SPARTANBURG SCHOOL DISTRICT 3
Personal Mobile Computing Guide 2016-17

Spartanburg School District 3 provides this guide so that students and their parents/guardians can become familiar with the district's Personal Mobile Computing initiative. It contains a brief overview of the initiative, frequently asked questions, forms and other information.

In August, 2012, the Spartanburg District 3 Board of Trustees approved a visionary new mobile learning initiative to transform teaching and learning in and out of the classroom. Highlighted as a Spotlight School District by Dell, a leader in global technology, District 3 equipped every student in grades 3-12 with an 11" tablet computer running Windows 8, an innovative, modern operating system.

T³ – Technology Transforms Teaching, the district's 1:1 mobile learning initiative, is focused on preparing students with 21st Century skills they will need to be successful in postsecondary education and their careers. In addition to the content students learn in math, science, English, and social studies, it is critical they become proficient in communication, collaboration, critical thinking, and creativity.

1:1 mobile technology addresses these skills by providing students with a powerful educational tool that not only raises engagement and excitement for learning, but also provides them access to the vast global network of information available online. 1:1 mobile technology allows a more personalized learning experience where instruction can address higher order thinking, mastery and self-paced learning, all while focusing on critical skills like research, writing, and content development.

Student online safety will be a priority in every stage of implementation. All mobile devices must access the Internet through our district's web filter, blocking any inappropriate content. Even when students access the Internet on their devices away from school, all web use will run through the district's filter. Additionally, only

As a continuation of our 1:1 initiative, in School Year 2015-16 students in Grades K through 2 began the year with a shared set of classroom Chromebook notebook computers. This will complete the first cycle of implementation for our initiative. We will begin evaluating devices for our next cycle during the school year.

School Year 2016-17 is the year for technology refresh. We formed a committee of end-user staff and students to assist us in evaluating several choices of machines. The committee chose a more durable notebook PC for students and a similar device for teachers in a hope that these machines will be more serviceable and reliable. We also hired three "Teaching & Learning Technology Specialists" to assist teachers with integration of technology into the curriculum with ideas and training specific to their needs.

As increasing numbers of students have personal cell phones and tablets that provide quicker accessibility to learning opportunities than standard desktop computers, it is essential that schools keep pace with this technology revolution, or we risk becoming obsolete learning institutions. We are proud that our Board supports our district continuing to be a front runner in instructional technology.

Sincerely,

Kenny Blackwood
Superintendent

TABLE OF CONTENTS

* *References to trademark and brand ownership have been removed for ease of reading but, in all cases, should be taken as read and respected.*

RECEIVING/RETURNING YOUR PERSONAL MOBILE COMPUTING DEVICE

Distribution of Personal Mobile Computing Devices

Personal Mobile Computing devices will be distributed each year following each school's Personal Mobile Computing Device Orientation.

Parents/guardians and students must: (1) attend the orientation, (2) pay the Technology Fee, and (3) sign and return the Personal Mobile Computing Device Student Pledge documents before the school can issue a Personal Mobile Computing device to a student.

Families with more than one child will be eligible for a reduced rate for the Technology Fee. Fees vary with age group and whether the device is taken out of the school.

Returning Personal Mobile Computing Device

Students transferring out of or leaving Spartanburg School District 3 during the school year must return the Mobile Computing device (including power cords, cases and any other district- or school-issued accessories) before leaving the school.

Seniors will return their Mobile Computing devices (including power cords, cases and any other district- or school-issued accessories) to the high school before graduation.

If a student does not return his/her Mobile Computing device upon leaving the district, the parent/guardian will required to pay the replacement cost for a new device. Failure to pay for a device will subject the parent/guardian to legal liability.

Responsibility for loss or damage of a Mobile Computing device is determined by whether negligence or carelessness is involved. If a student returns his/her Mobile Computing device damaged due to negligence or carelessness, costs for replacement or repairs are the parent/guardian's responsibility. The district will charge the parent/guardian the cost of needed repairs, not to exceed the replacement cost of the device.

Identification of Personal Mobile Computing Device

Each student's Mobile Computing device will be labeled in the manner specified by the district. Personal Mobile Computing devices can be identified by Serial Number as well as Spartanburg School District 3 Inventory Label.

CARING FOR THE PERSONAL MOBILE COMPUTING DEVICE

The Personal Mobile Computing device is district property. All users will follow these guidelines and the Spartanburg School District 3 Acceptable Use Policy for technology.

Students are responsible for the general care of their school-issued Mobile Computing device.

Students must take any damaged Mobile Computing devices or devices failing to operate properly to the Media Specialist who will forward it for evaluation and/or repair.

General Precautions

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

Carefully insert cords and cables into the Mobile Computing device to prevent damage.

Mobile Computing devices and district-issued covers must remain free of any writing, drawing, stickers or labels that are not the property of Spartanburg School District 3. "Skins" and other personalization are prohibited.

Never leave your Mobile Computing devices in an unlocked classroom, locker, car, or any other unsupervised area.

Students are responsible for keeping their Personal Mobile Computing device's battery charged for school each day.

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 it applies pressure to the screen.

Use only a dry soft cloth or anti-static cloth to clean the screen.

Do not bump the Mobile Computing device against hard surfaces, e.g. lockers, walls, car doors, floors, etc., as it will break the screen.

USING YOUR PERSONAL MOBILE COMPUTING DEVICE

Personal Mobile Computing devices are intended for use at school each day. Students are responsible for bringing their Mobile Computing device to all classes (except PE), unless specifically instructed otherwise by a teacher.

In addition to using their device for classroom learning activities, students may also access school messages, announcements, calendars, and schedules.

Personal Mobile Computing Devices Left at Home

Students who leave their Mobile Computing device at home are still responsible for completing their daily course work.

Repeated offenses may result in disciplinary action.

Personal Mobile Computing Devices Undergoing Repair

The school may issue a loaner Mobile Computing device to a student while his/her device is being repaired by staff. There may be a delay depending upon availability of a loaner Mobile Computing device.

Charging Your Personal Mobile Computing Device's Battery

Personal Mobile Computing devices must be brought to school each day in a fully charged condition. Students must charge their Mobile Computing devices **each evening**. Repeat violations of not charging the battery for the school day may result in students being required to "check out" their mobile computing device daily from the Media Center.

Printing

Students can print from their Mobile Computing devices using classroom copiers. Schools will give students information about printing with their Mobile Computing devices while at school.

Home Internet Access

Students may establish Wi-Fi connections with their Mobile Computing devices outside of school. Students can then use their device wherever access is available.

Camera Use

The Mobile Computing device comes equipped with both front- and rear-facing camera and video capabilities.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents and students 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. Or, you may view the US Department of Education's guidance online at http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

For this reason, students must obtain permission to publish, or make publicly available, a photograph or video of any student- or school-related activity. Unauthorized photos, videos, or audio recordings are subject to disciplinary action in accordance with the district's Acceptable Use Policy (see Appendix C).

Spartanburg School District 3 retains the rights to any recording and/or publishing of any student or staff member's work or image.

MANAGING YOUR FILES AND SAVING YOUR WORK

Saving to the Network Home Directory

Students may save their work to their folder on the school's server via their home directory (z: drive) or to SkyDrive Pro, a type of cloud storage, since they will have limited storage space on their Personal Mobile Computing devices.

SkyDrive Pro is based on the Hypertext Transfer Protocol (HTTP) that facilitates collaboration between users in editing and managing documents and files stored on World Wide Web servers.

Students will open files online to work on them and save them back to the cloud. It is each student's responsibility to ensure that his/her work is not lost due to mechanical failure or accidental deletion.

Personal Mobile Computing device malfunctions should not be used as an excuse for failure to submit work.

Network Connectivity

Spartanburg School District 3 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 PERSONAL MOBILE COMPUTING DEVICES

Originally Installed Applications

The applications originally installed by Spartanburg School District 3 on each Personal Mobile Computing device 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 Mobile Computing devices to ensure that students have not removed them. The school may also add other applications periodically.

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

Additional Applications

Spartanburg School District 3 syncs Mobile Computing devices so that they contain the necessary applications for school work.

Students will be permitted to load additional applications on their Mobile Computing devices as long as they do so in accordance with the district's Acceptable Use Policy. You can read the entire Acceptable Use Policy in Appendix C.

Inspection

Staff may randomly select students and ask them to provide their Mobile Computing device for inspection.

Procedure for Reloading Applications

If technical difficulties occur, or unauthorized applications are discovered, technology staff will re-image the Mobile Computing device. The school does not accept responsibility for the loss of applications or documents from a re-image.

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 students, parents, and teachers, understand what these users should know to use technology appropriately. Digital Citizenship is not only a teaching tool, but also a way to prepare students/technology users for a society full of technology.

The district expects students to use technology appropriately and responsibly at all times.

The district has electronic security precautions to ensure that students participate safely and securely when using digital devices.

District Responsibilities

The school will provide Internet and e-mail access to students.

School staff will help students conduct research and ensure student compliance with the district's Acceptable Use Policy (see Appendix C).

Filtering/blocking of inappropriate Internet materials is done at the district level, and the district provides network or cloud data storage areas for all students.

Spartanburg School District 3 reserves the right to investigate any inappropriate use of resources and to review, monitor and restrict information stored on or transmitted via Spartanburg School District 3-owned equipment and resources.

Student Responsibilities

Students will abide by the district's **Acceptable Use Policy (see Appendix C)** and:

- contact an administrator about any security issue they encounter.
- monitor all activity on their personal account(s).
- always shut down and secure their Mobile Computing device after use to protect their work and information.
- report e-mail containing inappropriate or abusive language or questionable subject matter to a teacher or administrator at school.
- return their Mobile Computing device to the school on the date they withdraw or transfer. (This also applies to seniors who graduate mid-year.)

Parent/Guardian Responsibilities

Parents/guardians should talk to their children about the values and standards they expect them to follow as they use the Internet just as they should do with all other media information sources such as television, telephone, movies, radio, etc.

Creative Commons Copyright

At a teacher's discretion, student work may be uploaded to the Internet.

The student owns the copyright to his/her original work(s). Students will be encouraged to select one of the Creative Commons Copyright licenses to include with their work. This license will state how the work can be used by others.

Personal Mobile Computing Device Care

<u>Each student is responsible for maintaining</u> his/her Mobile Computing device.

Mobile Computing device <u>batteries must be charged and ready for school daily</u>.

<u>Only labels or stickers approved by Spartanburg School District 3</u> may be applied to the Mobile Computing device.

Malfunctioning or damaged Mobile Computing devices must be reported to the Media Specialist. <u>Spartanburg School District 3 will be responsible for repairing devices</u> that malfunction.

<u>Students are responsible for any and all damage to their Personal Mobile Computing device resulting from negligence, carelessness, misuse, or abuse</u>. Fees for damage or loss will be determined depending on the extent of the damage, not to exceed the replacement cost of the device.

<u>Stolen or lost Mobile Computing devices must be reported within 48 hours to the principal and/or local authorities</u>.

PERSONAL MOBILE COMPUTING DEVICE DAMAGE OR LOSS

Terms of the Personal Mobile Computing Device Agreement

Terms and conditions that apply to the usage of the Personal Mobile Computing are as follows:

The District will charge a technology fee for middle & high students in lieu of the optional protection plan this year. The fee schedule is outlined below:

- The fee is $25 per year per student.
- The fee drops to $15 for the second student.
- There is a $40 family cap. In other words, after a parent pays for two middle or high students, there is no additional fee for subsequent students.
- These fees will be paid along with other student fees.
- Families qualifying for reduced lunch will pay a flat family fee of $10, assessed on the first middle or high student enrolled.
- Families qualifying for free lunch will pay a flat family fee of $5, assessed on the first middle or high student enrolled.

Terms of the Personal Mobile Computing Device Agreement

Students are responsible for the entire cost of repairs to Mobile Computing devices they damage through intentional misuse, abuse, or neglect.

Estimated Repair Pricing for Deliberate Damage or Neglect:

Broken screen: $250
Power adapter and cord : $40

Re-imaging due to violation of Acceptable Use Policy (see Appendix C): $15

Device full replacement value: $600

Title

Legal title to the device shall remain with the district at all times.

The right of possession and use is limited to, and conditioned on, full and complete compliance with the Personal Mobile Computing Device Agreement.

The student is responsible at all times for the mobile computing device's appropriate care and use.

Liability

Spartanburg School District 3 reserves the right to demand return of the Mobile Computing device at any time. Mobile Computing device agreements are good for one year (from the first day of school in 2016 until the last day of school in 2017), unless the agreement is terminated earlier.

Failure to return the Mobile Computing device to the school before departure from the district may result in legal action against the student and/or parent/guardian.

In the event of loss or vandalism away from school:

In the event a Mobile Computing device is lost, stolen, or vandalized away from school, the parent/guardian must report the loss or damage to the school and file a police report within 48 hours. The parent/guardian must provide a copy of the police report to the principal.

In the event of theft or vandalism at school:

In the event a Mobile Computing device is lost, stolen, or vandalized at school, the student must report the loss or damage to a teacher or principal immediately.

Repair or Replacement Charges

Students will be charged the full cost of repairs or the full replacement value of the mobile computing device if they deliberately damage or vandalize the device.

APPENDIX A: PERSONAL MOBILE COMPUTING DEVICE AGREEMENT

Personal Mobile Computing Device Agreement for School Year 2016-17

Spartanburg School District 3 recognizes that with the implementation of the Personal Mobile Computing Device Initiative, a major priority must be to protect the investment by the district and the parent/guardian.

The following information outlines the various aspects of protection: warranty, accidental damage protection and optional protection plan.

Terms of the Personal Mobile Computing Device Accidental Damage Warranty

Students who accidentally damage their devices are automatically covered for one screen replacements or one total replacements for the school year, per the terms of the warranty. The Technology Fee paid at the beginning of the school year helps defray the cost of this coverage. Any additional replacement or repair will cost the parent/guardian the cost of repair or the Full Market Value of a Mobile Computing device (approximately $600).

User Misuse Not Covered by Accidental Damage Warranty

Parents/guardians will be responsible for the entire cost of replacement or repair for Mobile Computing devices damaged through **negligence, misuse, abuse, or intentional damage**.

Personal Mobile Computing Device Agreement Acknowledgement 2016-17

☐ I understand that my warranty covers one screen and one device replacement for the school year 2016-17.

☐ I understand that I may be held responsible for additional repairs or replacement costs should they arise.

☐ I understand that I will be responsible for any damages or loss due to circumstances of **negligence, misuse, abuse or intentional damage**.

Parent/Guardian Name (Please Print):_____

Parent/Guardian Signature:_____Date:_____

Student Name (Please Print):_____

Office Use Only

Amount Paid:_____   Balance:_____   Cash:_____   Check:_____   Credit Card:____

Accepted by:_____   Date:_____

APPENDIX B: STUDENT PLEDGE FOR USE OF THE PERSONAL MOBILE COMPUTING DEVICE

1. I will take proper care of the Mobile Computing device.
2. I will not loan the Mobile Computing device or charger and cords to others.
3. I will be accountable for the Mobile Computing device at all times.
4. I will charge the Mobile Computing device's battery daily.
5. I will not leave the Mobile Computing device in any unsupervised area.
6. I will keep food and beverages away from the Mobile Computing device.
7. I will not disassemble any part of the Mobile Computing device nor attempt repairs.
8. I will not remove district-required applications.
9. I will protect the Mobile Computing device by carrying it in my case provided.
10. I will not stack objects on top of the Mobile Computing device.
11. I will not leave the Mobile Computing device outside or use it near water.
12. I will save data to the district-assigned cloud storage (Spartanburg School District 3 will at times re-sync Mobile Computing devices. All files not saved to server or other storage media will be deleted during these processes. I am responsible for saving all my personal files).
13. I will not place decorations (such as stickers, markings, etc.) on the Mobile Computing device or district-issued protective case.
14. I will not deface the serial number, manufacturer labels or district labels on any Mobile Computing device.
15. I will follow district policies outlined in the Personal Mobile Computing Guide and the Board's Acceptable Technology Use Policy.
16. I will notify my teacher or principal immediately in the event of theft, vandalism, or other damage of the device.
17. I will be responsible for all damage or loss caused by my neglect or abuse of the device.
18. I agree to return the Mobile Computing device, case and power cords in good condition.
19. I agree to return the Mobile Computing device, case and power cords when I transfer or leave the district for any reason. I understand that restitution will be sought legally if I fail to return the device.

By my signature (Student), I agree to the stipulations set forth above and the Board's Acceptable Use Policy. I understand my device is the property of Spartanburg School District 3 and is subject to inspection at any time. By my signature (Parent/Guardian), I understand my responsibility for loss or intentional damage to the device due to negligence, misuse, or abuse.

Parent/Guardian Name (Please Print):_____

Parent/Guardian Signature:_____Date:_____

Student Name (Please Print):_____

Student Signature:_____Date:_____

APPENDIX C: SPARTANBURG SCHOOL DISTRICT 3 ACCEPTABLE USE POLICY

Policy IJNDB Use of Technology Resources in Instruction
Issued 4/12

Purpose

To establish the board's vision and the basic structure for the use of technology resources in instruction.

The board believes that the Internet should be used in the schools to educate and inform. The Internet is considered primarily as a learning resource, similar to books, magazines, video, CD-ROM and other information services.

Students should use the Internet to participate in distance learning activities, to ask questions of and consult with experts, to communicate with other students and individuals and to locate material to meet their educational and personal information needs. Library media specialists and teachers have a professional responsibility to work together to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and development levels, and to evaluate and use information to meet their educational goals.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network that makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that is not of educational value.

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 district will use technology protection measures to protect students from inappropriate access.

The superintendent will define regulations for student/employee exploration and use of electronic information resources. Guidelines will address issues of privacy, ethical use of information with respect to intellectual property, illegal uses of the network, conditions of usage, etc. The intent is to preserve the user's rights to examine and use information to meet the educational goals and objectives of the district.

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 a computer 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 online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response. The superintendent or his/her designee will develop a program to educate students on these issues.

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.

Adopted 8/17/00; Revised 9/18/01, 4/19/12

Legal references:

Federal law:

47 USC Section 254(h) - Children's Internet Protection Act.

The Digital Millennium Copyright Act of 1998, Section 512 - Limitations on liability relating to material online.

S.C. Code of Laws, 1976, as amended:

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.

Court cases:

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

AR IJNDB-R Use of Technology Resources in Instruction

Issued 8/00

In order to provide for the appropriate use of the Internet in keeping with board of education policy, an acceptable use policy has been developed. It requires student and parental agreement.

IJNDB-E(1) - Parental Permission and Student Assurance in the Conduct of Independent Student Research on the Internet

**Parental Permission for Independent
Student Research on the Internet**

Dear Parent:

Spartanburg School District 3 has installed wireless Internet access for use with Personal Mobile Computing Devices in every school. This Internet connection provides a powerful access to worldwide information in text and media form that, if properly used, can enhance student learning. It can be particularly exciting for students because it provides a wealth of information resources not readily available through conventional library means.

There are many ongoing educational projects available on the Internet that are appropriate for K-12 students. Many encourage subject area studies or support virtual field trips to museums or other locations around the world. Much of this information can be immediately printed from the computer screen for inclusion in student or faculty research projects or papers assigned in class.

Our faculty members will supervise individuals and classes of students who are accessing the Internet to ensure that appropriate content is seen on the computer. This kind of screening is not new; schools have always screened materials for student use to exclude many books, magazines and videos not appropriate in a school setting. However, it is possible that a student conducting individual research may disregard teacher's instructions and actively seek out inappropriate material.

We believe that students can be provided opportunities to use the Internet as a research tool within clearly understood guidelines. These conditions are as follows:

- Parents are advised of the rules and acknowledge the policy of the district.
- The student gives written assurances regarding appropriate behaviors while operating the Internet.
- The student and parents understand that violations of these assurances will result in disciplinary action and possible loss of Internet privileges in instances of flagrant abuse, i.e., searching for and/or downloading inappropriate material.

I hereby give my child, _____, permission to access the Internet at school for educational activities and research and understand and acknowledge the district's Acceptable Use Policy and the consequences of violating this policy.

_____
Parent Signature

_____
Date

IJNDB-E(2) - Student Assurances

Student Assurances

When accessing the Internet with any district-owned digital device, I will do the following:

- Use the Internet for <u>legitimate educational purposes</u>.
- Send e-mail <u>only</u> at the direction of my teacher or media specialist.
- <u>Not register the name, home address or telephone number</u> of myself or anyone else in any location on the Internet without explicit approval from the district or school administration.
- <u>Not search for, download or print any material that violates school handbook codes</u> regarding possession or display of inappropriate, offensive or vulgar material or assist any other student in such activities.
- <u>Not use or attempt to use chat rooms, instant messaging, video conferencing or messaging, texting, or other interactive exchanges without teacher permission</u>.
- <u>Not damage or alter</u> computers, computer systems or computer networks.
- <u>Not violate copyright laws</u>.
- <u>Not trespass in another's folders, work or files</u>.

I understand that my participation in any violation of the Internet student assurances will result in <u>disciplinary action</u> and possible loss of access privileges to the Internet and the Personal Mobile Computing Device, depending on the nature of the offense.

_____
Student Signature

_____
Date

_____
Parent Signature

_____
Date

Internet Safety Policy

In compliance with the Children's Internet Protection Act (CIPA), 47 U.S.C. § 254(h), the district uses technological devices designed to filter and block obscene materials, child pornography or "harmful to minors" material as defined in CIPA.

For purposes of this administrative rule, this document is the district's "Internet safety policy." This rule includes provisions to address access by minors to inappropriate materials on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications; unauthorized access, including so-called "hacking" and other unlawful activities by minors online; unauthorized disclosure, use and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to material harmful to minors.

Terms and Conditions of Use

The purpose of the district's technology is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. All use of technology must be in support of education and research, and consistent with the educational objectives of the district.

Individuals must comply with the district's rules and state and federal laws. Transmission of any material in violation of any federal or state laws or regulations is prohibited.

At the beginning of each school year, students and staff receive information about the appropriate use of technology, the district network, safety and other issues governing technology use through the district's *Student Handbook* and the district's *Employee Handbook*.

Spartanburg School District 3 requires all its users to report technology-related issues or problems immediately. Students are instructed to tell their attending teacher. Employees are instructed to tell their supervisor.

Access to computer systems and networks owned/operated by the district imposes certain responsibilities and obligations on users and is subject to district policies and local, state and federal laws.

Acceptable use is always ethical, reflects honesty and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms and the individual's rights to privacy and freedom from intimidation, harassment and unwarranted annoyance.

Rules Governing Use

Spartanburg School District 3 Web pages must comply with district policies on FERPA, data privacy and public use of school records.

Spartanburg School District 3 will not be responsible for any obligations resulting from any unauthorized use of the system. This includes, but is not limited to, copyrighted material, threatening or obscene material, material protected by trade secret, inappropriate materials of any kind or any other illegal act.

Spartanburg School District 3 expects users to immediately report if they mistakenly access inappropriate information or images, any message they receive that they feel is inappropriate or that makes them feel uncomfortable, and any possible security problems. By immediately reporting these things, users protect themselves against allegations that they have intentionally violated the district's Acceptable Use Policy. Students will immediately tell their attending teacher. Employees will immediately notify their supervisor.

Students will not post personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication.

Personal contact information includes, but is not limited to, home address, telephone numbers, school address, etc.

Students will not use district resources to agree to meet with someone they have met online.

Users will utilize the system for educational, professional or career development activities only when it is not disruptive and does not interfere with the performance of other responsibilities by the employee or other staff members.

Users will not access inappropriate materials.

Users may download text and other non-executable files attached to e-mail messages or from the Internet for school-related matters only. Large files should be downloaded during off-peak hours whenever possible.

Users will not upload or scan in inappropriate or non-school-related images of their own accord to district technology resources.

Users will check their e-mail frequently and delete unwanted messages promptly. The system administrator may delete e-mail at any time.

Users should join only high-quality discussion groups or mail lists that are relevant to their educational, professional or career development.

Users will not use district technology to maintain a personal business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district.

Users will not originate nor knowingly forward e-mails containing jokes, spam, chain letters, greeting cards for personal purposes, virus notifications, screen savers and other non-educational file attachments.

Users will not attempt to gain unauthorized access to the e-mail system, the district Web pages, or any other computer systems through Spartanburg School District 3 e-mail and/or Internet and/or network access.

Users will not make deliberate attempts to disrupt the computer system's performance or to destroy data by spreading computer viruses or by any other means. These actions are illegal.

Users will not attempt to perform functions that exceed their authorized access, share their account information (user ID and/or password) or log in through another person's account or access another person's files without permission. **These actions are illegal.**

Users will not download or install any unauthorized software or install any unauthorized hardware.

Users will not run any executable files attached to an e-mail message.

Users will not knowingly use portable data storage devices which contain viruses or in any other way knowingly spread computer viruses.

Users will not use defamatory, false, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, bullying, disrespectful, disruptive, racial, violent, or any other inappropriate language in public messages, private messages and any material posted on Web pages. All communications via district Web pages will comply with the district's technology policy and district's student Code of Conduct (JICDA) Policy and Administrative Rule (JICDA-R).

Users will not engage in personal attacks, including prejudicial or discriminatory remarks.

Users will not send harassing email to another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending messages, that user must stop.

Users will not use the district system to access sites/materials that are profane, obscene or pornographic nor use the system to access sites/materials that advocate illegal acts, violence or discrimination toward other people.

Penalties for Improper Use

Employees who violate the terms of this administrative rule or otherwise misuse technology will be subject to disciplinary action. Disciplinary action could include anything from the loss of technology privileges up to termination of employment.

Students who violate the terms of this administrative rule or who otherwise misuse technology will be subject to disciplinary action. Disciplinary action could include, at a minimum, the loss of technology privileges and will take place in accordance with the district's student Code of Conduct Policy (JICDA) and Administrative Rule (JICDA-R).

Violations of the laws of the United States or of the state of South Carolina may subject users such as students to criminal prosecution.

Warranty

The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages suffered by any user. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries or service interruptions caused by the system's negligence, user errors or omissions.

Use of any information obtained via the Internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

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.

User Privacy

E-mail messages and any other electronic files created using district resources or stored district resources are the property of the district.

The district reserves the right to examine, restrict or remove any material that is on or passes through its network, just as it does any other work or material generated at or brought to school or work by students or staff.

Access to electronic information related to any student or staff member will be governed by the same policies that would apply to that information if it were not in electronic form.

Plagiarism and copyright

Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user. Users will use proper bibliography formats.

Users will respect copyright laws. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies acceptable use of that work, users should request permission from the owner.

Other

Spartanburg School District 3 expects users to immediately report any page(s) whose content created by students or staff causes them concern. Students should immediately tell their attending teacher. Employees should immediately notify their supervisor.

Given the rapid change in technology, some of the technical standards outlined in this regulation may require change throughout the year. Such changes will be made with approval of the superintendent. This regulation may be updated on an annual basis or more frequently, if required.

Issued 6/15/99; Revised 2/15/05, 10/17/06

APPENDIX D: SPARTANBURG SCHOOL DISTRICT 3 PERSONAL MOBILE COMPUTING DISCIPLINE PLAN

Examples of Minor Misuse of the Personal Mobile Device

- Use during unauthorized times or locations
- Illegal installation or transmission of copyrighted materials
- Unauthorized use of Internet or computer games
- Downloading inappropriate applications
- Giving out personal information, for any reason
- Other misuse as determined by the administration

Minor misuse will result in restricted use and/or temporary forfeiture of the device as follows:

1st Offense = Mandatory parent conference

2nd Offense = Parent conference and student must check the device in/out at the Media Center for 5 school days

3rd Offense = Parent conference and student must check the device in/out at the Media Center for 10 school days

4th Offense = The following consequences as needed:

- After-School Detention
- In-School Suspension (ISS)
- Saturday Detention
- Out-of-School Suspension (OSS)

Examples of Major Misuse of Mobile Device

- Bypassing the Spartanburg School District 3 Web filter
- Actions violating board policy or public law
- Deleting district system applications and changing of personal mobile computing device settings (exceptions include personal settings such as font size, brightness, etc.)
- Sending, transmitting, accessing, uploading, downloading, or distributing obscene, offensive, profane, threatening, pornographic, obscene or sexually explicit materials
- Use of chat rooms or sites selling term papers, book reports and other forms of student work
- Spamming (disruptive email, messages including iMessages)
- Gaining access to another student's accounts, files and/or data
- Use of the school's Internet or e-mail accounts for any illegal activity
- Vandalism (any malicious attempt to harm or destroy the personal mobile computing device)
- Transmission or access of obscene, offensive or threatening materials or materials intended to harass or demean

Major Misuse will be handled as follows:

1st Offense = 2 - 5 days OSS, mandatory parent conference, and temporary forfeiture

2nd Offense = 10 days OSS, district-level hearing, and forfeiture as warranted

3rd Offense = Alternative School placement and/or expulsion; appropriate law enforcement charges

Note: *The administration reserves the right to handle any of the above actions or any other action determined to be a misuse of technology in the manner they think is the most appropriate for all concerned.*

Spartanburg School District 3 does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Assistant Superintendent of Personnel and Pupil Services, 3535 Clifton Glendale Road, Glendale, SC 29346, (864) 279-6000, rgoode@spartanburg3.org.