

**Home**

**Wilkes**

**Community**

**County**

**School**

**Schools**

# Middle School Laptop Handbook

2013 - 2014

## Table of Contents

Introduction.....	1
Terms of Loan.....	2
Hardware/Software.....	3
Care of the Laptop.....	4
Software and Files.....	6
Student Responsibilities.....	7
Email and Internet Use.....	8
Monitoring Laptop Usage.....	9
Unacceptable Behavior.....	10
Consequences.....	12
Technical Support and Repairs.....	13
Warranties, Damages, and Theft.....	14
Parent Expectations.....	15
Parent and Student Agreement.....	16
Acceptable Use Policy.....	17

## **Introduction**

### **Vision**

Wilkes County School System understands strong leadership is the key to preparing students to be 21<sup>st</sup> Century learners. Our leadership supports teachers and staff in becoming 21<sup>st</sup> Century educators through quality professional development. Technologically adept administrators and teachers challenge students to become self-motivated, high performing, and globally aware citizens.

It is the responsibility of educators to provide a future ready workforce prepared to meet the demands of a globally-connected society. Technology enhances differentiated instruction and promotes creative learning, allowing students to become actively engaged learners. Providing equal access to technology resources will level the playing field for all students, regardless of socio-economic backgrounds.

### **Goals**

Increase student engagement, motivation, and self-directed learning.

Improve the quality of student learning and academic achievement as students develop 21<sup>st</sup> Century skills.

Provide greater access to educational opportunities, formative assessments, and differentiated instruction.

Equip students to become life long learners.

## **Terms of Loan**

### **Issuing of Laptops**

Students new to the laptop program will be issued a laptop as part of the registration process after a parent meeting is conducted and proper parent and student signatures are provided. The laptop will be assigned in the same manner as a textbook. The serial number of the laptop will be recorded. Once the laptop is issued to a student, it will stay with the student for the remainder of the school year, or until the student withdraws from school. Students will be reassigned their original laptop each year while enrolled in Wilkes County Schools. The netbooks will remain at school at all times.

### **Conditions of Loan**

Wilkes County Schools will loan a laptop to students upon compliance with the following:

- a) Student Training session
- b) Parent Orientation
- c) A signed Student Acceptable Use Policy
- d) A Laptop Agreement signed by the student and parent

Wilkes County Schools will hold the legal title to the laptop and all accessories. Right of possession and use is limited to and conditioned upon full and complete compliance with all Board policies and other guidelines outlined in this Laptop Handbook.

Wilkes County Schools does not guarantee that its technology resources will be uninterrupted or error-free. Access to the network is provided on an "as is" basis without warranties of any kind. In the rare case that the network is down, neither Wilkes County Schools, nor any of its agents or employees will be responsible for lost or missing data.

### **Terms of Agreement**

The right to use and possess the laptop and all peripherals terminates no later than the last day of the school year unless earlier terminated by the district or upon withdrawal from the school through dropping-out, suspension, expulsion, or transfer. If the student enrolls in another school within the district, he or she will be reissued a laptop upon admittance into the new school. The laptop remains the property of Wilkes County Schools and cannot be loaned, sold, bartered, traded, leased, rented or given to any other person(s).

Failure to return laptop and peripherals will result in a certified letter sent to the parent indicating items not returned. The parent will have five (5) days to return the items or pay replacement costs or this will be turned over to local law enforcement. Criminal charges may be sought.

Wilkes County Schools reserves the right at any time to revoke the use of the laptop by the student. Students may be subject to loss of privilege, disciplinary action and/or legal action in the event of intentional damage or violation of Board policies and guidelines as outlined in the Laptop Handbook.

### **District Liability**

Although the laptop is provided for use within the district, Wilkes County Schools assumes no liability for any material accessed on the device.

### **Modification to Program**

Wilkes County Schools reserves the right to revoke or modify the Laptop Handbook, policies, or procedures at any time.

## **Hardware and Software**

### **Hardware Provided**

Mini Laptop Computer  
Charging Cable  
Carrying Case

### **Software Installed on Laptops**

Microsoft Operating System  
Microsoft Internet Explorer  
Symantec EndPoint Security  
Open Office  
Adobe Acrobat Reader  
Adobe Flash Player  
Adobe Shockwave Player  
Real Player

Other software applications may be installed by members of the Technology Department.

Students involved in the Exceptional Children's Program will be issued a laptop upon the recommendation of the Director of Exceptional Children and school principal. Any assistive technology devices required by a student's Individual Education Plan will be issued based on the recommendations of the Director of Exceptional Children and school principal and installed by Wilkes County Schools' Technology Department personnel.

## **Care of the Laptop**

### **General Care**

Never remove the laptop from the carrying case.

Never remove the battery from the laptop.

When using the laptop, keep it on a flat, solid surface so that air can circulate. Using a laptop directly on carpet can cause damage due to overheating.

Do not set books or stack items on top of the laptop.

Do not write, draw, paint, or place stickers or labels on the laptop or carrying case.

Keep the laptop away from magnets and magnetic fields, which can erase or corrupt the data.

This includes large speakers, amplifiers, transformers, and old style television sets, etc.

Do not place food or drink near the laptop. Liquids, food and other debris can damage the laptop.

Avoid eating or drinking while using the laptop.

Do not keep food or food wrappers in the laptop carrying case.

Do not leave the laptop exposed to direct sunlight, ultraviolet light, extreme temperatures, or moisture sources for extended periods of time. Extreme heat or cold may cause damage to the laptop.

If the laptop has been in a cold environment, allow the laptop to warm to room temperature before use.

Never attempt repair or reconfiguration of the laptop. Do not attempt to open or tamper with the internal components of the laptop; nor should you remove any screws, doing so will render the warranty void.

Carefully insert cords, cables and other removable storage devices to avoid damage to the laptop ports.

Do not bump the laptop against lockers, walls, floors, etc. It will eventually break the laptop.

Immediately report any laptop damage, loss, or problems to your teacher.

### **Cleaning the Laptop**

Wipe surfaces with a clean, dry, soft cloth.

Never clean the screen with glass cleaner.

Never use liquids to clean the laptop.

Be sure your hands are clean when using the laptop to avoid buildup on the touch pad and keyboard. Grease and dirt buildup can cause problems with the laptop.

Do not use the laptop in dusty, dirty, or sandy environments.

### **Screen Care**

Do not pick up the laptop by the screen.

Avoid touching the screen with fingers, pens, pencils, or any sharp instrument.

Do not lean on the top of the laptop.

Avoid placing excessive pressure or weight on the laptop screen.

Be careful not to leave pencils, pens or papers on the keyboard when closing the screen.

### **Carrying the Laptop**

The laptop and all components are to be carried in the school provided laptop carrying cases at all times.

Always close the lid and zip the case before moving or carrying the laptop.

To prevent hard drive damage, laptops need to be put in standby mode or shutdown between classes.

Unplug all cords, accessories, and peripherals before moving the laptop.

Textbooks, notebooks, binders, pens, pencils, etc. are not to be placed in the laptop carrying case.

Any damage due to overstuffing of the laptop carrying case will be treated as abuse.

Never sit or stand on the laptop.

**Security**

Do not leave laptops in unsupervised areas. Unsupervised areas may include the lunchroom, computer lab, buses, locker rooms, media center, unlocked classrooms, gyms, dressing rooms, restrooms, hallways, etc.

Avoid using the laptop in areas where damage or theft is likely. Do not use the laptop during sporting activities or events.

**Loaning Equipment to Others**

Students may not loan laptops or laptop components to others for any reason.

**Power management**

Dimming the brightness of the screen will extend the life of the battery.

Be careful not to cause a tripping hazard when plugging in the laptop.

For prolonged periods of inactivity, shut down the laptop to conserve the battery.

Protect the laptop by using a surge protector whenever possible.

## **Software and Files**

### **General Information**

Laptops come with a standardized pre-loaded image. This image may not be altered or changed in any way.

Altering files, changing BIOS settings or hiding directories or files is prohibited.

Do not alter copy, remove or add any software including virus protection software.

All software must be approved and installed by Wilkes County Schools' Technology Department.

Do not change the computer name.

Software, hardware, or additional plug-ins are not to be loaded on the laptops.

Students are responsible for damages caused by any attempt to add, change, or delete software.

The school does not accept responsibility for the loss of any data deleted due to re-imaging laptops.

### **Music, Games, or Programs**

Unauthorized music, videos and games will not be downloaded, installed, or saved to the hard drive, My Documents folder, or home directory. This is a violation of Wilkes County Schools' Acceptable Use Policy and may be a violation of federal copyright laws. Music and games can be disruptive during class and will not be brought to school unless the student has permission from the teacher for an educational project.

### **Deleting Files**

Do not delete any folders or files that you did not create or that you do not recognize. Deletion of files could interfere with the functionality of the laptop.

### **Network Student Storage**

Students will have network storage space accessible with a unique student login. Students are expected to save important items in this space.

### **Screensavers/Wallpapers**

The laptop will be equipped with a standard screensaver and wallpaper, which will not be modified.

### **Passwords**

Students are not to activate any passwords on the laptop such as start-up (BIOS), hard drive, or file system passwords. Re-imaging and repair fees may be charged. Students will login only under their assigned username and password. Students will not share their passwords with other students.

### **Sound**

Laptop sound will be muted at all times unless permission is granted from the teacher for instructional purposes. No headphones are allowed without express permission by the teacher for instructional purposes.

### **Printing**

Help conserve our instructional resources by using print preview. Students must ask for permission from the teacher before printing.

## **Student Responsibilities**

The student assigned the laptop is responsible for all use of the laptop. Unsupervised laptops will be confiscated by staff. Disciplinary action may be taken for repeat offenders.

Students must bring the laptop to all classes, unless specifically instructed not to do so by their teacher. Users are responsible for their actions and activities involving school owned computers, networks and Internet services and for their files, passwords, and accounts on school owned equipment. Students must ask for assistance if they do not know how to operate any equipment. Students are responsible for their ethical and educational use of all computer hardware and software. Students should monitor all activity on their account(s) and report anything suspicious to their teacher or instructional technology facilitator. Students who identify or know about a security problem are required to communicate the issue to their teacher without discussing it with other students.

The same rules and expectations for student conduct also apply to student use of computers. Intentional misuse or neglect can result in loss of laptop use, disciplinary action, and/or fines for any needed repairs or maintenance. The school principal will have final authority to decide appropriate disciplinary action if students are found to be responsible for any unacceptable activity.

## **Email and Internet Use**

### **Email**

Students are provided a filtered/monitored email account by the school. Email correspondence will be used for educational purposes only. When emails are sent, the name and user identification are included in the email message. Students are responsible for all email originating from their user account. By utilizing an email account, the user authorizes designated system administrators access to the email. Emails will be made available to district, local, state, and federal officials in association with any investigation. Emails, stored data, transmitted data, or any other use of online services are not confidential and may be monitored at any time by designated staff to ensure appropriate use.

### **Internet Use**

As required by the Children's Internet Protection Act (CIPA), a filtering solution is maintained by the district for school use on the laptop. Filtering not only restricts access to unacceptable sites, but also restricts access to chat rooms, some online games, and web mail. Wilkes County Schools can not guarantee that access to all inappropriate sites will be blocked. No filter is as reliable as adult supervision. Log files are maintained on each laptop with a detailed history of all sites accessed. It is the responsibility of the user to appropriately use the laptop, network, and the Internet. Wilkes County Schools will not be responsible for any harm suffered while on the network or the Internet.

Students are required to notify a teacher or administrator if they access information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

### **Internet Safety**

Immediately report any unauthorized activity on the network or Internet.

Notify a teacher immediately if you accidentally access an inappropriate site.

Never read someone else's email or open their files or folders.

Never arrange to meet an Internet contact in person.

Obey all copyright laws.

Protect your user account by logging off when not at the computer. If a student does not log off, any email, network, or Internet activity under their username will be considered the student's responsibility.

## **Monitoring Laptop Usage**

### **Monitoring and Supervision**

Students should not be left unattended while using laptops or other computers. The laptops will be subject to routine monitoring by teachers, administrators, and members of the Technology Department. Students will provide access to the laptop and any accessories assigned to them upon request by the school or district. A search of the laptop and student files may be conducted if there is suspicion that any policies, procedures, or guidelines have been violated.

### **Privacy**

There should be no expectation of privacy regarding the contents of computer files or communication using any school owned computer or network. Wilkes County Schools reserves the right to investigate, review, monitor, and restrict information stored on or transmitted via Wilkes County Schools' equipment. Parents, guardians, and students do not have the right or expectation of privacy for any use of school owned laptops, computers, or other equipment.

School or district administrators or members of the Technology Department may conduct an individual search of the laptop, files, music, videos, emails or other related items. The district will cooperate fully with local, state, or federal officials in investigations of suspected illegal activities conducted through district owned computer systems.

### **Laptop Inspections**

Students may be randomly selected to provide the laptop for inspection. Students with damaged laptops who fail to report the damage will be subject to fines and disciplinary action at the discretion of the school principal.

## **Unacceptable Behavior**

### **Unacceptable conduct includes, but is not limited to the following:**

Using the network for illegal activities, including copyright violations;

Accessing online sites or materials that do not support the curriculum or are inappropriate for school purposes;

Downloading inappropriate materials, viruses, or software;

Using or possessing hacking or file sharing software, including keystroke loggers, batch files, or applications used to bypass laptop or network security;

Gaining unauthorized access anywhere on the network including attempting to log onto the Internet, network, servers, routers, switches, printers, or firewall as a system administrator;

Using the laptop or network for financial gain, advertising, or political influence;

Vandalizing or tampering with equipment, files, software, system performance, or other network equipment;

Attempting to repair, remove or install computer hardware or software;

Opening the computer to access internal parts;

Causing network congestion or interfering with the work of others, including sending chain emails or broadcast messages, subscribing to mailing lists, mass emails, games, etc.

Intentionally wasting finite Internet or network resources, including, downloading files, streaming music, videos, or games;

Installing, activating, or creating programs that interfere with the performance of the network, Internet, or computer hardware;

Revealing, sharing, or posting personal information including full names, addresses, phone numbers, social security numbers, driver's license numbers, or passwords for yourself or others;

Invading the privacy of others;

Using another person's username or password, or allowing another to access your account using your username or password;

Pretending to be someone else when sending or receiving messages;

Using email, other than the school issued email account, on school owned equipment;

Forwarding or distributing inappropriate email messages;

Engaging in harassment or transmitting obscene messages, pictures, websites, or other files including racist, terrorist, abusive, sexually explicit, vulgar, threatening, stalking, demeaning, slanderous, or any other inflammatory content;

Utilizing sites selling written papers, book reports, and other student work or any act of plagiarism;

Using unauthorized technology to gain advantage or assessments by providing or receiving information not allowed by the instructor or that is unavailable to other students;

Assisting, observing, or joining any unauthorized activity using the laptop, network, or Internet;

Posting anonymous messages or illegal information;

Accessing or attempting to access chat rooms, instant messaging, or social networking sites including MySpace, Facebook, etc.;

Attempting to disable or circumvent Wilkes County Schools' Internet content filter and firewall including, using or attempting to use proxies to access sites that would otherwise be restricted;

Falsifying permission or identification information;

Copying or modifying files, data, or passwords belonging to others;

Knowingly placing a computer virus on a computer or network;

Writing, drawing, painting, defacing, or placing stickers or labels on a school owned laptops or laptop accessories, or causing other intentional damage;

Attempting to alter data or the configuration of a computer or the files of another user will be considered an act of vandalism and subject to disciplinary action.

Accessing or attempting to access the wired or wireless network with any device that is not property of Wilkes County Schools. Note: Students are not to bring their personal laptop computers to school. Only Wilkes County Schools' owned computers may be used on campus.

Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang related symbols will result in disciplinary action.

Cyber bullying in any form is unacceptable. Students will not engage in any cyber bullying activity. In situations in which cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action will be based upon whether the conduct is determined to be severely disruptive of the education process so that it markedly interrupts or severely impedes the day-to-day operation of a school. In addition, such conduct also violates school policy. Such conduct includes, but is not limited to, threats, or making a threat on or off school grounds, to harm a member of the school staff or a student. Discipline for cyber bullying will be handled on a case by case basis as deemed appropriate by the school principal. In addition, when any kind of threat is communicated or when a hate crime is committed, it will be reported to local law enforcement.

Students will comply at all times with Board policies, the Acceptable Use Policy, and the Laptop Handbook. Consequences for non compliance with the policies and procedures in this document include disciplinary actions and financial responsibilities. Any failure to comply may immediately end the student's right of possession. The student will also be subject to disciplinary action. The school principal will have authority to decide appropriate consequences regarding non compliance. Wilkes County Schools cooperates fully with local, state, and federal law enforcement for computer crimes recognized under North Carolina General Statutes §§ 14-453 to -458.

## **Consequences**

Disciplinary action will be taken if a student fails to comply with any policy or procedure in this document.

Consequences may also include financial compensation for damages, abuse, neglect, or loss.

The school principal will have authority to decide appropriate consequences regarding non-compliance.

\*The principal has the discretion to permanently confiscate the laptop from the student at any time.

## **Technical Support and Repairs**

In the event the laptop needs repair, report it to the teacher as soon as possible. The teacher may escalate the problem to the school's instructional technology facilitator. All repairs will be performed by Wilkes County Schools' Technology Department. Parents, guardians, students, or teachers are not allowed to attempt repairs themselves or contract with any other individual or business to repair any school owned computer equipment.

Wilkes County Schools' Technology Department will coordinate the repair work for laptops.

Services provided include the following:

Hardware or software maintenance and repairs

User account support

Operating system or software support

Hardware support

Re-imaging computers

Updates and software installations

Warranty repairs

If a laptop is damaged, it will be repaired as quickly as possible.

## Warranties, Damages, and Theft

### Hardware Warranty

Warranty coverage is purchased by Wilkes County Schools as part of the purchase price of the laptop. The manufacturer warrants the laptops against defects in materials and workmanship. This warranty covers mechanical failure or faulty construction and will provide replacement parts needed for laptop repairs. The manufacturer's warranty does not warrant against damage caused by misuse, abuse, neglect, or accidents. Immediately report all laptop problems to your teacher.

### Damage

Wilkes County Schools will provide an accidental damage policy which will cover the laptops. The policy will cover no more than 3 incidents for an individual laptop during the 36 month period. **Up to a \$50.00 fee per incident will be charged to the parents for any accidental damage or neglect to the laptop.** Damage fees may be charged to the parents of a student who damages the netbook assigned to another student.

Peripherals such as chargers, batteries, and carrying cases are not covered under the accidental damage insurance. **Fees will be charged for damaged chargers, batteries, and carrying cases.**

### Netbook Damage Procedures

The student will report any damages or problems as soon as possible to their teacher.

The teacher will notify the assistant principal of the hardware damage.

If the assistant principal has any questions concerning the damage, he or she will contact the schools' Instructional Technology Facilitator.

The assistant principal will speak to the student if necessary.

The assistant principal will contact the parent by phone and/or letter to notify the parent of the damage that has been incurred.

The assistant principal will maintain the netbook in their possession until it is turned over the schools' Instructional Technology Facilitator for repair.

As with any school property deliberate or accidental destruction of school property may require financial compensation. Financial compensation will be determined by the school principal. If financial hardship exists, the parent may pay fines in scheduled payments agreed upon by the school and the parent.

### Theft

Any theft occurring on school grounds must be immediately reported to a teacher. If the netbook is not in a locked location and is lost, it is defined as a mysterious loss. **Mysterious loss is not considered theft and is not covered by the laptop insurance coverage. The full price of the laptop, charger, and carrying case will be charged for replacement.**

The district will work with the police department to report all model, asset, and serial numbers of laptops to local pawn shops and area law enforcement agencies in the event of loss or theft.

### Fines

The school has the right to setup payment plans to clear fines if financial hardship can be proven. Students must pay all fees before participating in any end of year/awards ceremonies.

## **Parent Expectations**

Share in your son's or daughter's excitement about this opportunity as they use this instructional tool to enhance their learning.

Parents should ensure that their child adheres to laptop and Internet policies and guidelines set forth in the Laptop Handbook.

Sign and follow the Laptop Agreement.

Reimburse the school district for any fines caused by damage, misuse, neglect, or loss.

Parents are responsible for reviewing Wilkes County Schools' Acceptable Use Policy and the Laptop Handbook with their child.

## Parent and Student Laptop Agreement

We are excited to be able to provide your child with a laptop computer while they are enrolled in Wilkes County Schools. These laptops are to be used by the student for learning purposes only. Please note the following conditions of the program:

I understand the laptop is property of Wilkes County Schools and is assigned to the student. I understand the laptop and its contents may be inspected at any time because it is school property.

The student will return the laptop, carrying case, power cord, and any other accessories in working condition.

The student will use the laptop appropriately for school purposes.

The student is responsible for securing and taking care of the laptop.

The student and parent(s) will be responsible for all damage or loss caused by neglect or abuse.

**Up to a \$50.00 fee per incident will be charged to the parents for any accidental damage or neglect to the laptop.**

The full replacement cost will be charged for lost or damaged cases, batteries, and power chargers.

The student will leave the laptop in the carrying case provided by the school at all times.

The student will not remove the battery from the laptop for any reason.

The student will not store papers, pens, pencils, or other items under the laptop or between the screen and the keyboard in the carrying case.

The student will not attempt to disable or circumvent Wilkes County Schools' Internet content filter or firewall to access sites that would otherwise be blocked.

A \$25.00 reimaging fee will be charged if students download software which requires the laptop software to be reinstalled.

The student will follow the policies, procedures, and guidelines outlined in the Laptop Handbook and the Acceptable Use Policy at all times.

The student will not loan the laptop to another individual.

The student will not use the laptop near food or drinks.

The student will not disassemble any part of the laptop or attempt any repairs.

The student will not place stickers, drawings, markers, etc. on the laptop or carrying case. The student will not deface the serial number sticker on the laptop.

If the netbook is not in a locked location and is lost, it is defined as a mysterious loss **Mysterious loss is not considered theft and is not covered by the laptop insurance coverage. The full price of the laptop, charger, and/or carrying case will be charged for replacement.**

### Consequences

Disciplinary action will be taken if a student fails to comply with any policy or procedure in this document.

Consequences may also include financial compensation for damages, abuse, neglect, or loss.

The school principal will have authority to decide appropriate consequences regarding non-compliance.

\*The principal has the discretion to permanently confiscate the laptop from the student at any time.

Yes, I have received a copy of the Laptop Handbook and understand the conditions of the program.

Student Name (Please Print): \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_ **16**

## **ACCEPTABLE USE/INTERNET SAFETY POLICY**

*Policy Code: 3225/7320*

The Internet/School Network provides a unique opportunity to enhance global instruction, appeal to different learning styles, and meet the educational goals of the Wilkes County Board of Education. Through the Internet/School Network, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current, varied, and in-depth information.

The Internet should be used in teaching the North Carolina Essential Standards and in meeting the educational goals of the Board of Education. Teachers will integrate the Internet into their curriculum.

### **REQUIREMENTS FOR USE OF THE INTERNET AND SCHOOL NETWORK**

The use of the Internet is a privilege, not a right. Inappropriate use of the Internet may result in limitation or cancellation of user privileges and appropriate disciplinary action. Before using the Internet, all students shall receive training about appropriate on-line behavior. Such training shall include cyberbullying, interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response.

Users of the Internet, including staff and students, must comply with the following requirements.

- The Internet/School Network is provided primarily for school-related purposes. No right of privacy exists in any communication on the Internet or the School Network. The school district monitors and archives e-mail messages as a part of ensuring compliance with Board of Education policies, applicable laws, and regulations. Electronic information is subject to inspection or deletion by authorized members of the Technology Department.
- Students/Staff must meet all standards of expected online behavior and comply with all Board of Education policies, applicable laws, and regulations.
- All staff will model and promote ethical use of technology.
- Teachers will educate students in using appropriate online behavior including Internet safety while using social networking sites and chat rooms as well as the dangers of cyber bullying.
- No person may use school system equipment, software, or school email for personal gain, profit, or to promote a political position. Wilkes County Schools does not support the advertisement of any product or the promotion of any political agenda via electronic communications. It is the responsibility of school administrators to address such violations (see consequences section).
- No user of the Internet, electronic device, and/or any storage device may engage in creating, soliciting, or transmitting defamatory, fraudulent, pornographic, harassing, obscene, or vulgar images or documents. Messages with derogatory or inflammatory remarks concerning religion, ethnicity, national origin, sexual preference, etc. about an individual or group will not be transmitted or posted.
- Users will not participate in cyber bullying.
- Users will not create or transmit chain letters via e-mail.

- All laws and Board of Education policies apply for all employees and students, including those relating to copyright/trademarks, confidential information and public records.
- Information electronically transmitted or stored is subject to the same copyright laws as govern non-electronic data. The intellectual property of others will be granted the respect afforded copyrighted materials.
- Teachers will supervise and monitor students' use of computers and other technologies.
- All employees are responsible for supervising their children as well as children under their care while using computers and other technologies before and after regular school hours and on teacher workdays.
- Accessing programs and websites not appropriate for educational use are prohibited. Students will not participate in Internet instant message activities, visit chat rooms, access personal e-mail accounts (unless it is a curriculum-related requirement) or participate in any activity that may cause harm to themselves or others. This includes revealing personal information.
- Teachers and students may use approved Web 2.0 tools for collaboration. A list of approved sites may be found on the WCS system website.
- Users will not attempt to gain unauthorized access to programs, websites, network file space, or computer equipment. Attempting to disable or circumvent system filtering software is prohibited. Promoting, advocating, or participating in hacking is strictly prohibited. It is the responsibility of the principal to enforce these policies (see consequences section).
- Users will not maliciously attempt to harm or destroy hardware, software, data, or transmit computer viruses or other malware.
- Unauthorized disclosure, use, and/or dissemination of personal information is prohibited. Passwords and other personal information will not to be shared with anyone or posted in a conspicuous location. Users will not attempt to log in to any system or software using credentials other than their own.
- Users will not change settings on school equipment unless authorized by the Technology Department.
- Disrupting the network is prohibited.
- Users will not download or upload software or files unless authorized by the Director of Technology.
- Users will not save to the network in unauthorized locations. Locations will be designated by Wilkes County Schools' Network Engineer.
- Personal laptops, computers, or iPads, may not be on school premises without written permission from the Director of Technology. Wilkes County Schools cannot ensure personal computers are free from viruses and malware. In order to protect computers, systems, and networks belonging to Wilkes County Schools from harm, no personal computer use of any kind will be allowed for students and/or staff. Wilkes County Schools cannot ensure compliance with the federal Child Internet Protection Act (CIPA) for personal computers; therefore, personal computer use will not be allowed for students, faculty, or staff.

- Classes involving computers or networking technologies will use isolated test environments to fulfill course curriculum.
- Students and instructor(s) in these classes must use hardware purchased or donated specifically for use as an instructional computer kit. Hardware under warranty cannot be classified as an instructional computer kit. Only instructional computer kits may be used for installation, repair, configuration, or hardware or software upgrades by students or instructors.
- To complete curriculum requirements, these classes should acquire the equipment they will need. Computer and networking classes are not allowed to view or alter the school system network to fulfill class curriculum requirements.

Opinions expressed as representing the view of the school district must receive prior approval by the superintendent or his or her designee.

Wilkes County Schools is not responsible for individual employee maintained web pages or contents. Employees must follow all Board of Education policies for school web pages.

### **RESTRICTED MATERIAL**

All users are responsible for appropriate use of technology. Parents, students, and employees should be aware that the school district monitors use of computers. Before a student may use the Internet, the legal parent/guardian should be aware of the possibility that the student could obtain access to inappropriate material. The school system only supports individual students using filtered, teacher controlled e-mail accounts and select Web 2.0 tools. The software used for these tools must be approved by the Director of Technology. The school district has established technology measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. The Board of Education shall enforce the operation of these technology measures.

In the event a legal parent/guardian chooses not to allow their child to participate in web based activities, it is their responsibility to complete the Internet, Email, and Web 2.0 Exemption Form. These forms are available in your school's office. They must be completed and returned to school administration annually. It is the school's responsibility to store these forms in a central location at the school. Legal parent/guardian permission is not necessary for student participation in Department of Public Instruction required online testing.

The Board of Education is aware that information is available on the Internet that is not related to the curriculum. The Board of Education also is aware that the Internet offers information and opportunities to communicate on subjects that are not suitable for school-age children. Filtering software is used to guard against accidental or intentional access to inappropriate Internet locations. It should be understood that no filtering software is 100% effective. The school district will take reasonable precautions to prevent students from having access to inappropriate materials which do not serve legitimate pedagogical concerns. These inappropriate materials include but are not limited to violence, nudity, obscenity, prejudice, or graphic language. The system does not condone the use of controversial or offensive materials. The school district will not limit access to the Internet solely for the purpose of restricting political ideas or social perspectives. The user is ultimately responsible for his or her activity on the Internet. Teacher supervision is required when students are using computers and other technologies.

Confidential student information will be handled according to the guidelines set forth by the Family Educational Rights and Privacy Act (FERPA) If sensitive electronic data is housed online or electronically, great care will be taken to prohibit unauthorized viewing, editing or duplication of files electronically or otherwise.

All school system employees and students will follow the guidelines set forth in the Children's Internet Protection Act (CIPA), the Neighborhood Children's Internet Protection Act (NCIPA) and the Broadband Data Improvement Act (BDIA).

## **CONSEQUENCES**

Student offenses will result in one or more of the following at the discretion of school administrators

- Notification to legal parent/guardian
- Financial compensation for damages
- Limitation or loss of user privileges
- Suspension or other disciplinary action as deemed appropriate by the school administrator
- Appropriate authorities will be notified of illegal activities
- For any act of student vandalism, appropriate disciplinary action will be taken in accordance with the policies of the Board of Education. Appropriate law enforcement authorities may be notified. Students will be held financially responsible for damage repair or replacement costs.

Employee offenses will result in one or more of the following at the discretion of school or district officials

- Private consultation with school or district officials
- Letter of reprimand placed in personnel folder
- Financial compensation for damages
- Limitation or loss of user privileges
- Any other disciplinary action deemed appropriate by school officials
- Appropriate authorities will be notified of illegal activities
- For any act of staff vandalism, appropriate disciplinary action will be taken in accordance with the policies of the Board of Education. Appropriate law enforcement authorities may be notified. Staff will be held financially responsible for damage repair or replacement costs.

## **CONTRACTS**

Students in grades K-12 must have a signed Acceptable Use Policy on file.

All employees must sign the Acceptable Use Policy each year.

All students enrolling in a new school must sign the Acceptable Use Policy.

It is the responsibility of school personnel to ensure all new students (Pre-Kindergarteners, Kindergarteners, 6<sup>th</sup> graders, 9<sup>th</sup> graders and students entering a new school) have received and signed the Acceptable Use Policy.

Legal References: U.S. Const. amends. I; 17 U.S.C. 100 et seq.; Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; G.S. 115C-391, -325(e), PL 106-554, SBE EEO-C-018, SB 991, 2004, GS 115c-98, GS 115c-398, GS 115c-106

Cross References: Curriculum and Instructional Guides (policy 3115), Technology in the Educational Program (policy 3220), Copyright Complaint (policy 3230/7330), Standards of Expected Student Behavior (policy 4310), Public Records (policy 5070), Staff Responsibilities (policy 7300), Student Records (policy 4700), Web 2.0/3.0 (3223), Hardware (3221), Software (3222)

Adopted: May 17, 2004

Revised: November 7, 2005, July 7, 2008, June 7, 2010, January 31, 2011, December 5, 2011