

**Virgin Islands'  
Department of  
Education**

1834 Kongens Gade  
St. Thomas, VI 00802  
340-774-0100



**THE VIRGIN ISLANDS DEPARTMENT OF  
EDUCATION**

<b>POLICY NAME</b>	Technology and Internet Use Policy (TIUP)		<b>POLICY NO.</b>	V1.06.16.2025
<b>EFFECTIVE DATE</b>	June 16, 2025	<b>DATE OF LAST REVISION</b>	<b>VERSION NO.</b>	1
<b>ADMINISTRATOR RESPONSIBLE</b>	Office of Instructional Technology	<b>CONTACT INFORMATION</b>	340-774-0100	
<b>APPLIES TO</b> Apply group names to define applicable areas of staff. (I.e: stx employees, HR department, IT, entire stt-sttj personnel)				
<b>GROUP 1</b>	All VIDE Employees	<b>GROUP 2</b>	All VIDE Administrators, Teachers and Staff	<b>GROUP 3</b> All VIDE Students
<b>GROUP 4</b>	STTJ School District	<b>GROUP 5</b>	STX School District	<b>GROUP 6</b> State Educational Agency

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1				

**APPROVAL AND REVIEW**

**Chief Information Technology Officer**

*Marcus Ready*

**Date:** 6/25/2025

**Legal Counsel**

*Chilana Ready*

**Date:** June 25, 2025

**Assistant Commissioner**

*Victor Somers*

**Date:** July 7, 2025

**Commissioner**

*W. Marshall Hedington*

**Date:** July 08, 2025

## SCOPE

This policy applies to Virgin Islands Department of Education (VIDE) students, administrators, faculty, and staff.

## POLICY STATEMENT

Welcome to the Virgin Islands Department of Education's (VIDE) Technology and Internet Use Policy (TIUP). This policy ensures a safe and positive experience for all users in the digital learning environment.

### Key Points:

1. Safe Learning Environment:
  - Ensures a safe space for digital tools, emails, chat rooms, and online platforms.
2. Responsible Use:
  - Guides the responsible use of technology, including the internet, for academic purposes.
3. Learning Asset Responsibility:
  - Students are responsible for the care of devices issued by the school.

## TERMS AND DEFINITIONS

TERM	DEFINITION
Technology Resources	All electronic devices, software, networks, and classroom/facility assets (projectors, televisions, smartboards, communication devices, surveillance devices, etc.) provided by VIDE for students, employees, and administrators.
Personal Electronic Communication Devices (PECDs) / Personal Devices	Devices not owned by VIDE (i.e. smartphones, laptops, etc) and brought on VIDE premises for personal or instructional use.
Information Assets	Any data, system, or other digital or paper component that has value to VIDE.
Learning Assets	All data, records, files, and resources owned or accessed by VIDE in administrative operations.
Department/District Issued Electronic Devices /Learning Assets	Devices (tablets, Wi-Fi, laptops, phones, etc.) loaned to students or staff by VIDE for educational purposes.
Digital Citizenship	Responsible, ethical use of technology, covering safe behavior, respect for intellectual property, online privacy, and responsible digital communication.
Appropriate Use	Using technology in a way that aligns with VIDE's objectives, maintains a professional environment, and abides by laws and policies.
Prohibited Use	Forbidden actions when using VIDE-provided assets and/or email addresses, personal devices, and VIDE technology, including internet access and learning assets, with potential disciplinary consequences.
Intellectual Property	Creations of the mind, like inventions or artistic works, protected by copyright, trademark, and patent laws.
Copyright	Legal protection for original expression, preventing unauthorized use without permission from the copyright owner.
Fair Use	Legal doctrine allowing limited use of copyrighted materials for specific purposes, like criticism or education, under certain conditions.
Disciplinary Action	Consequences for TIUP violations, such as warnings, technology restrictions, employment consequences, or legal action, following VIBE's Disciplinary Policies.
Acceptable Working Condition	Refers to the state where it functions properly, free from significant damage, defects, or issues that impede its intended educational use. The device should be returned with all essential components intact, including but not limited to the screen, keyboard, touchpad, power supply, and connectivity features. Superficial wear consistent with normal usage is acceptable, while any substantial damage, malfunctions, or alterations that hinder the effective functionality of the Learning Asset are considered outside the scope of acceptable working conditions.
VIDE	Virgin Islands Department of Education
VIBE	Virgin Islands Board of Education

## POLICY SECTIONS

### PURPOSE

This policy serves as a comprehensive guide on core concepts designed to navigate the dynamic landscape of technology and ensure a secure and positive digital learning environment for all stakeholders.

### KEY SECTIONS

#### **Signing the Agreement:**

- Annual agreement required for computer network and internet access. □ Parent/Guardian involvement required for students under 18.

#### **Ownership and Responsibility: *Navigating the Tech Terrain:***

- Responsibilities outlined for Instructional Technology, State Educational Agency, Districts, School Administrators, and Teachers.

#### **Appropriate Use: *Navigating the Digital Landscape:***

- Responsibilities for students outlined, including adherence to policies and laws.

#### **Prohibited Use: *Setting Boundaries for Digital Citizenship:***

- Examples of unacceptable uses, ensuring a respectful and professional environment.

#### **Internet Safety: *Navigating the Online World Safely:***

- Guidelines for internet safety, reporting inappropriate content, and the Internet Safety Education Program.

#### **Security and Software: *Ensuring Digital Integrity:***

- Guidelines for authorized software use, cybersecurity measures, and reporting security issues.

#### **Copyright and Intellectual Property: *Respecting Creative Ownership:***

- Adhering to copyright laws, fair use examples, and respecting intellectual property.

#### **Device Return, Loss, or Theft: *Responsible Asset Management:***

- Guidelines for learning asset return and reporting loss or theft.

#### **Monitoring and Compliance: *Upholding Responsible Technology Use:***

- Shared responsibility for monitoring and inspecting technology usage.

#### **Consequences of Violations: *Navigating Accountability:***

- Disciplinary actions for TIUP violations.

#### **Confiscation of Devices: *Managing Disruptions Responsibly:***

- Grounds for confiscation and the procedure involved.

#### **Opt-Out: *Empowering Parental Choice:***

- Parental option to opt-out with suitable alternative devices.

#### **Disclaimer of Liability: *Understanding Ownership:***

- VIDE disclaims responsibility for personal devices and learning assets.

#### **Policy Changes and Notifications: *Keeping Informed:***

- Communication protocol for policy updates.

#### **Parental Responsibility: *Nurturing Digital Citizenship:***

- Parental role in supervision, compliance, password information, and reporting concerns.

#### **Student, Parent or Guardian Agreement:**

- TIUP Policy Agreement and Device Use Agreement to be signed annually.

## NOTIFICATIONS

All VIDE personnel will receive a copy of this policy annually. This policy supersedes all previously written memorandums and policies. The Department reserves the right to rescind and/or amend this and all Department policies at any time, with or without notice.

## PROCEDURES

### Ownership and Responsibility: Navigating the Tech Terrain

#### 1. State Educational Agency (SEA)

##### **Responsibilities:**

- Develop, revise, and maintain the Technology Use and Internet Safety Policy (TIUP).
- Communicate policy changes to stakeholders.
- Establish an Internet Safety Education Program.
- Monitor compliance with TIUP and ensure digital learning safety.
- Provide technical support for educational technology.
- Ensure cybersecurity measures for the educational environment.
- Monitor and ensure overall compliance with technology policies.
- Maintain and manage the technology infrastructure.
- Implement internet protection and filtering mechanisms.

#### 2. St.Thomas/ St.John and St.Croix School Districts

##### **Responsibilities:**

- Collaborate with SEA for policy alignment.
- Disseminate TIUP within schools and communities.
- Support administrators and teachers in policy implementation.
- Monitor local compliance and address challenges.

#### 3. School Administrators

##### **Responsibilities:**

- Implement TIUP within schools.
- Engage parents/guardians, retaining signatures.
- Manage Learning Asset distribution and collection.
- Maintain updated emergency contacts.
- Enforce device confiscation if needed.

#### 4. Teachers

##### **Responsibilities:**

- Integrate digital citizenship into the curriculum.
- Supervise and monitor student tech use.
- Educate students about internet safety.
- Offer support and guidance on tech use.

## Navigating the Digital Landscape

### 1. STUDENTS' RESPONSIBILITIES:

Students must use technology resources responsibly, both on and off school premises, being individually accountable for actions involving VIDE devices, networks, and Internet services.

#### 1.1 ADHERENCE TO POLICIES AND LAWS:

- Follow the VIBE's Electronic Device Policy and this TIUP.
- Comply with federal laws like COPPA [**Pub. L. No. 106-554 and 47 USC 254(h)**], FERPA, CIPA, Children's Safety Act, DMCA, and ADA.
- It's the responsibility of students and parents to be aware of and follow these laws for a safe and compliant digital learning environment.

#### 1.2 Personal Devices:

- Personal devices on school premises must adhere to TIUP and the VIBE's Electronic Device Policy.
- Misuse may lead to disciplinary action.

### 2. APPROPRIATE USE: GUIDING TECHNOLOGY ETHICALLY:

#### 2.1 ALIGNING WITH VIDE'S OBJECTIVES:

- Use technology resources in a way that supports VIDE's administrative goals.
- Promote a respectful and professional environment, avoiding violations of laws or policies.
- Learning Assets are meant for educational purposes only.

#### 2.2 PARENT/GUARDIAN AGREEMENT:

- Before receiving a Learning Asset, parents/guardians must sign the VIDE Device Use Agreement. (See Addendum A)
- Failure to sign may lead to:
  - Restricted Access
  - Alternative Arrangements
  - Communication and Education
  - Policy Compliance
- Timely signing ensures uninterrupted access to technological resources and responsible use.

#### 2.3 APPROPRIATE USE OF ON-CAMPUS VIDE ASSETS:

##### 2.3.1 GUIDELINES FOR ON-CAMPUS VIDE ASSETS USE:

- In-Classroom Learning: VIDE assets are for classroom-related activities during instructional hours.
- Academic Engagement: Use for academic enhancement, research, collaboration, and educational activities.
- Responsible Conduct: Uphold a positive and respectful learning environment, refraining from disruptive actions.
- Limited Access: Restricted use to designated areas on campus.
- Supervision: Faculty may monitor to ensure compliance with guidelines.
- Security: Do not tamper with security measures/settings.
- Personal Use: Refrain from non-academic activities while on campus.

### 3. PROHIBITED USE: SETTING BOUNDARIES FOR DIGITAL CITIZENSHIP

Examples of unacceptable uses of Learning Assets, VIDE provided email addresses and Personal Devices include, but are not limited to:

### **3.1 Prohibited Activities:**

- Accessing non-educational sites using VIDE provided email addresses.
- Accessing or sharing defamatory, abusive, obscene, vulgar, sexually explicit, threatening, discriminatory, or illegal materials.
- Engaging in "cyberbullying." - Defined by VIBE K-12 Bullying Intervention, Prevention and Remediation Policy Section 2.3 as the intentional use of the internet or other digital communication devices to bully peers. Such internet speech can be vulgar, cruel, threatening, and harassing to teachers, school administrators, or fellow students.
- Engaging in "cyber stalking." - Defined by VIBE K-12 Bullying Intervention, Prevention and Remediation Policy Section 2.3 as the anonymous engagement in a course of conduct to communicate or to cause to be communicated- words, images or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.
- Non-educational use of the device, including but not limited to, gaming, social media, and unauthorized streaming i.e. viewing or downloading content such as movies, TV shows or music.
- Installation of unauthorized software or altering system configurations i.e. creating additional user profiles.
- Accessing inappropriate or illegal content i.e. pornographic material, violent content, hate speech, gambling websites, etc.
- Using sites that promote dishonesty i.e. cheat sheets for exams and essay mills.

### **3.2 Illegal Activities:**

- Using Learning Assets for any illegal activity or in violation of VIDE policies, school rules, or the Virgin Islands Board of Education's Discipline or Electronic Device policies.
- VIDE assumes no responsibility for students' illegal activities.
- VIDE assets shall not be used to violate or break local, state, federal, or international law or policy.

### **3.3 Violating Copyrights:**

- Copying, downloading, or sharing copyrighted materials without permission.
- VIDE assumes no responsibility for copyright violations.

### **3.4 Copying Software:**

- Unauthorized copying or downloading of software without the Office of Instructional Technology's (OIT) express authorization.
- VIDE assumes no responsibility for illegal software copying.

### **3.5 Non-School Related Uses:**

- Using Learning Assets for personal reasons unrelated to the educational program or assignments.

### **3.6 Misuse of Passwords/Unauthorized Access:**

- Unauthorized password changes, sharing, or using other users' passwords.
- Accessing or using other users' accounts without permission.
- Students/Employees shall not allow another person to use a device under their credentials.

### **3.7 Malicious Use/Vandalism:**

- Any malicious activities causing harm to Learning Assets, networks, and Internet services, including hacking and creating/uploading computer viruses.
- Any unauthorized altering of VIDE data/assets (changing identifying information, grades, etc.).

### **3.8 Unauthorized Access to Online Platforms:**

- Prohibited access to specific online platforms, such as blogs, chat rooms, and social networking sites, while using VIDE learning assets or networks.

#### **4. Internet Safety: Navigating Safety Guidelines**

##### **4.1 FOLLOWING INTERNET SAFETY GUIDELINES:**

- Students must adhere to internet safety guidelines to safeguard personal information and ensure online privacy.

##### **4.2 PROHIBITED DISCLOSURE:**

- Students should not disclose personal information, including full names, addresses, phone numbers, or passwords.
- Students should promptly inform teachers of any dangerous, inappropriate, or uncomfortable online content.

##### **4.3 REPORTING INAPPROPRIATE CONTENT:**

- Students are required to notify teachers or school staff if they encounter any inappropriate or concerning online content.
- Employees are required to notify their supervisor or the appropriate individual if they encounter any inappropriate or concerning online content.

##### **4.4 PROHIBITED MATERIAL ACCESS:**

- Accessing, transmitting, or downloading obscene, pornographic/adult content, or offensive materials is strictly prohibited.
- Gaming, social media, and unauthorized streaming, i.e. viewing or downloading content such as movies, TV shows or music is strictly prohibited.

##### **4.5 ZERO TOLERANCE FOR CYBERBULLYING:**

- Cyberbullying, harassment, or any harmful communication is not tolerated. (See VIBE's K-12 Bullying Intervention, Prevention and Remediation Policy.)

#### **4.6. INTERNET SAFETY EDUCATION PROGRAM: EMPOWERING DIGITAL CITIZENS**

##### **4.6.1 Comprehensive Training**

- In alignment with VIBE's Electronic Device Policy Section 21-40, all students and staff must complete the VIDE Technology and Internet Use Policy Training.
- Trainings must be completed annually by VIDE employees. Failure to complete training will result in coaching and/or disciplinary actions.
- Trainings must be completed by students prior to the distribution of learning assets.
- The training covers digital citizenship, responsible online conduct, privacy safeguards, and the importance of consent in online interactions.
- School administration will communicate training details, including content, training frequency, and delivery methods.

#### **4.7. Emergency Contact Information: Ensuring Connectedness**

##### **4.7.1 Up-To-Date Contacts:**

- Maintaining accurate emergency contact information is crucial for online educational platforms and potential emergencies. Parents/guardians are obligated to provide current contact details as per VIBE's Electronic Device policy Section 21-45.
- Any changes to emergency contact information must be promptly communicated to the school administration for effective communication between schools and families.

#### **5. INTERNET PROTECTION MEASURES: SAFEGUARDING ONLINE SPACES**

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

- To ensure a safe online environment, we adhere to CIPA, using filtering software to block harmful content.
- While striving for security, users must disconnect and inform an adult if they accidentally encounter objectionable content.
- If a student notices someone accessing inappropriate content, please report it to an adult, teachers, and/or administrators immediately.

### 5.2 REPORTING- School Level: Addressing Day-to-Day Concerns

#### 5.2.1 Administrator's Responsibility:

##### 1. Implementing Reporting:

The administrators are responsible for establishing a reporting mechanism to address these day-to-day concerns promptly. The principal is responsible for:

##### A. Anonymous Reporting:

- a. Creating a system that allows students to report incidents anonymously if they feel uncomfortable revealing their identity.

##### B. Accessible Channels:

- a. Providing multiple channels for reporting, that can include physical suggestion boxes, dedicated email addresses, or an online platform to ensure accessibility such as Microsoft Forms.

##### C. Regular Communication:

- a. Regularly communicating to students about the reporting mechanism, emphasizing its importance in maintaining a safe and respectful school environment.

##### D. Training and Awareness

- a. Conducting periodic training or awareness sessions to educate students on the reporting process and encouraging a sense of responsibility for their school community.

##### E. Cyberbullying and Prohibited Actions

- a. Explicitly stating in the reporting mechanism that it includes incidents of cyberbullying, cyberstalking, or any actions prohibited by the school's policies.

##### F. Prompt Investigation and Resolution

- a. Ensuring that reported incidents are promptly and thoroughly investigated, and appropriate actions are taken to address and resolve the concerns.

##### G. Educational Programs

- a. Collaborating with teachers to integrate educational programs that emphasize digital citizenship, online safety, and responsible technology use to prevent incidents like cyberbullying.

## 6. Security and Software: Ensuring Digital Integrity

### 6.1 Authorized Software

- Students must not install or download software without proper authorization.

### 6.2 Cybersecurity Measures

- VIDE employs robust cybersecurity measures, including advanced software, firewalls, and encryption.
- These measures protect sensitive information, prevent unauthorized access, and maintain technology resource integrity.

### 6.3 Reporting Security Issues

- Security problems should be immediately reported to the administration.
- Users must not demonstrate the problem to others or access unauthorized material.
- Attempts to breach system security may lead to disciplinary and/or legal action, and computer privileges may be limited, suspended, or revoked.

## 6.4 Cyberbullying Prevention: Fostering Online Respect

### 6.4.1 Reporting Cyberbullying:

- Students must promptly report cyberbullying incidents.
- VIDE will provide clear mechanisms for reporting and addressing such incidents.
- Aligning with VIBE's K-12 Bullying Intervention, Prevention, and Remediation Policy, we are committed to preventing cyberbullying and ensuring a safe online environment.

## 7. COPYRIGHT AND INTELLECTUAL PROPERTY: RESPECTING CREATIVE OWNERSHIP

### 7.1 Adhering to Copyright Laws:

- Students and employees must comply with copyright laws and respect intellectual property rights when utilizing technology resources.
- Unauthorized copying, downloading, or distribution of copyrighted materials is strictly prohibited, unless permitted by the owner or in accordance with fair use principles.

### 7.2 Fair Use Examples: Illustrating Permissible Usage

#### 1. Educational Use:

- Limited use of copyrighted materials in educational settings for criticism, comment, teaching, or research purposes, such as quoting passages in school reports or presentations.

#### 2. Parody and Satire:

- Creating parodies or satires that mimic or comment on copyrighted works, transforming them for a different purpose.

#### 3. News Reporting:

- Using copyrighted material for news reporting, commentary, or analysis, including brief clips during news segments to illustrate stories.

#### 4. Non-Profit and Personal Use

- Making limited copies of copyrighted material for personal use or nonprofit activities, like creating backup copies of legally owned software.

#### 5. Criticism and Review

- Using excerpts from copyrighted works in reviews or critiques to analyze or evaluate them.

#### 6. Transformative Works:

- Creating transformative works that significantly alter the original, such as remixes or mashups of music or visual art.

## 8. DEVICE DISTRIBUTION, RETURN, LOSS, OR THEFT: RESPONSIBLE ASSET MANAGEMENT

VIDE issued technology is the property of the Department of Education. These devices are for instructional use to support curriculum goals and will be available for students to use at home or school.

### 8.1 . Learning Asset Distribution

- Eligibility: Devices will be issued to students currently enrolled in VIDE schools.
- Loan Agreement: Prior to receiving a device, the parent/guardian and student must sign a Device Use Agreement (Addendum A), acknowledging the responsibilities tied to the use and care of the device.
- Device Assignment: Each device will be assigned to an individual student and tracked through a system managed by the school's Principal and District Technology Coordinator.

### 8.2 Care and Maintenance

- Device Care: Students are responsible for the care of the devices. This includes:
  - Keeping the device in a protective case when not in use.
  - Avoiding food and drinks near the device.

- Proper handling to avoid physical damage.
- Reporting Issues: Any technical issues, damage, or loss must be reported immediately to the school's IT department.
- Regular Maintenance: Devices should be regularly charged and updated to ensure optimal performance. The IT department will provide support for software updates and troubleshooting.

### 8.3 Learning Asset Return

- The Learning Asset must be returned in acceptable working condition at the end of the school year or upon the student's withdrawal or transfer from the school.

### 8.4 Damages, Loss or Theft. Reporting and Fines

- Accidental Damage: Damage covered by VIDE's device insurance policy. This includes central processing unit, internal keyboard, internal hard drive, built in LCD, motherboard, memory, internal modem, internal network card, fan, touchpad, CDROM/DVD, video card, palm rest, AC adapter, internal speakers, hard drive.
- Intentional Damage or Misuse:
  - Intentional damage includes, but is not limited to, scratched cover lid, dents, scratches on the cover or bottom of the laptop device, missing keys, broken screen, etc.
  - Families will be financially responsible for any damage caused by negligence or intentional misuse.
  - Fines will be assessed upon check-in of the device at the conclusion of the school year or when a student withdraws or transfers out of the STT/STJ or STX School District.
  - If a student's laptop is not returned during the year-end check-in or upon transfer out of the District, a site administrator will ensure that it is returned in a timely manner. If the administrator is unable to obtain the student's laptop, the student's grade reports/ transcripts will be withheld, and the matter will be turned over to local law enforcement.
- Loss or theft of Learning Assets:
  - Loss of a school issued device should be reported immediately to the school's administration.
  - If stolen, a police report must be filed with local law enforcement and the parent/guardian will be responsible for replacing the device.
- Repair Costs for damaged technology:
  - Repair costs will be provided at the beginning of each school year based on the device specifications.
- Replacement Costs for lost technology:
  - Replacement costs will be provided at the beginning of each school year based on the device specifications.

## 9. MONITORING AND COMPLIANCE: UPHOLDING RESPONSIBLE TECHNOLOGY USE

### 9.1 Shared Responsibility

- VIDE administrators, teachers, parents, and IT staff collectively monitor and inspect technology resource usage, including internet activities.
- The goal is to ensure compliance with the VIDE Technology and Internet Use Policy and relevant laws.

### 9.2 Aims of Monitoring

- Promoting responsible technology use among students.
- Upholding safety standards to protect the overall learning environment.

## 10. CONSEQUENCES OF VIOLATIONS: NAVIGATING ACCOUNTABILITY

### 10.1 Disciplinary Actions

- Violating this TIUP may lead to disciplinary measures, such as technology privilege restrictions, academic penalties, parental notification, or other measures as determined by VIDE.
- VIBE's Disciplinary Policy Section IV serves as the guiding framework for determining the nature and extent of disciplinary actions in response to TIUP violations.

## 11. CONFISCATION OF DEVICES: MANAGING DISRUPTIONS RESPONSIBLY

### 11.1 Grounds for Confiscation

- School administrators or teachers may confiscate personal devices to prevent disruptions, protect the health, safety, or welfare of students and staff, or maintain academic integrity during standardized tests. (See VIBE's Electronic Device Policy, Section 21-44).

### 11.2 Confiscation Procedure

- The personal device must be surrendered promptly, and an intake form, including device condition and details, must be completed and witnessed. A picture of the device may also be taken.

### 11.3 Labeling and Securing

- The administrator or designee shall label and secure the device reasonably until its safe return to the student or parent/guardian.

### 11.4 Timely Return

- Schools should return confiscated personal devices to the student or parent/guardian at the end of the school day, ensuring devices are not kept for longer than two (2) school days.

## 12. OPT-OUT: EMPOWERING PARENTAL CHOICE

### 12.1 Parental Option:

- Parents/guardians can choose not to use a VIDE-provided device, as per VIBE's Electronic Device Policy Section 21-41.
- Opting out implies having an alternative suitable device. Phones and similarly sized devices are not considered suitable.
- Personal devices are not filtered off-campus. (See additional information in VIBE's Electronic Device Policy).
- VIDE does not provide repair, support or troubleshooting services for personal devices.
- VIDE is not responsible for lost or damaged personal devices.

## 13. DISCLAIMER OF LIABILITY: UNDERSTANDING OWNERSHIP

### 13.1 PERSONAL DEVICE LIABILITY:

- VIDE, in line with VIBE's Electronic Device Policy Section 21-42, disclaims responsibility for loss, theft, or damage to personal devices or Learning Assets.
- Individuals bringing personal devices to school property do so at their own risk.

## 14. POLICY CHANGES AND NOTIFICATIONS: KEEPING INFORMED

### 14.1 Communication Protocol

- VIDE will communicate updates or changes to the VIDE Technology and Internet Use Policy through written notices, school websites, or official communication channels.
- It is the responsibility of all parties to stay informed about the latest policy developments.

## 15. PARENTAL RESPONSIBILITY: NURTURING DIGITAL CITIZENSHIP

### 1. Supervision and Compliance

- Parents play a crucial role in supervising their child's technology use at home, ensuring adherence to the Acceptable Use Policy (TIUP), and fostering responsible digital citizenship.

### 2. Password Information

- VIDE will provide parents with their child's login password for learning assets and internet access, facilitating active parental involvement in their child's online activities.

### 3. School Authority and Parental Guidance

- The school's authority covers students' technology use involving VIDE Learning assets and Technology Resources, both during and outside school hours and on school premises.
- For personal devices and external internet providers beyond school premises and hours, parents are recommended to exercise guidance and supervision, aligning with TIUP principles.

#### 4. Reporting Concerns

- Parents are encouraged to immediately report any concerns or violations of the TIUP to the school administration.
- Fostering open communication ensures a collaborative approach between parents and the school in creating a safe and productive digital learning environment.

### EXCEPTIONS

No exceptions.

### RELATED POLICIES, LOCAL/FEDERAL STATUTES, AND OTHER REFERENCES

This procedure is guided by provisions included in the following:

- VIBE Policies: Electronic Device Policy, K-12 Bullying Intervention, Prevention and Remediation Policy, Student Discipline Policy
- Child Internet Protection Act (CIPA) - 47 USCS § 254
- Federal Copyright Law - 17 USCS

### ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Office of Instructional Technology	Creation of the policy
Office of Legal Counsel	Input for legal sufficiency
VIDE Assistant Commissioner	Pre-Approval of the policy
VIDE Commissioner	Approval of the Policy

**TECHNOLOGY AND INTERNET USE POLICY AGREEMENT**  
**STUDENT, PARENT OR GUARDIAN AGREEMENT**

**All parents, legal guardians, and students over the age of eighteen must read and sign below.**

As the parent or legal guardian, I have read, understand, and agree that my child, dependent, or I must comply with the provisions of the attached Technology and Internet Use Policy (TIUP) of the United States Virgin Islands Department of Education (VIDE). I understand that my child, dependent, or I, must adhere to this policy. I grant explicit permission to VIDE to provide my child, dependent, or myself with access to the Internet. I hereby assume complete responsibility for overseeing my child's, dependent's, or my own Internet usage, whether at home or in a non-school environment.

If a third-party files a claim against VIDE due to my child's, dependent's, or my own use of the computer network or Internet resources provided by VIDE, I understand that VIDE retains the right to respond to such claims as it deems appropriate. All individuals found in violation, including my child, dependent, or myself, may be held accountable.

I release VIDE, its affiliates, and its employees from any liability or damages arising from my child's, dependents, or my own access to, or utilization of, the computer network or Internet services provided by VIDE. I further agree not to attribute responsibility to VIDE for any improperly obtained materials, copyright infringements, user errors, negligence, or associated costs.

This agreement is governed by and shall be construed in accordance with the laws of the United States and the United States Virgin Islands. By signing below, I affirm my understanding of and consent to the terms outlined herein.

\_\_\_\_\_  
Student Name **(print)**

\_\_\_\_\_  
School

\_\_\_\_\_  
Student Signature (if over 18 years of age):

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian **(sign)**

\_\_\_\_\_  
Date

**This form is to be kept at the school or office and kept on file by the school site administrator. It is required for all students that will be using a computer network and/or Internet access. It is to be renewed each year prior to any computer network or Internet usage.**



## ADDENDUM A

### Virgin Islands Department of Education DEVICE USE AGREEMENT

This agreement between the Virgin Islands Department of Education (“VIDE”) and \_\_\_\_\_ (“Parent/Legal Guardian”) witnesses that the VIDE lends to the Parent for use by the Student the following equipment: \_\_\_\_\_ subject to the following terms and conditions:

#### TERMS AND CONDITIONS

1. The agreement commences from the time the Student accepts the device and ends when the Student returns the same to the VIDE.
2. In the case of a minor Student (under age 18), the Parent/Legal Guardian understands and agrees that this Agreement holds them responsible and liable for any misuse, costs of repair or replacement of the distributed device as outlined in this Device Use Agreement.
3. All devices shall be in working condition as verified by the VIDE and the Student prior to distribution and acceptance of the device.
4. The Student agrees that he or she knows how to operate the device borrowed and agrees to operate it with utmost care. Instruction on classroom use of the device may be provided by on-site school personnel; however, the VIDE is under no obligation to advise students on the proper operation of the device lent out.
5. While the Student is in possession of the device, the device remains the property of the VIDE.
6. The use of the device for any illegal or inappropriate purpose is strictly forbidden (See TIUP, Section 3).
7. A Student will be held accountable for any violations of use and for any improper operation of the device that renders it unfit for normal use (See TIUP, Section 8).
8. If it is found to have been used for unauthorized purposes in violation of this Agreement and the TIUP, the Student shall be subject to disciplinary actions as outlined in the Student Discipline Policy and the TIUP Section 10.
9. While the device is in the possession of the Student, it shall be the responsibility of the Student to ensure the operation of the device as described in Paragraph (4) and (6) above. In the event of the damage, loss or theft of the device, the Student’s Parent/Legal



GOVERNMENT OF THE VIRGIN ISLANDS  
D E P A R T M E N T O F  
**EDUCATION**

**St. Thomas:** 1834 Kongens Gade, Charlotte Amalie  
St. Thomas, U.S. Virgin Islands 00802-6746  
Tel: (340) 774-0100 Ext. 8078 • Fax: (340) 776-2847

**St. Croix:** 2133 Hospital Street, Christiansted  
St. Croix, U.S. Virgin Islands 00820-4665  
Tel: (340) 773-1095 • Fax: (340) 778-8995

Guardian shall be liable for the cost of repairs or replacement. The replacement and repair costs shall be published at the beginning of the school year.

10. In the event of a need to do so, VIDE may temporarily recall a device from a Student for the purpose of inspecting the device for safety, functionality and compliance.
11. Upon the return of the device by a Student, a VIDE employee shall inspect the device to ensure that it is returned in working condition similar to the state it was when lent to the Student.
12. If the device is returned in a physical condition worse than when it was lent (excepting reasonable wear and tear) but still operational, a cost of repair statement shall be provided.
13. If a student returns a device with defects and/or the device is not operational, the VIDE may reject the device and shall provide a cost of repair or replacement statement. (See TIUP, Section 8).
14. The reason for the cost of repair or replacement statement shall be noted on the Device Use Return Form/Inspection Pictorial Form.
15. If a Student returns a device in an acceptable condition, it shall be so written "Accepted" on the Device Return Form and the name of the VIDE employee accepting the equipment shall print and sign his/her name, beside "Accepted". The student shall then be deemed released from any further obligations under this Agreement.
16. A Student who fails to comply with any provision of this Agreement may be disqualified from borrowing a device from the VIDE in future and subject to any other disciplinary measures as outlined in the Student Discipline Policy.

**TO BE COMPLETED BY SITE PERSONNEL:**

Description of Asset \_\_\_\_\_

Tag Number \_\_\_\_\_ Serial Number \_\_\_\_\_

Model Number \_\_\_\_\_ Cost \$ \_\_\_\_\_

**REQUIRED SIGNATURES:**

STUDENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



GOVERNMENT OF THE VIRGIN ISLANDS  
D E P A R T M E N T O F  
**EDUCATION**

**St. Thomas:** 1834 Kongens Gade, Charlotte Amalie  
St. Thomas, U.S. Virgin Islands 00802-6746  
Tel: (340) 774-0100 Ext. 8078 • Fax: (340) 776-2847

**St. Croix:** 2133 Hospital Street, Christiansted  
St. Croix, U.S. Virgin Islands 00820-4665  
Tel: (340) 773-1095 • Fax: (340) 778-8995

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

SITE PERSONNEL SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**PARENT/GUARDIAN MUST COMPLETE THE INFORMATION BELOW:**

a. Name \_\_\_\_\_

b. Place and Address of Work and School:

Work: \_\_\_\_\_

\_\_\_\_\_

School: \_\_\_\_\_

\_\_\_\_\_

c. Place and Address of the location the Device is to be used:

d. Contact Information (Phone and Email): \_\_\_\_\_

\_\_\_\_\_



GOVERNMENT OF THE VIRGIN ISLANDS  
D E P A R T M E N T O F  
**EDUCATION**

**St. Thomas:** 1834 Kongens Gade, Charlotte Amalie  
St. Thomas, U.S. Virgin Islands 00802-6746  
Tel: (340) 774-0100 Ext. 8078 • Fax: (340) 776-2847

**St. Croix:** 2133 Hospital Street, Christiansted  
St. Croix, U.S. Virgin Islands 00820-4665  
Tel: (340) 773-1095 • Fax: (340) 778-8995

## VIRGIN ISLANDS DEPARTMENT OF EDUCATION DEVICE CHECK OUT FORM

STAFF - Please CIRCLE and INITIAL beside the Condition the Device was checked out in:

A. New

B. Operational/Free of Defects

Replacement Cost: \_\_\_\_\_

Repair Costs:

LCD Screen	\$75.00	Motherboard	\$134.99	Liquid damage	\$75.00
LCD Bezel	\$39.99	Camera Board	\$19.99	Damaged Corner	\$75.00
Battery	\$69.99	Charging Port	\$19.99	Carrying Case	\$25.00
Keyboard	\$79.99	Ac Adapter	\$15.00	Clamshell Protector	\$15.00
Touchpad	\$19.99	Case Bottom	<b>\$35.00</b>	Screen Protector	\$15.00
Hinges	\$10.00	Case Top	<b>\$35.00</b>	<b>Cleaning fee</b>	<b>\$25</b>

I, \_\_\_\_\_, do hereby acknowledge that on

\_\_\_\_\_, I checked out:  
(date)

Device: \_\_\_\_\_

Tag Number: \_\_\_\_\_

Serial Number: \_\_\_\_\_

I agree that the device is in the condition noted above.

\_\_\_\_\_  
STUDENT NAME

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

This Device was checked out from and inspected by Staff Member:

\_\_\_\_\_  
STAFF NAME

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



GOVERNMENT OF THE VIRGIN ISLANDS  
 DEPARTMENT OF  
**EDUCATION**

**St. Thomas:** 1834 Kongens Gade, Charlotte Amalie  
 St. Thomas, U.S. Virgin Islands 00802-6746  
 Tel: (340) 774-0100 Ext. 8078 • Fax: (340) 776-2847

**St. Croix:** 2133 Hospital Street, Christiansted  
 St. Croix, U.S. Virgin Islands 00820-4665  
 Tel: (340) 773-1095 • Fax: (340) 778-8995

## VIRGIN ISLANDS DEPARTMENT OF EDUCATION DEVICE RETURN FORM

STAFF - Please CIRCLE and INITIAL beside the Condition the Device was returned in:

- A. Like New      B. Operational/No Defects      C. Operational/With Defects  
 D. Non-Operational/No Defects      E. Non-Operational/With Defects

**Inspection pictorial form attached.**

I, \_\_\_\_\_, do hereby acknowledge that on

\_\_\_\_\_, I returned/did not return (circle one):

(date)

Device: \_\_\_\_\_

Tag Number: \_\_\_\_\_

Serial Number: \_\_\_\_\_

**\*Staff – Circle One AND Initial:**

**ACCEPTED**

**REJECTED**

I agree that the device is in the condition noted above.

\_\_\_\_\_  
 Print Student Name

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Student Signature

This Device was received and inspected by Staff Member:

\_\_\_\_\_  
 Print Staff Name

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Staff Signature

**If device is found to be in non-acceptable condition, please indicate whether you want to:**

- A. Purchase Equipment from the VIDE  
 B. Make payment pursuant to the Cost of Repair Statement



GOVERNMENT OF THE VIRGIN ISLANDS  
D E P A R T M E N T O F  
**EDUCATION**

**St. Thomas:** 1834 Kongens Gade, Charlotte Amalie  
St. Thomas, U.S. Virgin Islands 00802-6746  
Tel: (340) 774-0100 Ext. 8078 • Fax: (340) 776-2847

**St. Croix:** 2133 Hospital Street, Christiansted  
St. Croix, U.S. Virgin Islands 00820-4665  
Tel: (340) 773-1095 • Fax: (340) 778-8995

## INSPECTION PICTORIAL FORM

### Acer 714 Chromebook

Notes


Power Cord Included (Circle One)  
Yes  
No

Indicate the dents and damage that are on the machine by circling them on the diagram above.  
Please write a description in the notes of the dents and damage.





## **Addendum B**

### **FAQ's**

**Q1: Do I need to sign the Device Use Agreement every year?**

A1: Yes, an annual agreement is required for computer network and internet access. **(See Key Sections)**

**Q2: What if I want to opt-out?**

A2: Parents can opt-out with a suitable alternative device. Privately-owned devices are not filtered off-campus. **(See Section 12).**

**Q3: What happens if I violate the policy?**

A3: Violations may lead to disciplinary measures, as outlined in the VIBE's Disciplinary Policy and this TIUP. **(See Section 10).**

**Q4: What if my device is confiscated?**

A4: Devices may be confiscated for disruptions, and a clear procedure is followed for labeling, securing, and timely return. **(See Section 11)**

**Q5: How will I be informed of policy changes?**

A5: Policy updates will be communicated through written notices, school websites, and/or official channels. **(See Section 14)**