



Davidson Early College High School
Acceptable Use Policy and Technology Handbook
Davidson Early College High School 1:1 Initiative

Davidson Early College High School (DECHS) is proud to continue their participation in a unique and exciting venture that will give every enrolled student access to a laptop for academic purposes.

At DECHS, we believe these resources will enable us to better provide all students with the technological tools to enhance their learning and achievement and afford them greater opportunities to be productive students and citizens in a global environment that will require greater technology, collaboration and teamwork. The students' academic and career options will be drastically improved and our community and state can reap the benefits. As we continue this implementation, we welcome input into the process about these new and exciting technologies.

As we engage in an undertaking of such significance, there are policies and procedures that must be established to protect not only the laptops, but also, and most importantly, the students involved. This manual is not intended to be comprehensive, because it isn't possible to foresee all situations and circumstances that will arise. However, this document outlines the more common policies and procedures that will govern day- to-day usage of the laptops. **Additions or deviations to these guidelines will be implemented by the administration as needed.**

Please be reminded that computers are simply one more tool available to help educate students. Misconduct or inappropriate behavior will not be tolerated, electronic or otherwise.

Please stop by the school's website, <http://echs.davidson.k12.nc.us>, to get up-to-date information on this and other initiatives within the Early College. If you have any questions, please contact us at the Early College at 336.242.5686.

Equipment Provided

Every student will be issued a laptop with a power cord and a computer bag. The laptop, its contents, and the bag remain the property of Davidson County Schools/Davidson Early College while in your possession and are loaned to you during your enrollment in the DECHS.

If you withdraw from the school, it is your responsibility to turn in the computer, power cord, and bag as well as other books/materials. Each student will pay a YEARLY, non-refundable use and maintenance fee of \$35.00. This fee can be waived in the presence of financial hardships. Please contact the administration about options for waiving this fee.

Responsibility for Electronic Data

It is the sole responsibility of the student to backup data as necessary. Students are provided access to Google Drive and are encouraged to use it for long-term storage of data.

Device Use and Conduct

While teachers and staff make every attempt to monitor Internet access, and the district provides filtering services, students are ultimately responsible for appropriate behavior. The District also monitors Internet usage on each computer.

The Internet is to be used for academic purposes and as a means of obtaining needed educational information. **Students are responsible for all content that is downloaded or saved to their assigned computer, including media accessed on the laptop via the Internet at home.**

Content found in violation of the Acceptable Use Policy can result in loss of laptop usage.

At all times, you must comply with the Davidson County Schools Internet Acceptable Use Policy, found online at <http://echhs.davidson.k12.nc.us>. Failure to follow this policy may result in the loss of your privilege to use a laptop.

Every student will be given a district issued e-mail account. E-mail is to be used for legitimate and responsible communication between students and others. Inappropriate use of e-mail will be dealt with through the school's discipline policy.

Students will:

- Only access the system for educational purposes during school hours (this includes the use of networked printers in the building).
- Use appropriate language and be respectful of others.
- Not use devices to engage in harassment, bullying, or cyberbullying.
- Observe and respect license and copyright agreements.
- Keep usernames and passwords and personal information confidential (Student names, telephone numbers, and addresses should NEVER be revealed over the system).
- Return the Devices to DECHS at the end of the school year for system updates and re-imaging of the Device, unless the student has been given permission by DECHS to use the device during the summer session for online courses.

Students may not use network resources:

- For accessing, viewing, downloading, displaying, transmitting, creating, or otherwise possessing or sharing material that contains pornography, child pornography, obscenity, or sexually explicit, pervasively lewd and vulgar, indecent or inappropriate language, text, sounds or visual depictions
- To download, stream or listen to Internet-based music, video and large image files for non-instructional purposes, as this slows the performance of the network for all users. DCS will
- monitor the network for violations.
- To access websites or other content blocked by the District, via codes, extensions or any other method.
- To alter, add or delete any files that affect the configuration of a school Device other than the Device assigned for personal use.
- To conduct any commercial or domestic business that is not directly related to a course offered by DECHS or DDCC in which the student is enrolled, (e.g. Marketing).
- To conduct any activity that violates school rules, DCS Board Policy, or the law (this includes adhering to copyright laws).
- To access the data or account of another user (altering files of another user is considered vandalism).
- To install any non-approved software onto DECHS Devices.
- To copy DECHS school software (copying school-owned software programs is considered theft).

In addition, students may not:

- Bring in their own laptops from home to use at school.
- Attempt to change any DECHS network or laptop configuration.
- Change or alter usernames or passwords that are assigned by DECHS.

- Use inappropriate language.
- Use DECHS email for anything that is not school related.
- Record staff or students without their consent and knowledge, this includes (but is not limited to):
 - Webcams
 - Laptops
 - Cameras
 - Cell phones
 - or any other digital devices
- Knowingly forward email commonly known as “SPAM,” Unsolicited Commercial Email (UCE), or “junk email” to any and all DCS staff and students.
- Emailing large groups of students for anything other than school-related purposes; school-related mass emails must be approved by a staff member or administrator.
- Use any online chat, group forum, or online communication such as iMessage or Skype during the school day unless related to academic expectations set forth by the instructor.

District Monitoring

DECHS has the right, not the duty, to monitor any and all aspects of its computers, computer network systems, and Internet access including, but not limited to, monitoring sites students visit on the Internet and reviewing email. The administration and staff shall have both the authority and the right to review or monitor, with or without prior notice, the content of electronic communication for any reason, including but not limited to retrieval of information, investigation or resolution of network or communications problems, prevention of system misuse, ensuring compliance with policies for use of third-party software and information, ensuring compliance with legal and regulatory requests and enforcement of this Policy. DECHS also reserves the right to review, inspect the content of, and monitor all information residing on all computers and file servers for such purposes.

Students waive any right to privacy in anything they create, store, send, share or receive on DECHS’s computers and computer network systems, including the Internet.

Users may not engage in unauthorized activities that consume excessive amounts of network bandwidth, such as downloading, uploading and/or live streaming non-school-related content. If network administrators suspect high utilization of bandwidth or inappropriate use of district technology resources, a user may be asked to turn over a device and any passwords needed to verify the suspicions.

Disclaimer / No Warranties:

DECHS account holders take full responsibility for their access to DECHS’s network resources and the Internet. Specifically, DECHS makes no representations or warranties with respect to school network resources nor does it take responsibility for:

- The content of any advice or information received by an account holder.
- The costs, liability or damages incurred as a result of access to school network resources or the Internet.
- Any consequences of service interruptions, loss of data, or delivery failures/miss-deliveries, for whatever reason.

Security:

Students are responsible for the laptop, power charger, and computer bag assigned to them. Keep your laptop with you or secure at all times. Please keep your computer in the issued computer

bag not your backpack, as placing it in a backpack with other books can cause damage. Do not loan your laptop to another student; you are responsible for any damage to or information on your computer. Keep your username and password information secret.

Digital Citizenship

Individuals who utilize DECHS's technology resources are expected to abide by the principles of digital citizenship, which are part of the DECHS curriculum. Users must respect the intellectual property of others by crediting sources and following all copyright laws. Reasonable efforts will be made to make sure students will be under supervision while on the network. However, it is not possible to constantly monitor all individual network use at all times. Students may encounter information that may be inappropriate or illegal. If a student encounters such information, the student must notify supervisory personnel or other appropriate personnel of what occurred.

When students work in a collaborative, online environment, tampering with other students' work will be considered vandalism and will be subject to disciplinary action as it would be in the physical world. If work is deleted or altered in a way that is disrespectful or detrimental to the assignment, the offending student will face disciplinary consequences.

Use Outside of School:

Students may take their computers home to use, but all Davidson County Schools' guidelines and Acceptable Use Policies apply. You may connect to the Internet, but be reminded that the Acceptable Use Policy remains in effect **wherever** you connect to the Internet.

Bringing the Device to School

- It is essential that students bring their Device and charging unit to school each day for their learning. Teachers will be designing lessons and classrooms based on students having access to their Device.
- The Device must be kept in the bag provided by DECHS at all times.
- The Device should not be put in a different bag or holder for transporting ie: backpack, athletic bag, etc.

Charging of Devices

- It is the students' responsibility to have their Devices charged each day before they come to school.
- It is the students' responsibility to maintain the power adapter and cord in good condition.
- The Device should only be charged with the issued charger.
- Any charger issues should be reported to the technology facilitator or administrator immediately as it could pose a safety risk for the student and his/her household.

Downloading Programs & Personalizing the Device

- No student may download, install, or use any software in violation of applicable copyrights and license agreements.
- Approved applications will be installed by the DECHS Technology Coordinator or will be made available for student download through internal resources on student Devices.
- All personal items must be appropriate and not violate any DCS/DECHS policy or rule.
- **Stickers or other markings anywhere on the device or case are not allowed.**
- Each Device is easily identified by a specific numbering system ("Fixed Asset Tag") that is placed on the Device by the Technology Coordinator. The fixed asset tag must not be removed.

- **Do not remove the protective cases**
- Marking on the laptop with pen or pencil is not allowed

Device Damages and Consequences

Device Damages

If a Device is damaged (either accidental or intentional), the school must be notified immediately. DECHS administration will determine if the damages were due to accidental or intentional conduct as well as the severity of the incident. Negligence may be considered intentional conduct. The examples of negligence listed include but are not limited to the following:

- Leaving equipment unattended. This includes damage or loss resulting from an unattended device in or outside of the DECHS building.
- Leaving equipment in extreme temperature conditions, such as vehicle.
- Lending equipment to others.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner.
- Not adhering to general care reminders

A student whose Device is being repaired may have access to a classroom or loaner device if the damage was accidental in nature. If intentional incidences occur, a loaner device may not be issued and the student will be required to pay for the damages. Whether the student is issued a replacement device, or maintains any Device privileges for the remainder of the school year will be determined by the Administrator and/or the Instructional Technology Facilitator based on the severity of the incident.

If the student leaves the school district and does not turn in the Device, DECHS will make a reasonable effort to obtain the device. If those efforts are unsuccessful, DECHS will treat it like a stolen Device and will notify the appropriate authorities.

If a computer is dropped, has liquid spilled or is otherwise accidentally damaged, DECHS will cover the cost of repairing the machine. If it is determined the machine is unrepairable due to any fault of the student, the cost for replacing the machine will be borne by the student and/or guardian. Any intentional damage will be dealt with as a part of the school's discipline plan. Multiple "accidents" by one student will be investigated as a discipline issue. Students are responsible for completing a Damage Form within 24 hours of an incident and submit the laptop for repair(s).

If it is determined that the damage is intentional or due to negligence, the student and/or their guardian will be responsible for the replacement cost of the machine. DECHS administration will be the sole determiner of the cause of the damage. If the student and/or their guardian does not provide replacement funds for the irreparably damaged computer, the student will become a day user using only a Chromebook. Issues with college classes not compatible with the Chromebook will be the sole responsibility of the student and/or guardian. DECHS assumes no responsibility as to whether or not the college class is compatible with Chromebook technology.

Theft and fire protection are NOT covered, regardless of where the loss occurs (including students' homes.) In the case of theft outside the school, a police report must be filed by the student's guardians immediately.

Discipline

Any student who violates the rules and expectations relative to this Handbook and/or Acceptable Use Policy will be subject to disciplinary action. If there is evidence that a violation has occurred, then a DECHS administrator or designee will decide appropriate consequences in accordance with school policy and the law.

Loss of Privileges:

Violation of procedures outlined in this handbook or misuse of the computer will result in disciplinary action. Disciplinary action may include, but is based upon Administrative decision:

- First Offense: Warning and conference. Parent Notification.
- Second Offense: Day user only (5 days...computer is not allowed off school grounds)
- Third Offense: Loss of computer privileges for 5 school days. Student will have access to a Chromebook during class time only.
- Fourth Offense: Loss of computer privileges for 5 school days. Student will have access to a Chromebook during class time only and 1 day out of suspension.
- Fifth Offense: Permanent loss of computer and referral back to home/residential school.

Fines for Damages/Loss

Students MAY be required to pay for damage to their issued Device and its accessories. The amount of the fine and the consequences assigned will be the decision of the administration.

Fines may be UP TO the following amounts:

- Mac Laptop (\$1300.00)
- Laptop Bag (\$45.00 for replacement)
- Laptop Power Block (\$60.00)
- Power Cord (\$50.00 for replacement)
- Clear Protective Case (\$75.00 for replacement)

Device Care Reminders

Students are expected to follow all the specific guidelines listed in this document and take any additional common-sense precautions to protect their assigned Device. Loss or damage resulting from failure to abide by the details below may result in limited use of the Device. Please refer to the Consequences for Damages section.

General Care

- Treat this equipment with as much or more care than you would your own property.
- Do not attempt to remove or change the physical structure of the Device, including the keys, screen cover or plastic cover.
- Do not remove or interfere with the serial number or any identification placed on the Device.
- Keep the equipment clean. For example, don't eat or drink while using the Device. Do not leave food or drink containers on or near the Device. Do not store liquids or soft food in the same pouch as your laptop.
- Do not do anything to the Device that will permanently alter it in any way.
- Backup your data. Never consider any electronic information safe when stored on only one device.
- Do not put stickers or use any type of writing utensils or paint on the Device.
- Close the lid of the computer when it is not in use, in order to save battery life and protect the screen.
- NEVER walk from one location to another with an open computer. This is applicable at school and at home.

- Do not toss or roughly place your DECHS computer bag containing your computer in any location.
- While vehicle transportation is occurring, laptops should be closed and secure in the computer bag.

Keep the Device in a Safe Place

- The Device and its charger should never be left on the floor where it might be stepped on, or within reach of small children or pets.
- The Device should not be left in a car or anywhere it might be exposed to extreme temperatures.
- Devices left unattended in classrooms or other areas are considered “unattended” and will be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the Device back. If the Device is confiscated a second time, the student will be subject to consequences detailed in “Consequences for Damages.”
- Unattended equipment, if stolen – including at school – will be the student’s responsibility.
- Avoid storing the Device in a car other than in a locked trunk. The locked trunk of a car would be an acceptable storage place as long as it’s not excessively hot or cold.

Computer Bags

Each student will be given a protective computer bag that they are required to use to carry their Device in during the school day and outside of school. The device should remain in the bag at all times, when not in use. It is important to keep the bag clean, and do not put any items like paper clips that can scratch the exterior of your Device in your book bag or any food or drink.

Device Problems

- If the Device is not working properly the student needs to first talk to the teacher in the class to determine if some minor troubleshooting will take care of the problem. If the problem still exists, the student must bring the laptop to the Instructional Technology Facilitator to report the issue. If the Device cannot be fixed immediately, the student may be issued a different Device to use on a temporary basis.
- Even though response may not be immediate, district personnel capable of finding a solution will be notified and the problem taken care of in as timely a manner as possible.
- When in doubt, ask for help.

Only One User

- NEVER allow anyone else to use your Device. Parents or guardians may utilize the Device for the sole purpose of monitoring a student’s use or classwork; personal or business use of a Device by a parent or guardian is prohibited.
- If another student intentionally uses a device not issued to him/her, please notify an instructor or administrator immediately.
- Do not allow a fellow student, friend, or family member to ‘upgrade’ or ‘fix’ your computer. Leave this to your ITF/ETMS.

Davidson Early College Student Technology Handbook
& Acceptable Use Policy 2025-2026

Student Name _____

Grade _____

I have read and understand the Davidson Early College Student Technology Handbook for the 2025-2026 school year. I pledge to take care of the Device issued to me/my child. I understand that I may be required to pay for any damages to my issued device due to negligence, inappropriate actions or care.

I agree to hold harmless Davidson Early College and Davidson County Community College, its officers and employees from and against all claims, demands, suits, liabilities, damages, losses, and expenses resulting from or arising out of the use by the student of the laptop which causes bodily injury, illness, death, or other damage to persons or property.

I further understand that:

Parent Initials	Student Initials	
		I will use this device and network resources in the manner outlined in this handbook.
		I understand that the DECHS issued laptop is for student use only.
		DECHS and DCS can (and will) monitor this device for appropriate use.
		I am aware of the policy for device damages and understand that I will notify school officials immediately if damage or loss occurs.
		I will not leave my laptop unattended or use it in an unsafe manner or in an unsafe environment. I understand that this is negligent behavior and will result in loss of privileges as outlined in this handbook.
		I will return the assigned device and accessories at the designated time undamaged or I may be assessed a fine as outlined in this handbook.

Student Printed name: _____

Student Signature: _____

Date: _____

Parent/Guardian Printed name: _____

Parent/Guardian Signature: _____

Date: _____