

---

***ACPSD***  
***PERSONALIZED, DIGITAL***  
***LEARNING INITIATIVE***



*Laptop Parent-Student Guide for K-12*

## **Aiken County Public School District Mission**

The Mission of Aiken County Public Schools, the unifying agent of new horizons and extraordinary possibilities, is to ensure all students thrive as future-ready, globally mindful, and productive citizens through a responsive and inclusive school system distinguished by

- High quality and student-centered learning experiences
- Transformative, stakeholder partnerships
- A culture of purpose, innovation, and excellence

## **Aiken County Public School District Technology Department Mission**

The School District of Aiken County believes that technology is a critical component of education and provides innovative technological resources for all students and staff. The mission of the Aiken County Public Schools Technology Department is to accommodate and support all the district's integrated technology initiatives in the most secure, timely, and cost-effective way.

<b>SUPERINTENDENT’S MESSAGE</b>	4
<b>ACPSD PERSONALIZED, DIGITAL LEARNING</b>	5
<b>RECEIVING/RETURNING YOUR Laptop</b>	
Distribution of Laptop	6
Returning Laptop	6
Identification of Laptop	6
<b>CARING FOR THE Laptop</b>	
Screen Care	7
General Precautions	7
Carrying Your Laptop	7
<b>USING YOUR Laptop</b>	
Laptop Left at Home	8
Laptop Undergoing Repair	8
Home Internet Access	8
Camera Use	8
Saving Student Work	8
Network Connectivity	8
<b>APPLICATIONS ON Laptop</b>	
Originally Installed Applications	9
Additional Applications and Personal Information / Property	9
Inspection	9
Procedure for Reloading Applications	9
Application Upgrades	9
<b>DIGITAL CITIZENSHIP</b>	
District Responsibilities	10
Student Responsibilities	10
Parent/Guardian Responsibilities	10
<b>Laptop REPAIR AND REPLACEMENT COSTS</b>	
Laptop Repairs	11
Repair or Replacement Charges	11
Technology Fee	11
Misuse or Devices not Covered by Technology Fee	12
<b>LEGAL CONSIDERATIONS</b>	
Title	12
Repossession	12
Liability	12
Lost, Stolen or Vandalized Dell Laptops	13
<b>TECHNOLOGY FEE</b>	14
<b>STUDENT PLEDGE for Use of the Laptop</b>	15
<b>Aiken County Public School District ACCEPTABLE USE POLICY</b>	16

Dear Parents, Guardians, and Students,

Hello!

I am thrilled to introduce you to Aiken County Public Schools' new initiative: Learning Virtually Everywhere. This guide will help you navigate our personalized digital learning program and includes an overview, frequently asked questions, necessary forms, and additional information.

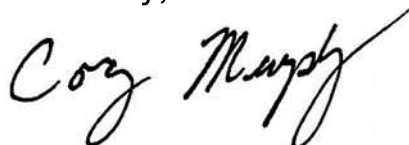
In April 2020, our Board approved a forward-thinking digital learning initiative designed to enhance education both inside and outside the classroom. This program will provide students in grades K-12 with laptops, equipping them with essential 21st-century skills for success in college and careers. Our goal is to extend learning beyond the traditional classroom, fostering proficiency in communication, collaboration, critical thinking, and creativity. By integrating one-to-one technology, we aim to boost engagement, make learning exciting, and give students access to a wealth of global information. Aligned with our mission, which is to ensure all students thrive as future-ready, globally mindful, and productive citizens, this initiative is a step towards providing high-quality, student-centered learning experiences. Our focus on personalized education, with an emphasis on higher-order thinking, mastery, and self-paced learning, mirrors our commitment to transformative, stakeholder partnerships and a culture of purpose, innovation, and excellence.

We take online safety very seriously. All devices connect to the internet through the district's secure web filter and our digital threat detection software, Linewize. This protection extends beyond school to ensure safe internet use at home. Additionally, students can only access teacher-recommended and district-approved applications, websites, and programs on their devices.

We are grateful for our Board's support of innovation that enriches our students' educational experiences. With the combined efforts of our teachers, administrators, the Instructional Technology team, and the Instructional Services Division, we are transforming classrooms to empower every student.

I am proud of the academic excellence our students and teachers continue to demonstrate as we embrace these advancements. I am enthusiastic about the positive impact this initiative will have and look forward to the continued progress and success of our school community.

Sincerely,

A handwritten signature in black ink that reads "Cory Murphy". The signature is fluid and cursive, with the first name "Cory" and last name "Murphy" clearly legible.

Dr. Corey Murphy  
Superintendent



## **ACPSD PERSONALIZED-DIGITAL LEARNING PROGRAM**

Personalized, digital learning in Aiken County expands classroom instruction through digital experiences guided and supported by teachers. Students in ACPSD (Aiken County Public School District) benefit from premier instruction, which is achieved by blending face-to-face, classroom-based learning with digital extension opportunities via one device for every student to ensure equitable access.

ACPSD's Personalized-Digital Learning program fosters student choice, creativity, collaboration, and connectivity to pave the way for future-ready global citizens.

### *Choice*

Student choice is more than just allowing students to choose a topic. It involves empowering students through the entire learning process. When students have voice and choice on demonstrating mastery of learning, intrinsic motivation to learn is increased. This includes instruction that offers multiple modalities for students in how they obtain and demonstrate their understanding of knowledge and skills.

### *Collaboration*

Collaboration provides opportunities for students to learn and grow by working with others. It fosters interpersonal skills, enhances student satisfaction, and builds confidence. Instruction that allows collaboration includes learning experiences that require students to actively engage with a variety of authentic audiences within and beyond the classroom.

### *Connectivity*

Connectivity extends beyond ensuring students can interact with high-quality learning resources through consistent and reliable internet access. It involves students considering local and global perspectives of others, as they develop their personal viewpoints. Instruction that promotes connectivity includes students using digital citizenship to cultivate relationships that extend beyond the classroom and foster a sense of community.

### *Creativity*

Creativity is more than students using their imagination to make connections or establish personal relevance. It is grounded in students using critical thinking skills and synthesizing information to develop innovative ways to learn and demonstrate their understanding. Instruction that ignites creativity and innovation enables students to reimagine present and future worlds.

# RECEIVING/RETURNING YOUR Laptop

## Distribution of Laptop

Laptop devices (including power cords and protective covers) will be distributed at the beginning of each school year to students who have submitted the Digital Learning Parent-Student Agreement signed by both the Parent and Student. These forms will be part of the registration process completed online. Parents' signatures will be submitted online, and student signatures (if appropriate) will be obtained at school during the laptop orientation process in the first few weeks of school.

ACPSD students are distributed laptops to use for classroom instruction and will be allowed to take the devices home to complete learning activities. When students do take their assigned Laptop home, please note that the device is equipped with tracking capabilities to assist the district with loss prevention.

**Parents should sign the Digital Learning Parent-Student Agreement during the registration process. Please go over the Digital Learning Parent-Student Agreement with your student prior to school. During the first week of school, this information will be presented again to the student during the laptop orientation process to ensure a clear understanding of expectations. Student signatures will be obtained after the laptop orientation has been completed at each school.**

For the 2025-2026 school year, students will be assessed a Technology Fee of \$50.00 for use of the laptop. Students identified as financially disadvantaged based on South Carolina Department of Education guidelines (PIP Index) will have their fee waived. Please refer to page 14 for specific information regarding what the Technology Fee covers.

## Returning Laptop – This applies when Laptops go home with students.

Students will return their laptop device (including power cords, protective cover, and any other district- or school-issued accessories) to their school before any extended breaks unless specified by the school or school district.

Students **leaving** Aiken County Public School District or **transferring** within the district during the school year must return the laptop (including power cords, protective cover, and any other school-issued accessories) before leaving the school.

**If a student does not return his/her Laptop upon leaving the district, the student/parent/guardian may be subject to criminal complaint and/or civil liability. The student will also be required to pay the replacement cost for a new Laptop.**

## Identification of Laptop

Each student's Laptop will be labeled in the manner specified by the district. Laptop devices will be identified by Serial Number as well as Aiken County Public School District Inventory Label.

## CARING FOR THE LAPTOP

The laptop is District property. All users will follow these guidelines, the **Aiken County Public School District Acceptable Use Policy** (pp.16-25), and the **ACPSD Code of Conduct**.

Students are responsible for the general care of their school-issued Laptop.

Students must take any damaged Laptop or one that is not operating properly to the school for evaluation and/or repair. **Students are NOT to attempt any repairs to the device. At the elementary level, students should work with their teacher to complete a Student Laptop Work Order Form and submit it to the designated individual at each school.**

### Screen Care

Screen damage will occur when pressure is applied to the screen. Users must avoid leaning on the top of the device or placing objects in a book bag in a way that applies pressure to the screen.

Use only dry, soft cloth or anti-static cloth to clean the screen. Do not use cleansers of any type.

### General Precautions

**Keep all liquids or drinks away from your laptop.**

Take care not to bump your laptop into lockers, walls, car doors, floors, etc., as it will damage the device.

Carefully insert cords and cables into the laptop to prevent damage. ONLY use “**official chargers**.” Do not use substitute chargers as these have been known to damage the laptop. **Using a knockoff or bootleg charger will not be covered under the Technology Fee and will be considered deliberate damage.**

Laptops must remain free of any writing, drawing, stickers, or labels. The district-issued protective cover, which shall not be removed by the student, may not be personalized by the student.

Students should never leave their laptop in an unlocked locker, unlocked car, or any other unsupervised area. Students are responsible for bringing their laptop fully charged for school each day.

### Carrying Your Laptop

The district provides students with protective covers for the laptop. These covers provide sufficient device protection during normal, everyday use.

When not using their device in the classroom for instructional purposes, students must safely secure their laptop inside their backpacks or close the lid and carry it with two hands.

## USING YOUR Laptop

The laptop is intended for use at school each day. Students are responsible for bringing their laptop to all classes, unless specifically instructed otherwise by the teacher.

In addition to using their laptop for classroom learning activities, students may access school messages, announcements, calendars, and schedules in and outside of scheduled classroom time.

## **Laptop Left at Home**

Students who leave their laptop at home are still responsible for completing their daily course work. The school district **DOES NOT** have loaner devices to issue to students for this purpose. Please make sure to charge your device and bring it daily. Bringing your charged device and power cord daily is part of being prepared for class and is similar to having your textbook and other necessary supplies. Repeated offenses may result in not being prepared for class and will be subject to disciplinary action.

## **Laptop Undergoing Repair**

The school **will** issue a loaner Laptop to a student while his/her device is being repaired. A loaner may not be immediately available.

## **Home Internet Access**

Students may establish Wi-Fi connections with their laptop outside of school.

## **Camera Use**

The laptop comes equipped with a camera and video capabilities.

**Under the Family Educational Rights and Privacy Act (FERPA), students must obtain 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 Acceptable Use Policy (see pp. 16-25).**

*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. You can read more about FERPA in the Forms and Notices packet you received at the beginning of school and/or online at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.*

## **Saving Student Work**

Since limited storage space is available for students to save files on their Laptops, Microsoft OneDrive will be used to provide cloud storage for students which is accessible from school or any location via the Internet. Students can work online or offline and save their work back to the cloud. Mechanical failure, reimaging the device, or accidental deletion could result in loss of student work. **It is each student's responsibility to ensure that his/her work is backed up to OneDrive.**

Laptop malfunctions are not an acceptable excuse for failure to submit work.

## **Network Connectivity**

Aiken County Public School District makes no assurance that the network will be operational at all times. In the rare instance that the network may not be operational, the district will not be responsible for lost or missing data.

## **APPLICATIONS On Laptop**

### **Originally Installed Applications**

The applications originally installed by Aiken County Public School District on each Laptop must remain on the device in usable condition and readily accessible at all times.

You may not remove these required applications, and staff will periodically check devices to ensure that students have not removed them. The school may also add other applications periodically, as well as make new applications available on the laptop.

Some licenses for applications require that the application be deleted from the laptop at the completion of a course. If this applies to an application that students use, technology staff may need to re-image the devices of the students in that course.

### **Additional Applications and Personal Information/Property**

Aiken County Public School District will sync or re-image Laptops so that the devices contain the necessary applications and updates for schoolwork. This may be done periodically throughout the year and at the district's discretion. **Syncing and/or re-imaging may result in the loss of personal applications, personal information, and personal property (such as music).** Consequently, students who have such material on the laptop should be sure to have a back-up of the data.

Aiken County Public School District will not be responsible for loss of purchased digital content or other personal material loaded onto the laptop when the device needs to be updated or reset.

If the Laptop is lost or stolen, Aiken County Public School District will not be responsible for any personal information stored on the device that may be compromised, including credit card numbers and other personal information.

### **Inspection**

At any time, authorized staff may ask students to provide their laptop for inspection for loss, damage, or inappropriate use. Annually, each school will conduct a Health Check on the devices at some point during the two weeks that follow Winter Recess.

### **Procedure for Reinstalling Applications**

If technical difficulties occur or unauthorized applications are discovered, technology staff will re-image the laptop. The school does not accept responsibility for the loss of applications or documents deleted due to re-imaging.

### **Application Upgrades**

The District will distribute upgraded versions of licensed applications from time-to-time through network processes or manually by a technician.

## **DIGITAL CITIZENSHIP**

Digital Citizenship is a concept which helps teachers, technology leaders, and parents understand what students/children/technology users should know in order to appropriately use technology.

Digital Citizenship is more than just a teaching tool; it is a way to prepare students/technology users for a society filled with technology.

The District expects students to use technology appropriately and responsibly whether in electronic communication or participation.

The District has electronic precautions in place for students to participate safely and securely and enjoy the rights of a digital world in an educational setting.

### **District Responsibilities**

The school will provide email access to all ACPSD students. Internet access will be provided while on school campuses.

The District provides Internet filters that block large numbers of inappropriate websites, both while the student is at school and at any location their laptop is connected to the Internet. However, no filter is 100% effective, and students are not permitted to intentionally search for inappropriate content nor intentionally attempt to bypass the filter. If a student inadvertently encounters inappropriate content, they should report it to their teacher or school administrator immediately.

Aiken County Public School District reserves the right to investigate any inappropriate use of technology equipment and to review, monitor, and restrict information stored on or transmitted via Aiken County Public School District-owned network.

### **Student Responsibilities**

- Abide by the district's **Acceptable Use Policy** and the **Digital Learning Parent-Student Agreement**.
- 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.
- Report any digital content containing inappropriate or abusive language or questionable subject matter to a teacher or administrator at school.
- Return their laptop to their school on the date they withdraw from school or transfer to another school. (This also applies to seniors who leave school mid-year or who graduate).

### **Parent/Guardian Responsibilities**

We encourage parents to talk with their children about the values and standards you expect them to follow as they use the Internet, just as you talk to them about their use of all other information sources such as social media, television, telephone, movies, radio, etc.

When accessing the Internet away from school, all district-issued Laptops will be re-directed to the district's Internet filter. This filter protects students from visiting many harmful websites; however, the most important filter is parental supervision. Parents should monitor student activity at home and are encouraged to talk with their children about Internet safety and to stay involved in their children's online world. The district recommends Common Sense Media at [www.commonsensemedia.org](http://www.commonsensemedia.org) to learn more about keeping children safe in the digital world.

# Laptop Repair and Replacement Costs

## Laptop Repairs

Malfunctioning or damaged Laptops must be reported to the school. Aiken County Public School District is responsible for repairing Laptops that malfunction. **Students may not attempt to repair the device on their own.**

Students are responsible for damage to their laptop. A technology fee of \$50 will be assessed annually to cover any accidental damage. Students identified as financially disadvantaged based on South Carolina Department of Education guidelines (PIP Index) will have their fee waived. If a student's technology fee is paid, one repair per year is covered. Students will be charged for any additional repairs. **If a student is assessed a fee and does not pay the fee while the laptop is damaged, the student is responsible for all repair costs or replacement. If a student who is waived the fee causes deliberate damage to the device, the student will be responsible for the cost of the replacement or repairs.**

## Repair or Replacement Charges

Failure to pay the assessed Technology fee will result in repair or replacement charges. Students will be charged the full replacement cost of the laptop if the device is deliberately damaged or vandalized. **The full cost of replacement is \$550.**

## Technology Fee Information

The information about what the Technology Fee covers is as follows:

- Students will be assessed a \$50 technology fee to cover one instance of lost charger, replacement cover, or accidental damage. Students identified as financially disadvantaged based on South Carolina Department of Education guidelines (PIP Index) will have their fee waived. **If a student causes deliberate damage to a device or in cases of negligence, a student will be responsible for covering the cost to repair/replace the device.**
- The administration can set up a payment plan where the student/parent/guardian can pay fees in monthly installments.
- The technology fee covers parts and repair for system-related issues or failures occurring from normal use. It does not cover intentional damage, damage that is a direct violation of the Digital Learning Parent-Student Agreements, or damage associated with misuse of the laptop, protective cover, or charger. This includes accidental damage caused by food and/or liquids.
- The technology fee covers one accidental breakage per school year.
- In the event of an accident that results in the total loss of the laptop, the technology fee would cover one device replacement in a school year, unless the loss is a result of direct violation of the Digital Learning Parent-Student Agreement.

### Misuse or Devices Not Covered by Technology Fee

Students are responsible for the entire cost of repairs to Laptops that they damage due to negligence or intentional misuse, carelessness abuse or damage, regardless of whether they were assessed a technology fee.

• Liquid Damage/Spills	\$550
• Broken Screen	\$175
• Keyboard (Missing Keys / other damage	\$50
• Palm Rest (damage)	\$25
• Power adapter and cord	\$25
• Hinges (damage)	\$25
• Top Cover (damage)	\$25
• Bottom Cover	\$25
• DN in (Power Port damage)	\$25
• Audio Port (damage)	\$25
• System Board (damage)	\$175
• Protective Cover	\$25
• Re-imaging due to violation of Acceptable Use Policy (see Page 13)	\$25
• Lost/damage of Hotspot	\$79
• Lost/damage of Hotspot power cables	\$25
• Laptop Lost / not returned	\$550
• Laptop Willful Destruction of Property	\$550

### Legal Consideration

#### Title

Legal title to the laptop is always held exclusively by the district.

The student's right to use the laptop is conditional based on complete compliance with the **Digital Learning Parent-Student Agreement** and **Aiken County Public School District's Acceptable Use Policy**.

### Repossession

Aiken County Public School District reserves the right to take possession of any Laptop at any time for failure to comply with all terms of the **Digital Learning Parent-Student Agreement**, **Aiken County Public School District's Acceptable Use Policy** and/or the **Laptop Protection Plan Coverage**.

### Liability

Failure to return the laptop to the issuing school or department may result in criminal and/or civil complaint brought against the student and/or the person in possession of the laptop.



## **Lost, Stolen or Vandalized Laptops**

- **In the event of loss:**  
In the event a laptop is lost by a student on or off campus, the student or parent/guardian must report the loss to the school within **48 hours**. Laptops are equipped with tracking capabilities, which are utilized for loss prevention. A report can be accessed for every location where the device travels.
- **In the event of theft or vandalism on campus:**  
In the event a laptop is stolen or vandalized on campus, the student or parent/guardian must report the theft or loss to the school within **48 hours**. A school resource officer will assist with filing a report in the appropriate manner and provide a copy of the police report to the school administration. The Police Report should be given to the Technology Coordinator within **10 days** of the incident.
- **In the event of theft or vandalism off campus:**  
Students or parent/guardians must file a police report with local law enforcement within **48 hours** when an incident of theft or vandalism occurs off campus and provide a copy of the completed police report to the school administration. The Police Report should be given to the Technology Coordinator within **10 days** of the incident.
- **In the event of theft or vandalism off campus out of town:**  
If an incident of theft or vandalism occurs out of town or state, students or parent/guardians must file a police report with the law enforcement agency covering that town or state within **48 hours** and provide a copy of the completed police report to the school. The Police Report should be given to the Technology Coordinator within **10 days** of the incident.

## Technology Fee

With the distribution of Laptops to ACPSD students, a major priority is to protect the investment of both the District and the Student/Parent Guardian. An annual \$50.00, non-refundable technology fee will be assessed to students who are issued a laptop device. Students identified as financially disadvantaged based on South Carolina Department of Education guidelines (PIP Index) will have their fee waived. *Fees will be assessed through the Student Information System and may be viewed by clicking on the "Pay Fees" icon in the Parent Portal account. Parents may work with school administration to develop a payment plan, if necessary.*

The technology fee includes one repair per school year. One-time repairs include one screen replacement due to accidental damage and repairs for system-related issues or failures occurring from normal use. If the Laptop must be repaired more than once in the same school year, the student is responsible for the full cost of the repair/replacement.

The technology fee does not cover intentional damage or destruction associated with negligence and/or misuse of the device. Students will be responsible for the entire cost of the replacement or repair in these instances, even if they have been waived the technology fee.

If the fee creates a financial hardship for the student, contact your school's administration about payment options.

Your signatures below indicate you understand the technology fee.

Students identified as financially disadvantaged based on South Carolina Department of Education guidelines (PIP Index), acknowledge that your signature below indicates that you understand the responsibility of the student with regards to the care of the Laptop and the responsibility for costs in the event of intentional damage to the device or negligence on the part of the student.

Parent/Guardian Name (print)

---

Parent/Guardian Signature and Date

---

Student Name (print) *(Student information will be completed at school during the Laptop Orientation)*

---

Student Signature and Date *(Student information will be completed at school during the Laptop Orientation)*

---

# PARENT / STUDENT GUIDE

## Digital Learning Parent-Student Agreement FOR USE OF Dell Laptop

1. I will take proper care of my laptop.
2. I will not loan my laptop or charger to others.
3. I will be accountable for my laptop at all times.
4. I will charge my laptop battery daily.
5. I will not leave my laptop in an unlocked vehicle or locked car overnight.
6. I will keep food and beverages away from my laptop.
7. I will not take apart any part of my laptop or attempt repairs.
8. I will not remove district-required applications.
9. I will protect my laptop by carrying it properly and not removing the protective cover.
10. I will not stack objects on top of my laptop.
11. I will not close pens, pencils, or other objects in my laptop.
12. I will not leave my laptop outside or use it near water.
13. I will save school-related data to the district-assigned cloud storage. (Aiken County Public School District will at times re-sync and/or re-image Laptops. All files not saved to server or other storage media will be deleted during these processes. Students are ultimately responsible for saving all their personal files to their personal cloud storage. Examples include personal music, books, etc.)
14. I will not place decorations (such as stickers, markings, etc.) on my laptop.
15. I will not remove the serial number, manufacturer labels or district labels on any Laptop.
16. I will follow district policies outlined in the **Laptop Parent-Student Guide** and the district's **Acceptable Use Policy**.
17. I will notify my school in case someone steals or damages my laptop within 48 hours (about 2 days).
18. I will be responsible for any damage or loss of my laptop.
19. I agree to return my laptop, protective cover, and power cords when I transfer or leave the district for any reason.
20. I understand that my laptop can be tracked if lost. I understand that a report can be made to show all Laptop locations.

I have read, understand, and will follow the rules from the **Laptop Parent-Student Guide, Aiken County Public School District Acceptable Use Policy**, and the **Digital Learning Parent-Student Agreement**. I understand my laptop can be checked at any time without notice and is the property of the Aiken County Public School District.

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Name (signature) and date \_\_\_\_\_

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

*(Student information will be completed at school during the Laptop Orientation)* \_\_\_\_\_

Student Name (signature) and date \_\_\_\_\_

## **AIKEN COUNTY PUBLIC SCHOOL DISTRICT ACCEPTABLE USE POLICY**

### **Policy IJNDB-R Use of Technology Resources**

Issued 5/12

#### **Purpose and Scope**

This administrative rule is adopted to implement the district's Internet acceptable use policy. While the rule primarily addresses utilization of the Internet and other electronic online connection services, it also applies, where appropriate, to the general use of district-owned computer hardware and software.

#### **Terms and conditions of use**

##### **Acceptable use**

The purpose of the district's decision to provide Internet access is to allow an expanded opportunity for education, research and professional development by providing access to unique resources and the opportunity for collaborative work. All use of the Internet must be in support of education and research and consistent with the educational and staff development objectives of the district. Use of any organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any federal or state laws or regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Violations will result in appropriate disciplinary action against the staff member or student involved.

##### **Accessing inappropriate sites**

Student Internet activities will be monitored by the district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district uses CIPA approved technology protection measures to protect students from inappropriate access in addition to monitoring.

The district will provide reasonable notice of and at least one public hearing or meeting to address and communicate its Internet safety measures.

##### **Reporting**

District and school computer technicians who are working with computers and come across sexually explicit images of children must report this to local law enforcement. The report must include the name and address of the owner or person in possession of the computer.

##### **Online behavior**

The district will educate minors about appropriate, safe and secure online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The superintendent or his/her designee will develop a program to educate students on these

## ACPSD Personalized Digital Learning PARENT/STUDENT GUIDE

issues in accordance with Internet safety standards and grade bands published on the state department of education website.

### **Off-campus conduct**

Students, parents/legal guardians, teachers, and staff members should be aware that the district may take disciplinary actions for conduct initiated and/or created off-campus involving the inappropriate use of the Internet or web-based resources if such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the schools, including discipline for student harassment and bullying.

### **Procedures for use**

Employees may access the Internet for educational or work-related purposes at any time that is not disruptive and does not interfere with the performance of other responsibilities by the employee or other staff members.

Students will be allowed to access the Internet only under the supervision of designated staff. No students may access the Internet without permission.

### **Rules governing use**

The following guidelines for acceptable use will be applicable.

- Users are expected to employ appropriate net etiquette; profanity, vulgarity or abusive, inappropriate language is prohibited. Illegal activities are forbidden, including unauthorized access or "hacking" by any users.
- Users are not to reveal their personal address or phone number or that of other individuals, students, or colleagues.
- Users are not allowed to use another school's or individual's account without written permission from that school or individual.
- Vandalism will not be tolerated. Vandalism includes, but is not limited to, malicious damage to hardware; harm or destruction of software or the data of another user; and creating, uploading, or downloading computer viruses.
- Users should consider all communications and information accessible via the network to be private property. All quotes, references and sources should be cited.
- Users are not to access inappropriate or restricted information or other information not directly related to the educational or staff use purposes for which access is being provided. Restricted information includes obscene, libelous, indecent, vulgar, profane, or lewd materials; advertisements for products or services not permitted to minors by law; insulting, fighting and harassing words; and other materials which may cause a substantial disruption of the academic environment.
- Users should remain on the system only as long as necessary to complete their work so that other individuals will have equal opportunities to access the Internet. Users are not to disrupt, harass or annoy other users.
- The system is not to be utilized for financial or commercial gain or for personal use other than professional activities.

### **Penalties for improper use**

An employee who violates the terms of this administrative rule will be subject to disciplinary action consistent with the nature of the offense, including cancellation of Internet privileges, suspension, or

## ACPSD Personalized Digital Learning PARENT/STUDENT GUIDE

termination if circumstances so warrant. Students who violate the terms of this administrative rule or who otherwise misuse their access to the Internet also will be subject to disciplinary action in accordance with the district's code of student conduct to include suspension or expulsion if circumstances so warrant. Violations of the laws of the United States or the State of South Carolina also may subject the user to criminal prosecution. If a user incurs unauthorized costs, the user, as well as the user's parents/legal guardians (if the user is a student) will be responsible for all such costs.

Issued 11/12/96; Revised 5/26/98, 1/8/02, 5/22/12

## **Policy IJNDB Use of Technology Resources**

Issued 8/15

### **Introduction**

Each employee, student, or non-student user of an Aiken County Public School District (ACPSD) information system is expected to be familiar with and follow the expectations and requirements of this policy and corresponding administrative rule. The purpose of this policy is to ensure that individuals are aware of their responsibilities regarding the Internet and related technology and equipment. This rule also helps ensure the safety and privacy of current and former employees and students.

### **Legal Requirements**

ACPSD is committed to complying with applicable information security requirements and relevant information security standards and protocols. These requirements include, but are not limited to, the following:

- The Family Educational Rights and Privacy Act (FERPA)
- Children's Internet Protection Act (CIPA)
- Individuals with Disabilities Education Act (IDEA)
- Children's Online Privacy Protection Act (COPPA)
- Health Insurance Portability and Accountability Act (HIPPA)

Users of ACPSD's network are required to adhere to state and federal law as well as board policy. Any attempt to break those laws or policies through the use of ACPSD networks may result in discipline or litigation against the offender(s) by the proper authority. ACPSD will provide any necessary information in order to fully cooperate with the appropriate authorities in the civil and/or criminal process.

### **Acceptable Use**

ACPSD provides computer, network, email, and Internet access to individuals as part of the learning environment. The use of these resources is a privilege and not a right. While these systems have the power to deliver a vast number of resources to classrooms and enhance education, their effectiveness depends on the responsible and ethical use by every individual. Violation of this administrative rule will result in the loss of this privilege and may result in discipline or litigation in accordance with board policy and state and federal law.

### **Employee acceptable use**

This section is dedicated to providing ACPSD employees with guidance regarding the acceptable use of the district's information technology resources including, but not limited to, the following:

- the internet, intranet, email, and portals, including Office 365 and student management systems.
- personal devices not owned by the district, but present on district property.
- district-assigned computing devices such as personal electronic devices, laptops, and desktops
- the district's network and supporting systems and data transmitted by and stored on the ACPSD systems.

### **Annual responsibilities and information security awareness**

## ACPSD Personalized Digital Learning PARENT/STUDENT GUIDE

Staff members will review the Information Security Awareness materials presented on the ACPDS website annually.

### **Prohibited use of ACPDS resources**

The following uses of ACPDS computer resources by staff members are prohibited at all times:

- Unauthorized or excessive personal use - any personal use should not interfere with or impair an employee's job performance.
- infringing upon the intellectual property rights of others or violating copyright laws
- unauthorized advancing of personal profit
- furthering political causes in violation of board policy or the State Ethics Act
- uploading or transferring out of the district's direct control any software licensed to the district or data owned by the district without explicit written authorization; failure to observe copyright or license agreements can result in disciplinary action from ACPDS or legal action by the copyright owner.
- unauthorized use of resources (including, but not limited to, servers, networks, computers, and printed output) to reveal confidential or sensitive information, student data, or any other information covered by existing district, state, or federal privacy or confidentiality laws; regulations; rules; policies; procedures; or contract terms.
- downloading software unless it is required to complete their job responsibilities and is approved and implemented by Educational Technology (ET)
- bypassing or attempting to bypass any of the district's security or content filtering safeguards
- accessing or attempting to access resources for which an employee does not have explicit authorization by means of assigned user accounts, valid passwords, file permissions, or other legitimate access and authentication methods.
- granting another individual access to any district accounts that have been authorized to a specific user or using another individual's district-authorized accounts, user ID, and/or passwords (specific exceptions are allowed for ET personnel for authorized system operations and maintenance)
- allowing another person to use a district system under his or her login.
- adding, modifying, repairing, removing, reconfiguring, or tampering with any device on the network infrastructure
- bypassing or attempting to bypass any of the district's security or content filtering safeguards, including the use of cellular or external Internet connectivity not through the district's network (the use of a "hot spot," for example)
- allowing non-district persons permission to use district-assigned information systems on district equipment taken off-site.
- sharing the password of the unique ACPDS user ID or allowing this password to be used to access other third-party websites or applications by another person.
- the use of any tools that can be used for "computer hacking," as defined in the South Carolina Computer Crime Act (may not be possessed on school property, on any district premise, or run or loaded on any district system without expressed written permission from ET)
- violating any state or federal law or regulation, board policy, or administrative rule

### **Sensitive information**

ACPSD employees who have or may have access to personally identifiable student records will adhere to all standards included in the Family Educational Rights and Privacy Act (FERPA), Health Insurance



## ACPSD Personalized Digital Learning PARENT/STUDENT GUIDE

Portability and Accountability Act (HIPPA), Children's Online Privacy Protection Act (COPPA), and other applicable laws and regulations as they relate to the release of student information.

Employees may not disclose sensitive or personally identifiable information regarding students to individuals and/or parties not authorized to receive it. Authorization to disclose information of a student to individuals and/or parties must strictly adhere to regulations set forth in the FERPA.

Information contained in these records must be securely handled and stored according to ACPSD directives, rules, and policies and if necessary, destroyed in accordance with state information retention standards and archival policy.

### **Granting access to secure locations**

Staff members may only grant access to sensitive and secure areas including, but not limited to, server rooms and wire closets, after verification with ET of the credentials and need for access of the person requesting access. These spaces may not be used to store or house unauthorized equipment or items.

### **Limited personal use**

ACPSD does not grant any ownership, privacy, or expectation of privacy in the contents of any message, including email or other Internet activities involving ACPSD resources or equipment.

Personal use is prohibited in the following circumstances:

- It interferes with the use of IT resources by the district.
- Such use burdens the district with additional costs
- Such use interferes with the staff member's employment duties or other obligations to the District.
- Such use includes any activity that is prohibited under any district (including this policy), board policy, or state or federal law.

### **Email maintenance**

Each district email user is responsible for the content of all text, audio, or image that he/she places or sends over the Internet or district email systems.

While the email system has unlimited storage, the district cannot guarantee that any particular email or emails will not be lost due to computer or human error. District employees should back up or store any critical emails. Examples of storing emails are printing, saving to other document types (such as PDF), or archiving messages in off-line email folders. An employee must preserve all emails and other relevant records related to an incident that is subject to litigation once that employee is made aware of the legal action.

Email messages are considered public records and may be released pursuant to the requirements of the South Carolina Freedom of Information Act.

### **Consequences**

Employees who violate this administrative rule may be subject to discipline including and up to termination. Incidents should be reported to an employee's supervisor and directly to the ET Help Desk (the work order system). Suspected criminal activity must be immediately reported to law enforcement.

## **Student Acceptable Use**

This section is dedicated to providing ACPSD students with guidance of acceptable use of the district's information technology resources including, but not limited to, the following:

- the internet, intranet, email, and portals, including Office 365 and student management systems
- personal devices not owned by the district, but present on district property
- district assigned computing devices such as personal electronic devices, laptops, and desktops
- the district's network and supporting systems and data transmitted by and stored on the ACPSD systems

### **Compliance with copyright laws**

Students are to follow copyright laws at all times. Students should refer all questions regarding copyright concerns to administrators and/or qualified staff or faculty at their school.

### **Filtering and monitoring computer resources**

The district takes reasonable precautions by using filtering software to keep inappropriate Internet sites and email out of the classroom. The district strongly adheres to the guidelines set forth by COPPA and CIPA when installing filtering/monitoring software devices on district equipment. The district does not necessarily supervise individual email accounts.

The district reserves the right to review any email sent or received using district equipment and/or email accounts.

Students must adhere to the behavior expectations while using technology and email including, but not limited to, those expectations contained in board policy.

Technology is constantly changing and evolving. Due to the nature of the Internet, online communications, and evolving technology, the district cannot ensure or guarantee the absolute safety of students during the use of technology, including email and the Internet. Parents/Legal guardians and students should contact the school immediately with any concerns related to the use of technology and the school should contact ET via the Help Desk.

### **Prohibited uses of ACPSD resources**

The following uses of ACPSD computer resources by students are prohibited:

- the use of school computers for private (not authorized by the district and/or school) commercial purposes
- the use of obscene, bullying, profane, lewd, threatening, disrespectful, or gang-related language or symbols

## ACPSD Personalized Digital Learning PARENT/STUDENT GUIDE

- bypassing or attempting to bypass any of the district's security or content filtering safeguards, including the use of cellular or external Internet connectivity not through the district's network (the use of a "hot spot," for example)
- allowing another person to use the computer under a student's assigned district login
- adding, modifying, repairing, reconfiguring, or otherwise tampering with any device on the network infrastructure including, but not limited to, wireless network devices, computers, printers, servers, cabling, switches/hubs, and routers
- unauthorized access, use, overloading (more commonly known as Distributed Denial of Service or Denial of Service), or attempted unauthorized access or use of district information systems
- destroying or tampering with any computer equipment or software
- the use of any tools that can be used for "computer hacking," as defined in the South Carolina Computer Crime Act (may not be possessed on school property, on any district premise, or run or loaded on any district system) the use of school computers for illegal activities including, but not limited to, planting viruses, hacking, or attempted unauthorized access to any system
- violating any state or federal law or regulation, board policy, or administrative rule

Furthermore, students are prohibited from using "smart" or "connected" devices (including, but not limited to, smart watches, smart glasses, or other devices capable of storing, transmitting, or receiving information) unless under the supervision of an instructor. Students are permitted to have cellular telephones, but they are not to be used in class without express permission from the instructor. Additionally, the use of cameras and other recording devices are prohibited without permission. See board policy JICJ.

### **Agreement of use**

Students and parent/legal guardians agree that ACPSD computer equipment must be handled with care and respect.

### **Consequences**

Students who violate this policy and corresponding administrative rule may be subject to disciplinary action up to and including expulsion in accordance with board policy and state and federal law. Suspected criminal activity must be immediately reported to law enforcement.

## **ACPSD Internet Safety and Other Terms of Use**

### **General access**

In compliance with the Children's Internet Protection Act ("CIPA"), the district uses technological devices designed to filter and block the use of any of the district's computers with Internet access to retrieve or transmit any visual depictions that are categorized as obscene, child pornography, or "harmful to minors" as defined in the CIPA.

Though the district makes reasonable efforts to filter such Internet content, the district cannot warrant the effectiveness of its Internet filtering due to the dynamic nature of the Internet.

### **Education, supervision, and monitoring**

It will be the responsibility of all district school staff to make a reasonable effort to educate, supervise, and monitor appropriate usage of online computer network access to the Internet in accordance with this policy and corresponding administrative rule, CIPA, COPPA, and the Protecting Children in the 21st Century Act.

### **Personal safety**

The following includes a list of precautions taken by ACPSD to ensure the safety of their students, employees, and other individuals:

- Students will not post or email personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication.
- Students will not agree to meet with someone they have met online without their parent/legal guardian's approval.
- Students will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
- Employees will report any concerns related to their use of technology to their immediate supervisor.

### **Expectation of privacy**

Individuals should not have an expectation of privacy in the use of the district's email, systems, or equipment. The district may, for a legitimate reason, perform the following:

- obtain emails sent or received via district email or other messaging/communication system
- monitor an individual's use on the district's systems, including all Internet activity
- confiscate and/or search district-owned software or equipment

*Note: The district may confiscate for a reasonable period of time any personal electronic device being used in violation, or apparent violation, of policy and may search recent activation and/or utilization of the device to determine or confirm such inappropriate utilization or violation of policy, in accordance with the scope and permitted searches of such devices under the standards of [New Jersey v. T.L.O.](#) and other applicable law*

Adopted 11/12/96; Revised 1/8/02, 5/22/12, 8/25/15

### **Legal references:**

#### **Federal Law:**

Children's Internet Protection Act of 2000, [47 U.S.C.A. Section 254\(h\)](#).

The Digital Millennium Copyright Act of 1998, [17 U.S.C.A. Section 512](#) - Limitations on liability relating to material online.

#### **S.C. Code, 1976, as amended:**

## ACPSD Personalized Digital Learning PARENT/STUDENT GUIDE

[Section 10-1](#)-205 - Computers in public libraries; regulation of Internet access.

[Section 16-3](#)-850 - Encountering child pornography while processing film or working on a computer.

[Section 16-15](#)-305 - Disseminating, procuring, or promoting obscenity unlawful; definitions; penalties; obscene material designated contraband.

[Section 59-19](#)-90 - General powers and duties of school trustees.

### Federal Cases:

Purdham v. Fairfax Co. Sch. Bd., 637 F.3d 421, 427 (4th Cir. 2011).

### **Policy IHAJ Computer/Technology Literacy**

Issued 1/02

**Purpose:** to establish the board's adherence to the computer/technology literacy requirement for the district's students.

The primary goal of computer/technology studies is to develop technologically literate citizens. However, these studies do not exist in a vacuum -- the district must use educational technology to support curriculum and instruction. The board believes that students, teachers, media specialists, counselors, administrators, managers, and others should have access to technological resources and should have the ability to use those resources at the time and place of need.

The board of education will ensure that students enroll in computer science to acquire a unit prior to graduation, as required by state regulations.

*NOTE: See policies IJKA - Technology Resource Selection and Adoption and IJNDB - Use of Technology Resources in Instruction for policy on resources, Internet, acceptable use, user responsibility, etc.*

Adopted 1/8/02