



DIGITAL TEACHING AND LEARNING

Digital Teaching & Learning Handbook

2025-2026

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Iredell-Statesville Schools Student Digital Learning Terms & Conditions

All of the terms & conditions in this document govern the possession and use of any technology device that is owned or leased by Iredell-Statesville Schools (I-SS) and issued to an I-SS student for approved educational uses. These terms and conditions apply to all district technology use at all times, both on and off campus, and are governed by federal, state, and local laws and policies.

General Terms & Conditions for All District Student Devices

1. District Student Devices are to be used for approved educational purposes only and remain the property of I-SS at all times. If instructed to do so by any I-SS teacher or administrator, a student or parent/guardian will immediately surrender possession of any District Student Device.
2. Students' possession and use of any District Student Device is governed, on or off campus, by all applicable **I-SS School Board Policies**. It is the responsibility of students and parents/guardians to familiarize themselves with such policies and regulations. The applicable School Board Policies and regulations may be revised from time to time and include but are not necessarily limited to the following:
 - a. [3225/4312/7320 - Technology Responsible Use](#)
 - b. [3220 Technology in the Educational Program](#)
 - c. [3226/4205 Internet Safety](#)
 - d. [4329/7311 Bullying and Harassing Behavior Prohibited](#)
 - e. [4300 Student Behavior Policies](#)
 - f. [4310 - Integrity and Civility](#)
3. Students' possession and use of any District Student Devices is governed, on or off campus, by these terms and conditions, as well as the I-SS Device Care & Use Guidelines. Students and parents/guardians are expected to familiarize themselves with these terms, conditions, and guidelines.
4. Students' possession and use of District Student Devices is governed, whether on or off campus, by all **applicable laws**, including but not limited to laws prohibiting hacking, copyright infringement, and illegal file-sharing. Students and parents/guardians shall be solely responsible for any violations of civil or criminal law committed by a student by means of any District Student Device.
5. Any District Student Device may be inspected at any time by I-SS officials, with or without prior notice, either in person or remotely via the Internet, consistent with Policy 3225/4312/7320 - Technology Responsible Use. Students and parents/guardians have no reasonable expectation of privacy regarding any data or information stored in any District Student Device.
6. Each school year, parents/guardians (and students aged 18 or older) must complete and sign a Student Digital Learning Agreement Form prior to being issued a District Student Device. Even if a student or parent/guardian refuses to sign a Student Device Program Agreement or a signed agreement cannot be located, these terms & conditions, as well as all applicable I-SS policies and regulations, and the I-SS Student Device Care & Use Guidelines will apply to the student's possession and use of any District Student Device. Students will still utilize a District Student Device to meet digital instructional needs and required testing.
7. Under no circumstances will any student or parent/guardian use any District Student Device, or permit any District Student Device to be used, for crime, fraud, threat, defamation, plagiarism, copyright, patent, or trademark infringement, illegal downloading, theft of intellectual property, gambling, accessing, viewing, or transmission of pornographic or unlawful images or content; illegal or unauthorized accessing or use of data, bullying or harassment (including cyber-bullying), malicious internet activities (including "hacking" of other computers or websites), advertising or commercial activity, political purposes, or any unlawful activity of any kind.
8. District Student Devices are for school use only. Under no circumstances should a District Student Device be used for gaming, instant messaging, or visiting chat rooms or non-school social networking websites.
9. No person may install any additional hardware, software, or accessories to any District Student Device without advance approval from an authorized I-SS employee.



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10. While I-SS does provide internet filtering on all District Student Devices, no filtering system is perfect. Parents/guardians and staff are responsible for supervising and monitoring their children's internet use outside of school on District Student Devices.
11. Students should not loan a District Student Device or charger to another person or otherwise allow any other person, including friends, family members, and fellow students, to use any District Student Device or charger issued to another.
12. All the protocols and procedures described in this document apply equally to in-person and remote/virtual school.
13. In I-SS, students use Google Workspace for Education accounts to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills. We will provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At times, and on a per service basis, I-SS may allow access to Additional Services (i.e YouTube) provided by Google. Signing the Student Digital Learning Agreement Form provides your parent/guardian consent for I-SS to create and manage a Google Workspace for Education account for your child. These services are reviewed, restricted, and monitored by the district.
14. I-SS integrates artificial intelligence (AI) tools into classrooms to enhance learning while ensuring ethical use, data privacy, and academic integrity. The district reserves the right to provide consent for students to access approved AI tools while maintaining safeguards to protect student data and uphold academic standards.
15. In adherence to COPPA, the district may create accounts and provide consent on behalf of parents/guardians for students to access and use approved educational software and online services that support instructional goals. This consent applies only to software vetted for compliance with student data privacy laws and district policies.
16. All K-12 students will be exposed to a digital citizenship curriculum throughout the school year. School Board Policy 3226/4205 Internet Safety ensures that all students understand the impact and consequences when using a District Student Device and accessing the Internet.
17. I-SS also reserves the right to impose additional restrictions on student access to and use of a District Student Device if the I-SS Digital Teaching & Learning Department determines that the student or parent/guardian has demonstrated a pattern of carelessness or disregard for I-SS property.

Loss or Theft of District Student Device (including after withdrawal from I-SS)

18. Each District Student Device is a valuable piece of property that is being made available to the student by I-SS to advance the student's education. The student and parent/guardian are responsible for ensuring that any District Student Device is kept safe and secure at all times while it is in the student's possession or under the student's control and that the I-SS Student Device Care & Use Guidelines are followed.
19. Students must maintain possession of their devices. Under no circumstances will any student leave a District Student Device unattended at any location, either on or off campus, unless it is safely secured at the student's home.
20. Under no circumstances will any student leave a District Student Device in the care or custody of any person other than the student's parent or guardian or an authorized I-SS teacher or administrator. While a parent or guardian may assume custody or control of a District Student Device to help ensure that it is safe and secure, District Student Devices are intended only for the use of the students to whom they are assigned and may not be used for any purpose by friends, family members, or others.
21. If the student believes a District Student Device has been lost or stolen, the student or parent/guardian must report the concern immediately to the teacher, principal, device manager or designee and must cooperate with law enforcement in any criminal investigation into a possible theft. Any theft, conspiracy to steal, or unauthorized sale of or conspiracy to sell a District Student Device will be vigorously prosecuted.



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22. If a District Student Device is not returned within thirty days of the established deadline despite reminders from staff, the District Student Device will be considered stolen and I-SS reserves the right to pursue legal action against the student and/or the student's parent/guardian to recover the replacement cost of the Device.

It is the DTL policy that students will not receive a device for use in the 2025-2026 school year until all requirements have been met. This includes payment of the technology fee, a signed Student Technology & Device User Agreement form by a legal guardian, the return of any device in the student's possession, and paid clearance of all previous invoices with regard to device loss or damage.



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Iredell-Statesville Schools Device Care & Use Guidelines

These guidelines are intended to help ensure the proper care and use of all District Student Devices issued to students by Iredell-Statesville Schools (I-SS). This document does not list all applicable rules and may be changed from time to time. In addition to following these guidelines, students are expected to adhere to the terms of their Student Technology & Device User Agreement, the I-SS Student Digital Learning Terms & Conditions, and all applicable I-SS policies and regulations. Students are also expected to use common sense and good judgment to protect any I-SS District Student Devices both on and off campus.

General Guidelines

1. Although your District Student Device is the property of I-SS, it is your responsibility. Please treat it with great care.
2. Always follow all I-SS policies and procedures when using your device.
3. Do not download or install any programs, files, proxies, VPNS, or games from the internet or other sources onto your device. All programs and files must be installed by or at the specific direction of I-SS.
4. Do not delete, uninstall, or attempt to circumvent any hardware, software, drivers, filters, or other programs or devices that have been installed on the District Student Device by I-SS.
5. Do not tamper with computer hardware or software, attempt to override or bypass internet content filters, change network profiles or configurations, or “hack” or otherwise obtain unauthorized access to any network, computer, file, or program. This includes, but is not limited to, proxies and VPNs.
6. Do not use your District Student Device for any illegal purpose or in violation of any I-SS policy or procedure.
7. Students may not use school system technological resources to capture audio, video, or still pictures of other students and/or employees in which such individuals can be personally identified, nor share such media in any way, without consent of the students and/or employees and the principal or designee. An exception will be made for settings where students and staff cannot be identified beyond the context of a sports performance or other public event or when otherwise approved by the principal.
8. Do not use District email accounts, District Student Devices, or the District network for sending excessive, harassing, or non-educational messages.
9. All damage claim incidents will be investigated by an I-SS Certified Technician and I-SS will explore the viability of existing warranty/insurance coverage. However, when there is no coverage, the student (and parents) are responsible for charges incurred due to damage, negligence, or theft with regard to District Student Devices and cords. The user's first accidental device damage incident is covered by a paid technology fee; every additional claim will be \$30. This excludes intentional damage, as well as damage to device cases and chargers. This process restarts every year. Specific information regarding what is covered and what is not can be found on [Technology Fee and District Student Device Damages](#).

Security

10. Users must keep track of assigned District Student Devices at all times.
11. Never leave an assigned District Student Device unattended. It must be properly secured when not in use.
12. Do not loan an assigned District Student Device to anyone under any circumstances.
13. Do not share passwords or attempt to discover others' passwords.
14. Users understand that the assigned District Student Device is equipped with security features for tracking purposes and that my usage will be monitored.
15. Users will prioritize personal safety and exercise discretion when using the District Student Device, avoiding sharing personal information and actions that may attract unwanted attention.

Care

Users will:



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16. Take measures to prevent damages to assigned District Student Device.
17. Ensure that food, beverages, other liquids, etc. are kept away from District Student Device to prevent any damage.
18. Refrain from marking, drawing, writing, or placing unapproved stickers on the District Student Device or its case.
19. Regularly shutdown your District Student Device and run updates as instructed.
20. Acknowledge that any attempt to disassemble or repair any part of an assigned District Student Device is not permitted, and I agree not to undertake such actions.
21. Promptly report any damage, including but not limited to scratches, cracks, or dents to the school administration within 24 hours.
22. File a police report and promptly notify the school administration if an assigned District Student Device is stolen or vandalized within 24 hours.

Usage

Users will:

23. Utilize assigned District Student Devices and network access for educational purposes only.
24. Follow all I-SS policies and guidelines for use of the District Student Devices and network systems.
25. Not reformat the District Student Devices, tamper with security settings, or change its operating system.
26. Adhere to all applicable copyright and software license agreements that forbid downloading of media and software that has not been legally acquired.
27. Not engage in any harassment or acts of intimidation (cyberbullying) to harm other people using an assigned District Student Device or any other electronic device.
28. Follow I-SS Artificial Intelligence (AI) Guidelines, including only utilizing approved AI tools for assignments based upon teacher guidance.

Responsibility

Users will:

29. Understand that an assigned District Student Device is subject to inspection by any staff member, teacher or administrator at the school, at any time and without notice. I further understand that the device remains the property of I-SS.
30. Return the District Student Device and charger in good working condition immediately upon request by I-SS, or upon withdrawal, expulsion, or termination or student enrollment at I-SS for any reason.
31. Complete district required Digital Citizenship lessons.



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Technology Fee & Damage Information

All K-12 students will be required to pay the annual non-prorated \$30 technology fee. This fee is an annual requirement for EVERY student and not a rental fee. It can be paid online via a link on your child's school webpage. Parents and guardians may communicate with school administrators about technology fee payment options as needed, such as a payment plan.

Approved by the Board of Education, this fee provides the following services to students:

Education - Online content, learning management system, and digital citizenship curriculum;

Access - Internet, network, databases;

Services & Support - Licensed technicians, digital coaches, helpdesk, insurance, repairs, data protection, cybersecurity, and a filtering system as required by e-rate and CIPA;

Equipment - Hotspots, digital hardware, and infrastructure.

All K-12 students will be exposed to a digital citizenship curriculum throughout the school year. This board policy requirement ensures that all students understand the impact and consequences when using a device and accessing the Internet. From device care to personal data protection, students will learn about their role and responsibilities in a digital-age learning model. All parent resources are posted on the Digital Teaching and Learning website.

It is the DTL policy that students will not receive a device for use in the 2025-2026 school year until all requirements have been met. This includes payment of the technology fee or submission of Waiver of Fees, a signed Student Technology & Device User Agreement form by a legal guardian, and clearance of all previous invoices with regard to device loss or damage.

The chart below provides detailed information about the devices used by the students of Iredell-Statesville Schools, as well as an explanation of the insurance coverage. Instead of families receiving an itemized invoice for damages to the device (not the case) they will be charged by the following fee structure (per year) for accidental damages:

- Instance #1 - Covered by paid tech fee for current school year
- Instance #2 - \$30
- Instance #3 - \$30
- Each additional instance per school year will be \$30
- Damages not covered by insurance (cases & chargers) will be invoiced to the student at repair/parts cost.



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Accidental Damage Insurance Coverage (as defined by insurer)

Dell Latitude Laptops	iPad w/ Keyboard Case	iPad w/ Non-keyboard Case
Accidental Damage Insurance covers: - Accidental device damage - AC adapter (charging cord) ONLY non-functioning/loss of power - Immersion - Battery	Accidental Damage Insurance covers: - Cracked screen (glass/digitizer, LCD) - Liquid damage - Battery - Charging port - Headphone jack - Volume button - Power/lock button - Speaker - Camera - Microphone - Logic board	Accidental Damage Insurance covers: - Cracked screen (glass/digitizer, LCD) - Liquid damage - Battery - Charging port - Headphone jack - Volume button - Power/lock button - Speaker - Camera - Microphone - Logic board
Insurance DOES NOT cover: - Loss/theft - vandalism/intentional damage - Lost/stolen or damaged cord (tears/nicks/exposed wire) - Wrong model/power AC adapter - Damage caused by animals or insect infestation	Insurance DOES NOT cover: - Apple power cord - Apple charging brick ANY damage to the iPad case or keyboard - Loss/theft of device - Loss/theft of charger or brick - Wrong model/power AC adapter - Lost/stolen or damaged cord (tears/nicks/exposed wire) - Loss/theft of the iPad case and/or keyboard - Acts of nature or weather conditions - Vandalism - Damage caused by animals or insect infestation - Damage due to fire - Biological contamination (bodily fluids)	Insurance DOES NOT cover: - Apple power cord - Apple charging brick ANY damage to the iPad case - Loss/theft of device - Loss/theft of charger or brick - Wrong model/power AC adapter - Lost/stolen or damaged cord (tears/nicks/exposed wire) - Loss/theft of the iPad case - Acts of nature or weather conditions - Vandalism - Damage caused by animals or insect infestation - Damage due to fire - Biological contamination (bodily fluids)
All replacement purchases must be done through the district: Dell charger - \$35	All replacement purchases must be done through the district: - Damaged cases will be replaced with a non-keyboard case - \$30 - Apple brick/cord - \$19 for each part or \$38 total.	All replacement purchases must be done through the district: - Apple brick/cord - \$19 for each part or \$38 total - Non-keyboard case - \$30 - Non-keyboard case overlay - \$6



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I-SS Generative AI Guidelines

[Iredell-Statesville Schools Generative AI Guidelines](#)



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Student Digital Learning Agreement Form

Access to the Internet through the Iredell-Statesville Schools network or devices is to be used for educational purposes only, which includes district and school-provided digital software and resources. Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support learning. Any violation of these requirements (on or off campus) is unethical and can result in disciplinary action. Since all files are on a public network and on equipment provided by the school district, these files are subject to examination and review at any time without any right to privacy.

Although Iredell-Statesville Schools provides Internet access that is filtered and supervised, the student is ultimately responsible for his/her actions; the school system will not be held responsible for materials that the student might access. Failure to adhere to this Agreement, and the relevant terms, conditions, and guidelines listed below may result in disciplinary action.

By signing this form, the student and parent/guardian named below (the “Student” and the “Parent/Guardian”) certify that they understand and agree to the following:

Iredell-Statesville Schools’ Student Technology Terms & Conditions

Iredell-Statesville Schools’ Student Device Care & Use Guidelines

Technology Fee and District Student Device Damages

I-SS Generative AI Guidelines

I have read, understand, and agree to the above documents and understand that the device and any issued accessories are the property of Iredell-Statesville Schools and must be returned. I-SS reserves the right to assign device damage or replacement costs at current rates when applicable.

School Name: _____ Student Name: _____

Print Student ID: _____ Print Student Password: _____

Print Parent/Guardian Name: _____ Phone #: _____

Parent/Guardian Email: _____

Parent/Guardian Signature: _____ Date: _____

Scan the QR code to access the
Digital Teaching and Learning Handbook

