

ACS Student Technology Handbook and Agreement

Introduction

Alleghany County Schools (ACS) is committed to educating all children to be productive workers, responsible citizens, and lifelong learners, enabling them to be globally competitive and prepared for life in the 21st century. We are pleased to offer students of the Alleghany County School system access to our district network resources, internet access, and communications. This tool has become a vital part of our instructional program and is used daily in classrooms throughout our system. Students and their parents/guardians should review this document and understand that the use of digital resources has become a standard method of delivery for instructional materials as well as required state tests. Therefore, students must have access to these resources for full participation in the educational process. Any questions or concerns about our computer network or access should be referred to your school's principal. A copy of the board policy regarding student access to networked informational resources are available on the Alleghany County Schools district website, www.alleghanyschools.org.

General Network Use

Access to our network is provided for students' instructional use, and is a privilege given to students to use in a considerate and responsible manner. Students are expected to utilize good behavior on our network just as they are in a classroom or a school hallway. As such, general school rules apply for behavior/communications, and users must comply with district standards and honor agreements they have signed.

Network administrators may review files and communications to maintain system integrity, and to ensure that users are using our systems responsibly. Users should not expect that information stored on Alleghany County Schools devices or accounts will always be private.

Internet Access and Communications

Access to the internet through our network will enable students to a multitude of websites, applications and programs. Parents/Guardians should be aware that some material accessible via the internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in place and eliminates most of the inappropriate material, but no filtering system is capable of blocking 100% of the inappropriate content available on the internet.

I. Terms of Device Use

A. Terms of Use

1. Legal title to any Alleghany County Schools device is with Alleghany County Schools. A student's right of use and/or possession of these devices is limited to and conditioned upon full and complete compliance with the board policies and completion of the following :
 - a) The return of a signed Technology Agreement by both the parent/guardian and the student.
 - b) Payment of the district's \$30 Technology Fee (only if a device is being issued/assigned to the student).
2. Students may be subject to additional fees, loss of privileges, disciplinary action and/or legal

action in the event of intentional damage and/or violation of policies and guidelines.

3. A student's possession of their assigned device terminates no later than the last day of the school their eighth grade and/or senior year unless there is a reason for earlier termination by the district (e.g., drop-out, expulsion and transfer to another school).

B. Damage or Loss of Assigned Devices

1. Alleghany County Schools will provide Accidental Damage coverage for student's assigned devices which will cover the device for the school year. The policy will cover no more than 2 incidents per school year. The student and/or the student's parent/guardian shall be responsible for compensating Alleghany County Schools for any damages outside of the 2 incidents per school year limit.
2. If the damages to a student's assigned device are deemed intentional by the warranty provider, or the technology department, the student and/or the student's parent/guardian will be responsible for compensating Alleghany County Schools for the repair costs regardless of how many damages the student has accrued in a single school year. The student and/or parent/guardian is also liable for the cost of a total device replacement resulting from loss. Device replacement costs will be calculated using the table below.

Total Device Replacement Cost Table

Age of Device	Value
1 year or less	100%
2 years	75%
3 years	50%
4 years	25%

Initial Device Purchase Cost x Value Percentage(based on Age of Device) = Replacement Cost

3. If unapproved changes or software installs are made to the student's assigned device, the device will be re-imaged, and the student will be charged a \$25 re-imaging fee.
4. Loss of the installed protective device case will prompt a replacement fee charge by the district.
5. Loss of/or damaged charging adapters and cables will prompt a replacement fee charge by the district before a replacement charger will be issued.

C. Damage of Unassigned Devices

Some students may use devices during school for instruction that are not assigned to them individually. These devices include but are not limited to: desktop computers, laptops, classroom chromebooks, and iPads. The terms in section "C. Damage of Unassigned Devices" will apply to these specific devices.

1. If a student damages a device, and this damage is deemed intentional by the technology department, the student and/or the student's parent/guardian will be responsible for compensating Alleghany County Schools for the repair costs associated with this specific incident.
2. If a student damages a device beyond repair, the student and/or the student's parent/guardian

will be responsible for compensating Alleghany County Schools for the replacement cost of that device. Device replacement costs will be calculated using the table listed above in section B, labelled “Total Device Replacement Cost Table”.

3. If unapproved changes or software installs are made to a device by the student, the device will be re-imaged, and the student will be charged a \$25 re-imaging fee.

II. General Care for Assigned Devices

- A. **Students are directly responsible for the devices they have been assigned.** Assigned devices in need of repair or damage must be reported to the teacher or school technician. It will be the responsibility of the student to contact their teacher or onsite technical support.
- B. Technical support will determine whether the assigned device can be repaired onsite or if a loaner should be issued. Loaner devices are also covered by all rules and regulations as outlined in this document.
- C. Guidelines to follow:
 1. **Do not write, draw, paint or place stickers/labels on your device.**
 2. **Do not remove the installed protective case from your device.**
 3. Always close the lid before moving your assigned device.
 4. For prolonged periods of inactivity, you should shut down your assigned device.
 5. When using your assigned device, keep it on a flat and solid surface so that air can circulate. For example, using a device while it is directly on a bed or carpet can cause it to overheat.
 6. Liquids, food and other debris can damage the device. You should avoid using your assigned device around food, drink, or dirty/dusty areas.
 7. Take extreme caution with the screen. The screens are very susceptible to damage from excessive pressure or weight. In particular, avoid picking up your assigned device by its screen.
 8. Never attempt to repair or reconfigure the device. Under no circumstances are you to attempt to open or tamper with the internal components of your assigned device. Nor should you remove any screws, as doing so will render the warranty void.
 9. Take care when inserting cords, cables and other removable storage devices to avoid damage to your assigned device’s ports.
 10. Do not expose your device to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the device.

III. Cleaning your Assigned Device

- A. You are encouraged to perform simple cleaning procedures, such as occasionally wiping down the device with pre-packaged technology specific wipes or microfiber towels/cloths.

IV. General Security

- A. Outside of regular school hours, unless instructed by staff to leave your device at school, you are still expected to maintain the security of your device. Unsupervised devices found on school grounds (except those in a classroom charging station) at any time will be collected by staff, and disciplinary actions may be taken.
- B. Each device has several identifying labels (i.e., ACS asset number, serial number). **Under no circumstances are you to alter or remove these labels.**

V. General Use of Assigned Devices

1. Students who are issued devices are required to bring their devices to school each day with a fully charged battery and the device charger.
2. Be mindful not to cause a tripping hazard if it is necessary to plug in your device.
3. Do not use your device in areas which may lead to damage or theft, such as sporting activities or events.
4. Devices are not allowed on overnight trips or field trips without the expressed written approval of the lead chaperone and the parent/guardian.
5. Device use is not permitted in the school cafeteria during breakfast or lunch periods.
6. Do not delete any folders or files that you did not create or that you do not recognize. Deletion of files could result in a computer failure and will interfere with your ability to complete class work.
7. Student devices will be subject to routine monitoring by teachers, administrators, and technology staff.
8. Students will provide access to any device and/or accessories that they have been assigned upon the district's or school's request. An investigative search of the device and its contents may be conducted if there is suspicion that policies or guidelines have been violated.
9. Device use in ISS will be determined by the principal of the student's school.
10. Device personalization (screensavers, backgrounds, skins, etc.) must not violate Alleghany County Schools Technology Policies posted on Alleghany County School website.

VI. Email

- A. Email transmissions and transmitted data stored on servers shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
- B. Students will abide by all email guidelines as outlined in the Alleghany County Schools Board Policies.

VII. Virus Protection

All Alleghany County Schools devices have virus protection software installed. Do not remove or add any virus protection software.

VIII. Internet Access/Filtering

- A. As required by the Children's Internet Protection Act, a current web filtering solution is maintained by the district for school use on all Alleghany County Schools devices. The district can not guarantee that access to all inappropriate sites will be blocked. It is the responsibility of the user to follow guidelines for appropriate use of the network and the internet. Alleghany County Schools will not be responsible for any problems suffered while on the network or the internet. Use of any information obtained through the internet is at the user's own risk.

IX. Login Procedures

- A. Students will log in to Alleghany County Schools devices with their school issued email/username and password.

X. Copyright

Compliance with federal copyright law is expected of all. “Copyright” is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Text (including email and Web information), graphics, art, photographs, music, and software are examples of the types of works protected by copyright. Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law.

XI. Inappropriate/Unacceptable Use of Technology

Tier 1: Inappropriate Use:

Includes but not limited to:

- ❖ Sending, receiving, displaying or accessing defamatory, offensive, profane, sexually oriented racially offensive or illegal materials
- ❖ Sharing personal information on websites (full name, address, phone number, identifiable photos) without permission from a teacher, parent or guardian.
- ❖ Unauthorized access; damaging or modifying devices, computer systems or computer networks
- ❖ Intentionally wasting limited network resources (streaming content without permission)
- ❖ Using any browser other than a browser that has been installed by Alleghany County Schools
- ❖ Using devices that are assigned to other students
- ❖ Videoing or taping on school property is not permitted when not related to an assignment
- ❖ Emailing or chatting during class (when not related to an assignment)
- ❖ Profanity
- ❖ Gaming during instructional time

Tier 2: Unacceptable Use:

Includes but not limited to:

- ❖ Pornography (real life or cartoon) Pornography can be a felony offense and if so will be turned over to authorities.
 - Possession
 - Manufacturing – using a camera or creating pictures/movies
 - Distributing – sending/sharing with others
- ❖ Images of Weapons
- ❖ Gang Related Files
- ❖ Bootleg movies or music
- ❖ Logging into a device/application using someone else’s login
- ❖ Cheating
- ❖ Using a device to plan a fight, cause harm or commit a crime
- ❖ Profanity directed to the faculty or staff
- ❖ Threats and/or cyberbullying
- ❖ Employing the network for commercial purposes, financial gain or fraud
- ❖ Attempting to access websites blocked by district policy including the use of proxy services, software or websites. The use of keylogging devices/software is prohibited.
- ❖ Violating copyright laws
- ❖ Bullying, harassing, insulting, or attacking others

Discipline and consequences will be as directed by the ACS Student Code of Conduct and the Alleghany County Schools Student & Parent Handbook.

PARENT OR GUARDIAN (If the student is under the age of 18, a parent or guardian must also read and sign this agreement.) As the parent or guardian of this student, I have read this document and Alleghany County Public Schools *Technology Policies (10000)* posted on the Alleghany County Website. I understand that the use of the internet and technology resources is a standard part of the instructional process and is considered the same as using a textbook or any other resource to enhance or deliver instruction. Furthermore, I understand that my child may access instructional websites and/or be given access to other specific online content in order to support the instructional process as is age and/or grade level appropriate. I further understand that access to the internet and the use of school-owned technology resources are intended for educational purposes only. I also recognize that even though Alleghany County Public Schools uses appropriate Internet filtering software, it is impossible to restrict access to all inappropriate materials, and I will not hold the school system responsible if my child accesses or acquires such materials on the network. I accept responsibility for my child's compliance with the Acceptable Use Policy. I give my consent for school district personnel to monitor my child's school-issued email account (if they are issued one) as well as my child's internet activity on school-owned computers and the school network.

I have read to my child (or they have read), and understand, and will abide by the Alleghany County Public Schools *Student Internet Safety and Acceptable Use of Technology Resources Policy (10100/10200/10226)*. Students understand that should they commit any violation of this policy, their access privileges may be revoked, and school disciplinary action and/or legal action may be taken. Students further understand that they may be issued an email account and/or other online tools, that they should use them appropriately and in accordance with Policy (10100/10226).

Parent Name: _____

Parent Signature: _____ Date: ____/____/____

Student Name: _____

Student Signature: _____ Date: ____/____/____