



**DORCHESTER SCHOOL
DISTRICT TWO**

STUDENT DEVICE HANDBOOK

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OVERVIEW

Dorchester School District Two desires to be recognized as a “World Class” school district, expecting each student to achieve at his/her optimum level in all areas, and providing all members of our district family with an environment that permits them to do their personal best. All students in grades K-12 will receive a device in order to support student access to information, promote critical thinking, enhance communication and collaboration, and innovatively create while learning to safely, ethically, and successfully utilize technology. Students will have the opportunity to extend their learning beyond the classroom by taking their device home in order to access instructional programs, files, and schoolwork. This handbook outlines the expectations for student use, while providing both students and parents/guardians with procedures for appropriate use, care of, and security.

RECEIVING A DEVICE

A district-issued device will be distributed following each school’s Student Device Deployment and Orientation. Students in grades K-12 will be issued a device for use at school, home, and through the summer as appropriate with district approval.

Grades PreK-1: iPad, with built in webcam

Grades 2-12: Dell Latitude 3190 Windows PC Laptop, with built in webcam

Students are expected to use the district-issued device for all instructional purposes.

District-issued devices:

- include the ability for the teacher to monitor student activity.
- include internet filtering to support online safety.
- are supported, maintained, and managed by our instructional and operational technology departments.
- have access to our district wireless network.
- are utilized for all assessments.

In order to receive a district-issued device and gain access to the district network:

- A parent orientation will be available online through both the district and individual school website and must be viewed annually by the parent or guardian.
- Parents must electronically sign the District-Issued Device Responsible Use Agreement before the school can issue a device and grant student access to the district network. This will be completed annually through the Online Registration Portal. A digital copy of the Responsible Use Policy is available on the district website.
- Students will complete an annual student orientation at individual school sites prior to receiving a district-issued device. Students must also electronically sign

and return the District-Issued Device Responsible Use Agreement. A digital copy of the Responsible Use Policy is available on the district website.

- An annual technology fee of \$20 will be collected during online registration. *This is in addition to the annual student registration fee.*

RETURNING A DEVICE

Students transferring out of or leaving Dorchester School District Two for any reason (moving, expulsion, graduation, etc.) during the school year must return the district-issued device, including accessories, within 72 hours of the last day of attendance.

- The district-issued device and device accessories must be returned with only normal wear and no alterations. One cord and one protective case will be provided to each student upon initial device reception. Cords and chargers should be maintained and returned in working order.
- If a student does not return his/her device and device accessories to the individual School Technology Department prior to leaving school, at the completion of the school year, or at any time designated by school or district administration, it may result in the device being reported stolen and police involvement initiated to recover the device. The student/parent may be subject to criminal prosecution or civil liability and may be required to pay the full replacement cost for a new district-issued device and accessories.

DEVICE IDENTIFICATION

- Each student's district-issued device will be labeled in the manner specified by the district.
- The device can be identified by serial number and the Dorchester School District Two inventory label located on the bottom of the device.
- The district inventory label and any manufacturer's label should not be removed from the device. The district will assess charges for removal or defacement of these labels and barcodes.
- Writings, drawings, stickers, and labels on the device are prohibited.

GENERAL CARE OF THE DEVICE

The district-issued device is the property of Dorchester School District Two. All users will follow these guidelines and the Dorchester School District Two Responsible Use Agreement. Each student is individually responsible for the general care of his/her assigned device.

General Precautions

- Keep the device away from food, beverages, sinks, water fountains, or any other area that may cause damage to the device.
- Devices should not be used or left in areas that may lead to damage or theft.

- When using the power cord, the cord should not be left in a manner that may cause a tripping hazard.
- Cords and cables should be carefully wrapped/inserted/removed from the device/electrical outlet to prevent damage.
- Devices may need updating throughout the school year. Students are required to turn in their devices as requested by school administration or technology staff.
- Students are responsible for making sure files are backed up.

Transporting and Storing the Device

Devices that go home are equipped with a protective case to aid in the prevention of accidental damage and should not be removed. The case is not entirely effective in preventing damage; students should take proper care of the device at all times as outlined above.

Screen Care

Screen damage often occurs when pressure is applied to the screen.

- When in transition, the devices should be closed and secured.
- Before closing the device, students should ensure the keyboard is clear of all obstructions.
- If the device screen requires cleaning, only a clean, dry, cloth should be used. The use of cleansers of any type is prohibited.

STUDENT RESPONSIBILITIES

- Students should understand that the rules and expectations applicable to non-technology related conduct and communication also govern the student use of technology.
- Devices should never be left unsecured; students are responsible for the security of their device at all times, both on and off district property.
 - All unsecured devices found on a school site may be confiscated by staff, and disciplinary actions may be taken.
- Students who take their device home are required to bring their fully charged device to school each day.
 - Students may be subject to disciplinary action for repeatedly failing to bring their fully charged device to school.
 - Students who leave devices at home or fail to bring a fully charged device may be required to complete alternate assignments as determined by the teacher.
- Students will be held responsible for all usage of and content stored on the device.
- Students are prohibited from loaning their device to another person, including family members.
- Students are prohibited from attempting to download applications, programs, or view inappropriate content on individually issued student devices.

- District-issued devices are subject to routine monitoring by authorized staff. **Users shall have no expectation of privacy while using the district-issued device.**
- Students are prohibited from accessing other student accounts. Students are responsible for maintaining the security of all usernames and passwords issued to them. Account usernames and passwords are never to be shared. This includes network, software, and web-based application usernames and passwords.
- Students may not modify or change settings on the district-issued device.

LOSS, THEFT, and DAMAGE

As with any piece of school property checked out to students, the students and their families are responsible for their assigned district-issued device. Situations involving loss, theft, or damage of the device will be dealt with on a case-by-case basis.

Terms of the District-Issued Responsible Use Agreement

Terms and conditions that apply to the usage of the district-issued device are as follows:

- The district will cover parts and repairs for system-related issues or malfunctions of the device.
- The district will cover parts and repairs for ONE incident of accidental damage, such as cracked screens, liquid damage, or cosmetic damage.
- The district will not cover intentional damage or damage due to negligence or loss.
- The district will not cover theft without a documented police report that clearly shows forced entry into a secured location.
- If a student is without a district-issued device for an extended period of time, the student may be issued a temporary device (based upon availability) until another device is issued.

Loss

- Devices left unattended in an unsecured location cannot be considered stolen; they will be treated as lost devices.
- A lost device must be reported within 48 hours to the School Technology Station. The district will try to assist the student in locating the device; however, loss is NOT covered by the district.
- The student and/or parent is responsible for compensating the school district for a lost device, charging cable, protective case, and/or any other accessories for the full replacement value of the item.
- A refund will be issued if the lost item is recovered and turned in to the School Technology Station by the end of the current school year. The refund will only be issued if the asset tag is intact, the asset tag matches the originally assigned student, and the item is still in working condition.

Theft

- A stolen device must be reported within 48 hours to the School Technology Station and law enforcement.
- A documented police report is required and must clearly indicate forced entry into a secured location. Obtaining the report and submitting it to the School Technology Station is the responsibility of the student and/or parent.
- Failure to report a stolen device will result in the student and/or parent being held financially responsible for replacement of the device.
- All attempts to recover a stolen device will be conducted by school administration or law enforcement. Students or parents should never attempt to recover a stolen device.

Damage

- Malfunctioning or damaged devices must be reported to the School Technology Station within 48 hours.
- The district will not cover intentional damage or damage due to negligence or loss.
 - Decisions regarding neglect, intentional damage, and misuse will be made by school administration, district technology staff and/or the authorized repair representative.
- The district will be responsible for parts and repairs for system-related issues or malfunctions of the device.
- The district will be responsible for parts and repairs for ONE accidental damage, such as cracked screens, liquid damage, or cosmetic damage.
- Students should not attempt to repair or take the district-issued device to an outside repair source. Doing so will invalidate the warranty and the student will be responsible for the cost(s) associated with the damage. Students should take their district-issued device to the School Technology Station to have a district technology team member examine it.
- The student and/or parent is responsible for compensating the school district for repairs or replacement costs due to intentional damage, negligence, misuse, and/or violating the Responsible Use Agreement.

User Misuse and Abuse Costs

If a district-issued device is misused or abused, the parent and/or student is responsible for the cost of repair. Repair costs for a district-issued device due to deliberate damage or neglect may include, but are not limited to:

- Broken Screen
- Keyboard

- Power Cord
- Protective Case

Note: Repair costs shall not exceed the full replacement price of the device. The repair costs are updated on the district website.

Repairs and Replacement

- Refer to **Appendix A** for information about coverage and fees.
- Refer to **Appendix B** for replacement and repair pricing.

USING THE DEVICE RESPONSIBLY

District Network Connectivity

Student devices are configured to automatically connect to the district student network and should remain on that designated network while on any district campus. The use of proxy servers or VPNs to bypass district network filters is prohibited and considered a violation of the student code of conduct.

International Connectivity

Due to network security, district-issued devices are unable to access the network outside of the United States and Canada. If your student has moved or is traveling for more than 10 days, the student will need to be withdrawn from the school. If the student will be returning, please contact the child's teacher(s) to inform them alternative assignments will need to be provided upon their return to school.

Limitation of Liability

While Dorchester School District Two employs filtering, safety, and security mechanisms and attempts to ensure their proper function, it makes no guarantee as to its effectiveness.

Dorchester School District Two will not be responsible, financially or otherwise, for unauthorized transactions conducted using the device.

Home Internet Access

- Students may establish Wi-Fi connections with their device outside of school wherever access is available.
- District internet filters are applied outside of school and when using Dorchester School District Two internet connections. While this filtering solution is effective, the district cannot guarantee that access to all inappropriate sites will be blocked.
- Dorchester School District Two is not responsible for issues experienced or information obtained while on the home network or internet.
- Parents will take precautions to filter and monitor home or public internet usage.

- Dorchester School District Two will not serve as the internet service provider for student home use. For students to access the internet at home, the parent must subscribe through an internet service provider. If students do not have home internet access, there are a variety of options for connecting to the internet including, but not limited to, public libraries and public businesses that provide free Wi-Fi access to patrons. Additional information about low-cost broadband internet programs is outlined in **Appendix C** of this handbook.

Device Camera, Microphone, Speakers, and Earphones

- The district-issue device is equipped with a photo and video camera, a microphone to record sound, and speakers. While some teachers may request students use these components for different assignments, students should not record sound, take photos or videos, or play back sound or music from the speakers without the permission of the teacher and persons they are recording.
- Earphones will not be provided by the district. If allowed to use personal earphones, the appropriate volume level is when only the person wearing the earphones can hear the sound.
- Individual schools and/or the district is not responsible for damaged, lost, or stolen personal earphones.
- District policy and state law prohibits harassment and bullying. Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, threatening, discriminatory, harassing, and/or illegal is a violation of the agreement.
- District policy and federal law prohibits students from accessing, downloading, posting, submitting, publishing, scanning, displaying, distributing, or forwarding sexually explicit or suggestive materials. Device users are expected to comply with district policies regarding these matters while using the device, both on-campus and off-campus.
- Failure to appropriately use the device and/or violation of district policies may result in suspension of device privileges and disciplinary action.

Technology Violations

The chart below gives examples of technology-related violations and equivalent traditional classroom violations that could result in disciplinary action. This list may not include all possible technology violations, and individual violations will be handled on a case-by-case basis.

Tech-related Behavior Violations	K-12 Equivalent “Traditional” Classroom Violations
Personal email, instant messaging or chatting, Internet surfing	Passing notes, games (off-task behavior)
Creating private, unsupervised, and/or unapproved online meeting spaces or communication portals	Unsupervised student gatherings, loitering, skipping class
Forgetting device; device not charged	No binder/missing supplies
Using or sharing screenshots for the purpose of cheating	Giving students answers to tests or doing work for others
Cutting and pasting without citing sources (Plagiarism)	Plagiarism
Cyber-bullying, harassment	Bullying, harassment
Damaging, defacing, or endangering laptop or iPad or accessories	Vandalism, property damage
Using profanity, obscenity, racist terms, inappropriate language	Inappropriate language
Searching and accessing pornographic material, uploading or capturing inappropriate photos/files	Bringing pornographic or other inappropriate content to school in print form
Uploading or accessing files dangerous to the integrity of the network	
Accessing programs, files, or device with someone else's account information	Breaking into or using someone else's locker

DIGITAL CITIZENSHIP

Digital Citizenship refers to the responsible use of technology by anyone who uses computers, the internet, and digital devices. Dorchester School District Two has electronic precautions in place for students to participate safely and securely in this environment and enjoy the rights of a digital world in an educational setting. The district expects students to use technology appropriately and responsibly.

Student Responsibilities for Digital Citizenship

Students should understand that the rules and expectations that apply to general school conduct and communication also govern the student use of technology.

Students will:

- Complete the student device orientation at their school prior to receiving their device.
- Report communications containing inappropriate or abusive language or questionable subject matter to a teacher or administrator at school.
- Contact an administrator about any security issue they encounter.
- Monitor all activity on their personal account(s).
- Always shut down and secure their device after use to protect their work and information.

Parent/Guardian Responsibilities for Digital Citizenship

- Parents should talk to their child(ren) about the values and standards expected of them as they use the internet, just as with the use of all other media information sources.
- Parents are encouraged to monitor student activity at home, especially internet access.

District Responsibilities for Digital Citizenship

- The district and school will comply with both federal and state laws regarding student internet use, such as FERPA, CIPA, and COPPA.
- The district employs and maintains internet filtering, online monitoring of student activity, and security mechanisms.
- Dorchester School District Two reserves the right to investigate any inappropriate use of resources and to review, monitor and restrict information stored on or transmitted via Dorchester School District Two district-owned equipment and resources.

TECHNOLOGY SUPPORT

1. Contact your teacher to make him/her aware you are having an issue. If your teacher is unable to resolve the issue, proceed to step 2.
2. **Cracked Screen, Spills, Not Powering On:** Contact your **school's media/tech center** immediately to receive a loaner device.
3. If issues still persist, [CLICK HERE](#) to request assistance from our team of DD2 teachers who specialize in instructional technology support.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents and students over 18 years of age certain rights with respect to students' educational records including photographs. Students must obtain administrative permission to publish or make publicly available a photograph or video of any school-related activity. Unauthorized recordings are subject to disciplinary action in accordance with the district's Responsible Use Agreement.

TITLE

Legal title to the property is with the district and shall, at all times, remain with the district. A student's right of possession and use is limited to and conditioned upon his/her full and complete compliance with the Dorchester School District Two Responsible Use Agreement. The student is responsible for the care, use, and security of the device and accessories at all times.

REPOSSESSION

Dorchester School District Two reserves the right to repossess a device at any time if the student does not comply with all terms of the Dorchester School District Two Responsible Use Agreement. The device guide for parents and students and the Responsible Use Agreement will be renewed each school year.

APPROPRIATION

Failure to return the property as requested by school administration will result in the student or parent/guardian being referred to local law enforcement.

MODIFICATION TO PROGRAM

Dorchester School District Two reserves the right to modify this program or its terms at any time.

APPENDIX A: ANNUAL TECHNOLOGY FEE

In an effort to sustain and support eLearning and the Virtual Academy, each student will be required to pay an annual technology fee of \$20. If the fee creates a financial hardship on the student or parent, they may contact their school's administration for options to assist with payment. The student and/or parent is responsible for all repair and replacement costs that are not covered due to negligent or intentional loss, theft and/or damage.

The annual technology fee may be paid via cash or check at each school or online through the Dorchester School District Two Online Registration Portal.

The annual technology fee **will** cover costs associated with the following:

- First repair of device due to accidental damage (as determined by the authorized repair representative), and/or
- Replacement of a stolen device (unless stolen due to student and/or parent neglect)
 - Student or parent must submit a police report within 48 hours in order to be issued a replacement device (limit of one replacement).

The annual technology fee **will not** cover costs associated with the following:

- Repairs due to accidental damage in excess of one occurrence,
- Repairs due to intentional damage, neglect or misuse of the device,
- Repairs of damage caused by violating the Responsible Use Agreement,
- Repairs due to a student and/or family members attempt to repair, reconfigure or reset the device (any attempt to tamper with the internal components of the device will be considered intentional damage),
- Replacement of a stolen device due to student neglect,
- Replacement of more than one stolen device not due to neglect (limit of one replacement),
- Replacement of a lost device and/or accessories.

If a device is damaged due to negligence, the parent and student will meet with a member of the school leadership team to discuss responsible technology use and care. In addition, please note the following regarding payment and device deployment.

- First offense due to negligence:
 - Full payment for replacement received and student issued applicable replacement device (Dell or iPad).

- Partial payment received (payment plan arrangements made with the school) and student issued an HP Stream. When payment plan is complete, student may then be issued applicable replacement device (Dell or iPad).
 - No payment received and student issued an HP Stream.
- Second offense due to negligence:
 - Full payment for replacement received and student issued applicable replacement device (Dell or iPad).
 - Partial payment received (payment plan arrangements made with the school) and student issued an HP Stream.
 - No payment received and student issued an HP Stream.
- Third and all subsequent offenses due to negligence will be handled on a case by case basis and may result in the parent assuming responsibility to provide and support a personal device.

APPENDIX B: REPLACEMENT/REPAIR PRICING

<u>Dell Latitude 3190 Replacement Pricing</u>	
<u>Item</u>	<u>Price</u>
Dell Latitude 3190 8 GB Tablet Replacement Cost	\$460
Dell Latitude 3190 4 GB Tablet Replacement Cost	\$430
Dell Screen Replacement (including webcam built in)	\$80
Dell EE System Board Replacement	\$345
Dell Top Cover with Keyboard Replacement	\$40
Dell Webcam in Top Cover Replacement	\$30
Dell Hinge	\$30
Dell Charging Adapter Replacement	\$20
Replacement Gumdrops Cover	\$25
Manufacturer/Inventory Label Replacement	\$5
<u>iPad Replacement Pricing</u>	
iPad	\$315
iPad Screen Replacement	\$80
Replacement Cover	\$25
iPad Charging Adapter Replacement	\$10
iPad Charging USB Cord Replacement	\$10
iPad Barcode Tag	\$1
<u>Hot Spot Replacement Pricing</u>	
	\$20

APPENDIX C: LOW-COST INTERNET PROGRAMS

Various internet service providers who service the residents of Dorchester County offer low-cost broadband internet service for qualifying families. Information about the low-cost programs offered by these service providers is listed below.

Please note that Dorchester School District Two is not affiliated with any of these programs. We are simply including this information to make families aware of the various low-cost internet solutions that are available. All questions should be directed to the internet service provider and not Dorchester School District Two.

Reduced Cost Internet Service Providers

AT&T: Only for students participating in the Supplemental Nutrition Assistance Program (SNAP) 1-855-220-5211 <https://www.att.com/shop/internet/access/index.html#!/>

Comcast: <https://internetessentials.com/>

HTC: 843-369-7399 <https://www.htcinc.net/stay-connected/>

Spectrum: 1-855-249-8892 <https://www.spectrum.com/browse/content/spectrum-internet-assist.html>

Mobile Hotspots

- Hotspots are available for checkout from each school site. Parents may contact their child's school directly to request a hotspot and schedule a day/time for pickup.
- Visit the district website for complete information regarding hotspots: <https://www.ddtwo.org/Page/25318>
- Hotspots may also be available for checkout at your local county library. Contact your local library for availability.

Wi-Fi Buses

Wi-Fi Buses may be available throughout the school year and summer in select locations. More information regarding Wi-Fi buses will be communicated throughout the school year.

APPENDIX D: STUDENT DEVICE RESPONSIBLE USE AGREEMENT FORM

In this agreement, "we", "us", and "our" means Dorchester School District Two. "You" and "your" means the student and parent enrolled in Dorchester School District Two. The "property" is a district-issued device, including all accessories, owned by Dorchester School District Two.

PARENT/GUARDIAN EXPECTATIONS

In order for students to experience the benefits of eLearning, Dorchester School District Two expects each parent/guardian to:

- Ensure their child is following the guidelines in the Student Device Handbook and Technology Responsible Use Agreement and Policy.

When a student is using a device at home, parents/guardians should:

- Monitor the child's internet use and adherence to the Student Device Handbook and Technology Responsible Use Agreement and Policy.
- Ensure the student will use his/her device for school-related purposes.

Misuse of technology will be handled in accordance with the Dorchester District Two School District Student Discipline Code of Conduct. Disciplinary repercussions include, but are not limited to:

- Notification to parents
- Suspension of network, technology, or device privileges, detention, suspension, or expulsion from school and school-related activities
- Legal action and/or prosecution

By signing, you are agreeing to the terms and conditions listed above as well as the terms and conditions outlined in the Modern Learning Device Handbook and Technology Responsible Use Agreement and Policy.

STUDENT NAME:

DEVICE BARCODE:

SCHOOL:

STUDENT USERNAME:

PASSWORD:

STUDENT FULL USERNAME/EMAIL:

SIGNATURE: _____ DATE: _____

Appendix E: Online Registration Digital Agreement Parent Signature Statements

Student Device Agreement

Students in grades K-12 will be issued a device for use at school, home, and through the summer as appropriate with district approval.

Students are expected to use the district-issued device for all instructional purposes.

Parents and guardians are expected to monitor the child's internet use and adherence to the Student Device Handbook and Technology Responsible Use Agreement and Policy.

Misuse of technology will be handled in accordance with Dorchester District Two School District's [Student Code of Conduct](#).

By electronically signing, you are agreeing to the terms and conditions listed above as well as the terms and conditions outlined in the Student Device Handbook and Technology Responsible Use Agreement and Policy.

By logging into a district issued device, students agree to the following:

This device belongs to DD2 and is loaned to you to do schoolwork. Your teacher and principal can see your online activity. Inappropriate activity, including creating personal chat spaces, accessing unauthorized browsers or VPNs, and searching explicit content, is strictly prohibited.

Attempting to circumvent monitoring or filtering in any way is prohibited and grounds for disciplinary action.

Note: Do not connect your cell phone to this device; it greatly impacts the battery life of your computer.

Technology Responsible Use Statement

I have read the district Responsible Use Policy. I understand that if my child violates the rules their account may be terminated and/or they may face other disciplinary measures. I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the district system including, but not limited to, claims that may arise from the unauthorized use of the system to purchase products or services. I will instruct my child regarding any restrictions against accessing material that is in addition to the restrictions set forth in the district Responsible Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

Appendix F: TECHNOLOGY RESPONSIBLE USE

The Board intends for students and employees to benefit from technological resources while remaining within the bounds of safe, legal and responsible use. Accordingly, the Board establishes this policy to govern student and employee use of school district technological resources. This policy applies regardless of whether such use occurs on or off school district property, and it applies to all district technological resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks, and all devices that connect to those networks.

A. EXPECTATIONS FOR USE OF DISTRICT TECHNOLOGICAL RESOURCES

School district technological resources may only be used by students, staff and others expressly authorized by the District. The use of district technological resources, including access to the internet, is a privilege, not a right. Individual users of the district's technological resources are responsible for their behavior and communications when using those resources. Responsible use of district technological resources is use that is ethical, respectful, academically honest and supportive of student learning. Each user has the responsibility to respect others in the school community and on the internet. Users are expected to always abide by the generally accepted rules of network etiquette and to apply the rules of good Digital Citizenship. General student and employee behavior standards, including those prescribed in applicable Board policies, the Student Code of Conduct, and other regulations and school rules, apply to use of the internet and other district technological resources.

In addition, anyone who uses district computers or electronic devices or who accesses the school network or the internet using district resources must comply with the additional rules for responsible use listed in the Dorchester School District Two Student Device Handbook. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive. Prior to receiving a district issued device and access to the district network, all students and staff must complete the district's responsible use policy orientation.

All students and employees must be informed annually of the requirements of this policy and the methods by which they may obtain a copy of this policy. Before using district technological resources, students and employees must sign a statement indicating they understand and will strictly comply with these requirements. Students and employees will acknowledge awareness that the district uses systems to monitor and detect inappropriate use of technological resources. Failure to adhere to these requirements will result in disciplinary action, which may include revocation of user

privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

B. RULES FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

1. District technological resources are installed and maintained by members of the Technology Department. Students and employees shall not attempt to perform any installation or maintenance without the permission of the Technology Department.
2. Under no circumstance may software purchased by the district be copied for personal use.
3. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Student Code of Conduct.
4. Users of district technological resources, including a person sending or receiving electronic communications, may not engage in creating, intentionally viewing, accessing, downloading, displaying, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, violent or promoting violence including the manufacturing or purchasing of weapons, demeaning or promoting hatred against another person or group of persons with regard to race, color, sex, religion, national origin, age, marital status, disability, genetics, or handicap, abusive or considered to be harmful to minors. Users may not post chain letters or engage in spamming. All users must comply with all applicable Board policies, the Student Code of Conduct, Student Device Handbook, and the Employee Handbook.
5. Users may not use the device for commercial purposes, which include but are not limited to offering, providing, or purchasing products or services.
6. Users may not use the device for political lobbying, expression of political ideas, or promoting political campaigns or candidates.
7. Users may not install or use any internet-based file sharing program designed to facilitate sharing of copyrighted material, without the permission of the Superintendent or designee.

8. Users of district technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
9. Users must respect the privacy of others. When using email, social media, or other forms of electronic communication, users must not reveal personally identifying information or information that is private or confidential, such as the home address or telephone number, credit or checking account information or social security number of others. In addition, users must not disclose personally identifying, private, or confidential information concerning others on district websites or elsewhere on the internet, including social media sites and applications, without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA). Users may not forward or post personal communications without the author's prior consent.
10. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks, or data of any user connected to district technological resources. Users may not knowingly or negligently transmit computer viruses, malware, or self-replicating messages or deliberately try to degrade or disrupt system performance.
11. Users may not create or introduce games, network communications programs, or any foreign program or software onto any district computer, electronic device, or network without the express permission of the Superintendent or designee.
12. Users are prohibited from engaging in unauthorized or unlawful activities, such as hacking, using unauthorized proxies to circumvent the filtering system, or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.
13. Users should not share usernames and passwords with others. Users are prohibited from using another individual's ID or password for any unauthorized purpose.
14. Employees may not use passwords or user IDs for any data system (e.g., the state student information and instructional improvement system applications, time-keeping software, etc.), for an unauthorized or improper purpose. Students may not modify any password without the express consent of the district.
15. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not share the

problem with other users. Any user identified as a security risk may be denied access.

16. Staff connection of personal mobile devices to the district's network is permitted while the user is on the premises but such use will not be supported by the District. The Board is not responsible for the content accessed by users who connect to the internet via their personal technology.
17. It is the responsibility of the user to back up data and other important files regularly.
18. Those who use district owned and maintained technologies to access the internet at home are responsible for both the cost and configuration of such use.
19. Students who are issued district owned and maintained devices must also follow these guidelines as outlined in the Student Device Handbook.

C. RESTRICTED MATERIAL ON THE INTERNET

The Internet and electronic communications offer fluid environments in which users may access or be exposed to materials and information from diverse and rapidly changing sources. The Board recognizes it is impossible to predict with certainty what information on the Internet users may access or obtain. Nevertheless, district personnel will take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose according to the Children's Internet Protection Act (CIPA). It is the responsibility of the user to not seek out information which is obscene, pornographic, or otherwise harmful to minors. Additionally, users may not take any action which is intended to circumvent any district placed filters or to conceal any actions executed on the device.

The Board recognizes parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources when students use their device outside of school. The district maintains the right to filter the content that can be accessed on district-owned devices at all times, including when the device is being used off campus and outside of school hours. Nonetheless, the District is not responsible for information accessed independently by the student or any other person.

Any district staff or computer technicians who discover sexually explicit images of apparent minors must report this to school administration and local law enforcement. The report must include the name and address of the person in possession of the

computer or to whom the computer is assigned. Failure of any district employee to properly notify law enforcement of discovered child pornography on district technology will result in disciplinary and possible legal action.

D. PRIVACY

Students, employees, visitors and other users have no expectation of privacy in anything they create, store, send, delete, receive, or display when using the District's network, devices, internet access, email system, or other technological resources owned or issued by the district, whether the resources are used at school or elsewhere, and even if the use is for personal purposes. The district may, without notice, (1) monitor, track and/or log network access, communications and use; (2) monitor and allocate files server space; and (3) access, review, copy, store, delete or disclose the content of all user files regardless of medium, the content of electronic mailboxes and system outputs, such as printouts, at any time and for any reason. Such purposes may include, but are not limited to, maintaining system integrity, security or functionality, ensuring compliance with Board policy and applicable laws and regulations, protecting the district from liability and complying with public records requests. District personnel shall monitor online activities of individuals who access the internet via a district-owned device.

Under certain circumstances, the Board may be required to disclose such electronic information to law enforcement or other third parties.

By using the district's network, internet access, email system, devices, or other technological resources, individuals consent to have this use monitored by authorized district personnel as described in this policy.

E. USE OF PERSONAL TECHNOLOGY ON SCHOOL SYSTEM PROPERTY

The use of any personal technology device is governed by all other applicable Board policies, the Student Code of Conduct, Employee Handbook, and any other restrictions established by the school or district administration. The District assumes no responsibility for personal technology devices brought to school.

For *security purposes*, Cantey Technologies/Dorchester Two does not allow for the installation of print drivers or Wi-Fi printer access on a student device for use with printing to a personal home printer. In the event students want to print a file, files may be uploaded to the student MS OneDrive account and accessed from a computer with printing capabilities.

F. SECURITY/CARE OF PROPERTY

Security on any computer system is a high priority, especially when the system involves many users. All users are responsible for reporting information regarding security violations to appropriate personnel. Unauthorized attempts to log onto any school system computer on the District's network as a system administrator may result in cancellation of user privileges and/or additional disciplinary action. Any user identified as a security risk or having a history of problems with other systems may be denied access.

Users of district technology resources are expected to respect district property and be responsible in using the equipment. Users will follow all instructions regarding maintenance or care of the equipment and must comply with the Student Device Handbook. Users will be held responsible for any loss or damage caused by intentional or negligent acts in caring for devices while under their control.

G. PERSONAL WEBSITES AND SOCIAL MEDIA

The district may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize the school system or individual school names, logos, or trademarks without permission.

Students

Although school personnel generally do not monitor students' internet activity conducted on non-school system computers during non-school hours, when a student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with Board policy.

Employees

All employees are required to use resources approved by Dorchester School District Two when creating or utilizing websites for any and all educational and work-related postings or communications with students. Thus, employees may not use unapproved personal websites, applications, or online networking profiles to post information in an attempt to communicate with students about school-related matters.

Employees are to maintain an appropriate relationship with students at all times. Having a public personal website or online social media profile or allowing access to a private website or private online social media profile is considered a form of direct communication with students. Employees are encouraged to block students from viewing any material or social media profiles that are not age appropriate. Any employee found to have created and/or posted inappropriate content on a website or social media profile that has a negative impact on the employee's ability to perform his or her job as it relates to working with students or colleagues will be subject to discipline, including dismissal. This section applies to all employees, volunteers and student teachers working for or in Dorchester School District Two.

Anyone who wishes to establish an external website for specific district offices, initiatives, schools, or programs must first contact the public information office.

H. DISCLAIMER

The Board makes no warranties of any kind, whether express or implied, for the service it is providing. The Board will not be responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, non-deliveries or service interruptions, whether caused by the district's or the user's negligence, errors, or omissions. Use of any information obtained via the Internet is at the user's own risk. The district specifically disclaims any responsibility for the accuracy or quality of information obtained through its internet services.

Legal References: U.S. Const. amend. I; Children's Internet Protection Act, 47 U.S.C. 254(h)(5); Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 17 U.S.C. 101 *et seq.*; 20 U.S.C. 6777; G.S. 115C-

325(e) (applicable to career status teachers), -325.4 (applicable to non-career status teachers)