage;

29) Attempting to alter data or the configuration of a computer or the files of another user will be considered an act of vandalism and subject to disciplinary action;

30) Accessing or attempting to access the wired or wireless network with any device that is not property of Asheville City Schools. *Note: Students are not to bring their personal laptop computers to school. Only Asheville City Schools computers may be used on campus;*

31) Presence of images of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols are subject to disciplinary action;

32) **Cyber-bullying** in any form is unacceptable. Students will not engage in any cyber-bullying activity, which may include efforts to harass, threaten, torment, embarrass or intimidate students or school staff through the use of a computer. In situations in which cyber-bullying originates from off-campus conduct, but is brought to the attention of school officials, any disciplinary action will be based upon whether the conduct is determined to be materially and substantially disruptive of the school environment or have a direct and immediate effect on school safety or on maintaining order and discipline in the schools. Discipline for cyber-bullying will be handled on a case by case basis as deemed appropriate by the school principal. In addition, if a criminal act has been committed, it will be reported to local law enforcement. Refer to ACS Board Policies 1710 and 3225;

33) Students will comply at all times with Board policies, the Responsible Use of Technology and Internet Safety Agreement, and this Laptop Handbook.

Consequences

Consequences for non-compliance with the policies and procedures in these documents include disciplinary actions and financial responsibilities. Any failure to comply may immediately end the student's right to access the laptop, or other devices or services. The student will also be subject to disciplinary action as set out in the ACS Student Code of Conduct. The school principal will have the authority to decide appropriate consequences regarding non-compliance. Asheville City Schools cooperates fully with local, state, and federal law enforcement for computer crimes recognized under North Carolina General Statutes §§ 14-453 to -458.1.

*NOTE: The principal has the discretion to permanently confiscate the laptop from the student at any time.

XI.   Technical Support and Repairs

Technical support for student laptops is through the school Help Desk. Each school has a Help Desk procedure. Typically, if a student needs technical support they can visit the Help Desk in the Media Center of the school. If a student has a technical problem at home, he or she should document the problem as completely as possible recording any error messages, exactly what the student was doing at the time, and the software being used when the problem occurred. With the teacher's permission, the student should report the problem to the help desk during operating hours.

All repairs will be performed or managed by school-district personnel. Parents, guardians, students, or teachers are not allowed to attempt repairs themselves or contract with any other individual or business to repair any school-owned computer equipment. Every effort will be made to repair or replace the laptop in a timely fashion.

Help Desk Services provided include the following:
- Hardware and software maintenance, support, and repairs
- User account support
- Warranty repairs
- Basic troubleshooting

Help Desk Procedures:
1. The student identifies a problem.
2. With teacher permission and a pass, the student brings the laptop and charger to the Help Desk per school procedures.
3. Help Desk personnel will attempt to resolve the issue immediately. If no Help Desk personnel is available, the student may be issued a loaner laptop until the repair can be completed.

XII.   Warranties, Damages, and Theft

Warranty

Asheville City Schools carries accidental damage insurance on the student laptops.

Repeated incidents of repair/replacement by an individual will result in disciplinary measures and possible denial of the use of the laptop. Students shall report all laptop issues to a teacher or the school Help Desk. All technical incidents should be entered into the help ticket system. All behavior incidents will be recorded by school officials.

Repair Fees

Fees for accidental damages to the laptops and all peripherals will be assessed by school or district personnel. Replacement or repair fees will be charged for damaged laptops, chargers, batteries, and carrying cases according to the laptop replacement fee schedule below. As prices for technology vary over time, ACS will assess fees not to exceed fees defined in the Damage Fee Table below. Some

schools may opt to use other consequences and strategies to help students learn to care for their laptops.

Laptop Replacement Fee Schedule:

Item	Fee
Replace power cord	$20
Replace laptop bag	$20
Replace cracked case	$25
Replace screen	$40
Replace keyboard and or trackpad	$40
Replace entire broken laptop	$75
Replace lost or unreturned laptop	$125

Parent Liability

The parent, guardian, or adult student will be responsible for compensating the school district for any losses, costs, or damages which are not covered by the warranty or the property insurance coverage, possibly including the laptop's full replacement cost. Students with damaged laptops who fail to report the damage may be subject to additional fines and disciplinary action.

Theft

Incidents of theft occurring off-campus must be reported to the police by the parent or student, and a copy of the police report must be brought to the school within 48 hours to be given to the school principal.

Any theft occurring on school grounds must be immediately reported to the Media Center or to the school administration.

Be prepared to provide the following information when reporting a theft to the school:
1. Manufacturer and Model
2. Date and address of theft
3. Complete details of theft
4. Police File Number, Officer's Name and Police Agency Information

NOTE: It is important to complete all these steps immediately after the theft. Filing a false police report is punishable by law.

The district will work with the police department to report all model, asset, and serial numbers of stolen or lost laptops to local pawn shops and area law enforcement agencies.

XIII. Parent Expectations

1. Remember that while the school system will provide Internet content filtering, ***there is no substitute for parental supervision when using a computer***.
2. Monitor student use of the laptop and Internet at home.
3. Ensure your child understands and adheres to laptop and Internet policies and guidelines set forth in the ***ACS Student Laptop Handbook***.
4. Sign a copy of the Parent Laptop Agreement, the Student Laptop Agreement and the Responsible Use Agreement that you will find at the end of this handbook.
5. Reimburse the school district for any costs incurred or fines assessed due to misuse, neglect, damage, or loss, including theft, if not otherwise covered by warranty or insurance, up to the full replacement cost of the laptop.
6. Review Asheville City Schools' Responsible Use of Technology and Internet Safety Agreement *(http://www.ashevillecityschools.net/pages/Asheville_City_Schools/Policy_Manual/ 3000/3200/3225-P_Responsible_Use_of_Tech)* and this 1:1 Laptop Handbook with your child.
7. Assist your child who is assigned the laptop with homework and school assignments. The purpose of the 1:1 Laptop Initiative is to help students learn. Student use of the laptop for learning is the most important priority of the 1:1 Laptop Initiative.
8. Ensure the return of the laptop and all accessories at the end of the current school year or before the student withdraws from school.

XIV. Appendix

A.   Terms of Agreement

Asheville City Schools will hold the legal title to the laptop and all accessories. Right of possession and use is limited to and conditioned upon full and complete compliance with all Board Policies and Procedures, including Responsible Use of Technology and Internet Safety Administrative Procedure--#3225-P; Responsible Use of Technology and Internet Safety--#3225; Copyright Compliance Policy--#3230/7330, Integrity and Civility--#4310 and other guidelines outlined in this Laptop Handbook. Asheville City Schools does not guarantee that its technology resources will be uninterrupted or error-free. Access to the network is provided on an "as is" basis without warranties of any kind. In the rare case that the network is down, neither Asheville City Schools nor any of its agents or employees will be responsible for lost or missing data.

The right to use and possess the laptop and all peripherals terminates no later than the last day of the school year unless earlier terminated by the district or upon removal from the school through withdrawal, suspension, expulsion, or transfer. Failure to return the laptop on or before this date to the school principal or designee will result in criminal charges being sought against the student, parent, and/or the person who has the laptop. The laptop remains the property of Asheville City Schools and cannot be loaned, sold, bartered, traded, leased, rented or given to any other person(s). Failure to return the laptop and peripherals for annual repair and maintenance will result in a certified letter sent to the parent or adult student* indicating items not returned. The parent or adult student* will have five (5) days to return the items or pay replacement costs, or this failure to comply will be referred to local law enforcement. Asheville City Schools reserves the right at any time to require the return of the laptop. Students may be subject to loss of privileges, disciplinary action and/or legal action in the event of damage to or loss of the laptop or violation of Board policies and guidelines as outlined in this Laptop Handbook.

Modification to Program Asheville City Schools reserves the right to revoke or modify this Laptop Handbook, and/or its policies and procedures at any time.

*Students who are 18 years or older or who are legally deemed emancipated minors are considered adult students. All legal, ethical, and financial obligations are the responsibility of an adult student.

District Liability Asheville City Schools assumes no liability for any material accessed on the laptop.

B.   *Parent Laptop Agreement*

A signed copy of this form must be turned in to a school designee at the Parent/Student Orientation. This form must be signed and turned into the school. We are excited to be able to provide your student with a laptop computer while he or she is enrolled at ACS. ***These laptops are to be used by the student for learning purposes only and are the property of Asheville City Schools***. Please note the following conditions of the program:

Parents or students will file a police report in case of theft, vandalism, and other acts that occur away from the school campus. If a laptop is lost or stolen due to proven negligence as determined by state insurance officials, parents may be responsible for full replacement costs (approximately $250.) Laptops that are not returned when a student leaves, transfers, or withdraws from school will be considered stolen. The procedures outlined in the ACS Parent/Student Laptop Handbook will be followed.

Please read the ACS Parent/Student 1:1 Laptop Handbook carefully with your child. Be sure that both you and he/she understand the guidelines for this program. Failure to comply with all guidelines, terms and expectations in the ACS Parent/Student 1:1 Laptop Handbook, the Responsible Use of Technology and Internet Safety Agreement, and ACS Board policies and procedures may subject you to financial responsibility for costs, fees, fines and other monetary consequences.

   Yes, I have access to a copy of the ACS Parent/Student 1:1 Laptop Handbook and understand the conditions of the program. I have read and agree to the Asheville City Schools Board Policy 3225 Responsible Use of Technology and Internet Safety.

_____
Printed Name of Parent/Guardian

_____
Signature of Parent/Guardian   Date

_____
Printed Name of Student   Grade

_____
Signature of Student   Date

C.   *Student Laptop Agreement*

A signed copy of this form must be turned in to a school designee at the Parent/Student Orientation. This form must be signed and turned in to the school.

1) I understand the laptop is property of Asheville City Schools and is assigned to me.

2) I will use the laptop appropriately for school purposes.

3) I will care for the laptop assigned to me and not leave it unsupervised or in unsecured locations.

4) I will charge the laptop battery before each school day.

5) I will not use the laptop near food or drinks.

6) I will not disassemble any part of the laptop or attempt any repairs.

7) I understand that the laptop and its contents may be inspected at any time because it is school property.

8) I agree to return the laptop, power cord, charger, charger cable, and any other accessories assigned to me when requested in good working condition.

9) I will follow the policies, procedures, and guidelines outlined in the ACS Parent/Student Laptop Handbook and the Responsible Use of Technology and Internet Safety Agreement at all times.

Student Name (Please Print):_____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature:_____ Date: _____

ASHEVILLE CITY SCHOOL RESPONSIBLE TECHNOLOGY USE

AND INTERNET SAFETY AGREEMENT FOR STUDENTS

PURPOSE: Asheville City Schools provides all students on-campus access to the Internet, network resources, email accounts, and/or portable computers at designated grade levels, as a means to promote achievement and provide diverse opportunities during the educational experience. This agreement provides guidelines and information about the limitations that the school imposes on the use of these resources. Signing this Responsible Use Agreement signifies compliance with Board Policy 3225, and agreement with the higher standards in this document. Additional rules may be added as necessary and will become a part of this agreement.

TERMS OF THE RESPONSIBLE USE OF TECHNOLOGY AND INTERNET SAFETY AGREEMENT

Specifically, students:

- Will adhere to these guidelines each time ACS-provided technology resources are used.
- Will communicate respectfully and appropriately when using the Internet and social media (Instagram, Snapchat, etc.) through cell phones or other electronic or digital devices.
- Will report cyber-bullying to school personnel.
- Will behave in a responsible, ethical, and polite manner when using technology.
- Will seek support from a trusted staff member about experiences with social media and the Internet.
- Will follow copyright laws.
- Will respect their own privacy and the privacy of others and protect the privacy of personally-identifying information.
- Will use district-provided email appropriately and understand that district-provided email is monitored and accessible by the school and district administrators.
- Will not attempt to access networks and other technologies beyond the point of authorized access.
- Will not attempt to use another person's account and/or password.
- Will keep passwords secret and only share passwords with parents or guardians.
- Will not tamper with technology systems, including unauthorized system access, vandalism, data exfiltration, or unauthorized data encryption.
- Will not attempt to override, bypass or otherwise change the Internet filtering software or other network configurations, including the use of a proxy to bypass the filter.
- Will understand that Asheville City Schools monitors student technology and Internet use.
- Will not access or store materials or attempt to locate materials that are unacceptable in a school setting such as pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video, or other content.
- Will make any messages or files stored or information accessed, downloaded, or transferred using district-owned technology available for inspection by an administrator.

STUDENT AGREEMENT

By signing below, I agree to abide by the conditions listed above for responsible technology use. I understand that should I fail to honor all the terms of this agreement future technology use may be limited. Furthermore, I may be subject to disciplinary action outlined in the **ACS Student Code of Conduct**.

As the student, my signature indicates I have read or had explained to me and understand this Responsible Use of Technology and Internet Safety Agreement, and accept responsibility for abiding by the terms and conditions outlined and using these resources for educational purposes.

Student name (please print): _____

Student Signature: _____ Date: _____

PARENT/GUARDIAN AGREEMENT

By signing below, I give permission for the school to allow my son or daughter to have access to the internet and related technologies. I understand that no internet filter is perfect and that Asheville City Schools cannot be held responsible for inappropriate content accessed when using the ACS network. ACS takes all reasonable precautions to ensure online safety including Internet content filtering and promotes the proper use of the Internet and related technologies.

In compliance with the Children's Online Privacy Protection Act (2000), Asheville City Schools allows the use of select third-party websites and other online services (such as Google Workplace, IXL, ClassLink, etc.) that may collect individually identifiable information about students under the age of 13 only when parental consent is obtained by school system personnel. My signature below indicates my consent for Asheville City Schools to provide such services to my child.

As the parent/guardian, my signature indicates I have read and understand this Responsible Use of Technology and Internet Safety Agreement.

Parent/Guardian name (please print): _____

Parent/Guardian Signature: _____ Date: _____

E.   Fair Use Guidelines

Copyright and General Guidelines of Fair Use

- "Fair Use" means students may use portions of lawfully acquired copyrighted works in their academic multimedia projects, with proper credit and citations. They may retain them in personal portfolios as examples of their academic work.

- Students and teachers must include on the opening screen of their programs and on any printed materials that their presentations have been prepared under fair use exemption of the U.S. Copyright Law and are restricted from further use.

- Fair use ends when the multimedia creator loses control of his product's use, such as when it is accessed by others over the Internet.

- Educators or students need not write for permission if their presentations fall within the specific multimedia fair use guidelines; however, "educators and students are advised to note that if there is a possibility that their own educational multimedia projects incorporating copyrighted works under fair use could later result in broader dissemination, whether or not as commercial product, it is strongly recommended that they take steps to obtain permission during the development process for all copyrighted portions rather than waiting until after completion of the project.

Text – you may use

- Up to 10% of a copyrighted work or 1000 words, whichever is less
- Poems
    - Entire poem if less than 250 words
    - 250 words or less if longer poem
    - No more than 5 poems (or excerpts) of different poets, from an anthology
    - Only 3 poems (or excerpts) per poet

Motion Media – you may use

- Up to 10% of a copyrighted work or 3 minutes, whichever is less
- Clip cannot be altered in any way
- A photograph or illustration may be used in its entirety
- No more than 5 images of an artist's or photographer's work
- When using a collection, no more than 10% or no more than 15 images, whichever is less

Music – you may use

- Up to 10% of a copyrighted musical composition, but no more than 30 seconds
- Up to 10% of a body of sound recording, but no more than 30 seconds
- Any alterations cannot change the basic melody or the fundamental character of the work

Internet – you may use

- Internet resources often combine both copyrighted and public domain sites; therefore, care should be used in downloading any sites for use in multimedia presentations
- Until further clarification, educators and students are advised to write for permission to use Internet resources and to be mindful of the copyright ramifications of including embedded additional links to that particular site

Numerical Data Sets – you may use

- Up to 10% or 2500 fields or cell entries, whichever is less, from a copyrighted database or data table
- A field entry is defined as a specific item of information (*e.g.* name, Social Security number) in a record of a database file
- A cell entry is defined as the intersection where a row and a column meet on a spreadsheet

Copying and Distribution Limitations

- Do not post multimedia projects claiming fair use exemption on an unsecured web site
- No more than 2 copies of the original production may be made
- Only 1 may be placed on reserve for others to use for instructional purposes
- An additional copy may be made for preservation purposes, but may be used or copied only to replace a use copy that has been lost, damaged, or stolen
- If more than one person has created the multimedia presentation, each principal creator may retain only one copy

Alteration Limitations

- Multimedia selections falling within the above guidelines may be altered to illustrate a specific technique or to support a specific instructional objective
- Notation of the alteration should be documented within the presentation itself

Multimedia Presentations Citations

- Educators and students must credit sources, giving full bibliographic information when available
- Educators and students must display the copyright notice and copyright ownership information if this is shown in the original source

F.   Local Internet Access

Students with no Internet access at home may use the free wireless networks found in a variety of locations in Asheville. A list of businesses offering free wifi for high school students is available on the district website. All Buncombe County Library locations provide free wireless access to card holders. Library cards are free and may be obtained at any of the following locations. Call the library for hours of operation.

Pack Memorial Library
　　　　(828) 250-4700
　　　　67 Haywood Street, Asheville, NC 28801
Black Mountain Library
　　　　(828) 250-4756
　　　　105 N. Dougherty St., Blk Mtn, NC 28711
East Asheville Library
　　　　(828) 250-4738
　　　　902 Tunnel Road, Asheville, NC 28805
Enka-Candler Library
　　　　(828) 250-4758
　　　　1404 Sandhill Road, Candler, NC 28715
Fairview Library
　　　　(828) 250-6484
　　　　1 Taylor Road, Fairview, NC 28730
Leicester Library
　　　　(828) 250-6480
　　　　1561 Alexander Road, Leicester NC 28748
North Asheville Library
　　　　(828) 250-4752
　　　　1030 Merrimon Ave., Asheville, NC 28804
Oakley/South Asheville Library
　　　　(828) 250-4754
　　　　749 Fairview Road, Asheville, NC 28803
Skyland/South Buncombe Library
　　　　(828) 250-6488
　　　　260 Overlook Road, Asheville, NC 28803
Swannanoa Library
　　　　(828) 250-6486
　　　　101 W.Charleston St., Swannanoa, NC 28778
Weaverville Library
　　　　(828) 250-6482
　　　　41 N. Main Street, Weaverville, NC 28787
West Asheville Library
　　　　(828)250-4750
　　　　942 Haywood Street, Asheville, NC 28806