



# **1-to-1 Student Device Program Handbook**

## **2018-19**

Chatham County Schools appreciates the use of information in this handbook section from Edgecombe County, Greene County, Wilson County, Irving Independent School District, and the Yukon-Koyukuk School District.

## Overview

Chatham County Schools (CCS) is committed to preparing students to be literate, responsible citizens in a global economy. The Chatham One-to-One Student Device Program will immerse our students into a technology-rich instructional environment to become effective users, and communicators, of information in order to function in a technological society. Understanding of, and adhering to, the following guidelines and procedures is necessary for the success of the program.

### I. Terms of Device Loan

Parents/guardian(s) of rising 8th and 9th grade students will be informed of the date and time of a mandatory orientation meeting. The program and Student/Parent or Guardian Chromebook Agreement will be explained. The parent/guardian(s) and student must sign the agreement in order for the student to be issued a Chromebook.

#### A. Terms of Loan

1. The Chatham County School District will issue a Chromebook to students upon compliance with the following:
  - a. Completion of Student Orientation Training session
  - b. Completion of Parent/Guardian Orientation session
  - c. A signed Student Technology Responsible Use Agreement (Internet Use)
  - d. A signed Student/Parent or Guardian Chromebook Agreement

***NOTE:** Repayment, or the establishment of a payment plan, for previously assessed laptop/Chromebook fees is required for students to be issued a Chromebook, which can be taken home.*

Legal title to the property (chromebook, charger, long power cord, & snap-on case) is with Chatham County Schools. A student's right of possession and use is limited to and conditioned upon full and complete compliance with:

1. Chatham County Schools Technology Responsible Use Policy 3225/4312/7320
2. Copyright Compliance Policy 3230/7330
3. Other guidelines as outlined in the 1-to-1 Student Device Program Handbook

The Technology Responsible Use and Copyright Compliance Policies can be found in this handbook and at the following URLs:

1. Technology Responsible Use Policy – <http://bit.ly/2ueopJN>
2. Copyright Policy - <http://bit.ly/2sMgNKi>
2. Students may be subject to loss of privilege, disciplinary action, and/or legal action in the event of intentional damage and/or violation of policies and guidelines as outlined in this handbook as well as the Chatham County Schools Technology Responsible Use Policy and within the Student Code of Conduct.
3. A student's possession of the issued devices terminates no later than the last student day of the school year as designated on the district school year calendar, unless there is a reason for earlier termination by the principal. Possession beyond this time may result in the involvement of law enforcement in an attempt to recover the equipment.

#### B. Damage, Loss or Theft

1. The student or parent/guardian is required to immediately file a police report in all cases of stolen or lost devices.

2. After filing the police report, the student or parent/guardian will notify the school and submit a copy of the police report within 30 days of the initial loss, or the student will be responsible for the full replacement cost of the Chromebook. Without a police report, or record of investigation, the full cost of Chromebook replacement will be assessed to the student.
3. Chatham County Schools will coordinate with law enforcement officials to alert pawn shops and area law enforcement agencies of lost or stolen Chromebooks. As a proactive measure, the district will send a report of all model, asset, and serial numbers of student Chromebooks to local pawn shops and law enforcement agencies.
4. Chatham County Schools will perform repairs, or contract with a third-party, to reduce the cost/liability in the event of accidental damage.
5. The student and/or the student's parent/guardian shall be responsible for compensating the school district for a portion of losses, costs or damages to issued equipment. The student and/or parent/guardian is liable for replacement(s) costs (\$275 – Chromebook cost) resulting from intentional destruction and/or neglect resulting in device destruction as outlined in this document. *[Payment of all fees is required by the end of the school year and must be finalized before graduation ceremony participation is allowed.]*
6. Students will be charged for the loss or damage to a charger and/or power cable (\$20).
7. No annual maintenance fee will be charged for the use of the Chromebook, however, damages to the device will be charged on a per incident basis as follows:
  - a. **FIRST INCIDENT** - \$10 and a letter will be sent home to the parents notifying them of the damage with a reminder of the device damage fee schedule.
  - b. **SECOND INCIDENT** - \$25
  - c. **THIRD INCIDENT** - \$50
  - d. **FURTHER INCIDENT(S)** - Daily Checkout of the Chromebook and the student will not be permitted to take the device home.
8. Damages resulting from liquid (spills, submersion, weather, etc.) will result in a \$100 fee to the student.
9. If a student has unpaid technology charges, he/she will not be permitted to take a device home and will be required to check out a device on a daily basis until those charges are paid.  
**NOTE:** *Schools reserve the right to deny access to technology for students demonstrating inappropriate care or use of technology.*

### **C. Repossession**

Chatham County Schools reserves the right to repossess the Chromebook at any time if the student does not fully comply with all terms of this agreement. This may be combined with other disciplinary consequences as outlined in the Student Code of Conduct.

### **D. Appropriation**

Failure to return the property in a timely manner and/or the continued use of it for non-related school purposes will be referred to law enforcement.

### **E. Modification to Program**

Chatham County Schools reserves the right to modify the project or its terms at any time.

## II. General Care of the Chromebook

- A. **Never attempt to repair or reconfigure the Chromebook.** Under no circumstances are you to attempt to open, or tamper with the internal components, of the issued devices. NEVER remove any screws, stickers, battery, snap-on cases, or other components of the device; doing so will render the warranty void. The only valid service provider for a Chatham County Schools issued device is Chatham County Schools. Disciplinary action for violations are covered by the Student Code of Conduct.
- B. Student devices in need of repair must be reported to the school technical team in a timely manner. **Technical support is only available during school hours.**
- C. Chatham County Schools technical support will determine whether the Chromebook can be repaired on-site or if a loaner (if available) should be issued. Classroom computers and loaner computers are also covered by all rules and regulations outlined in this document including the assessment of fees. Students are responsible for ensuring a current backup of all class files via Google Drive. **Technicians will not make efforts to preserve data during repair or replacement.**
- D. Chatham County Schools makes no guarantee that loaner computers will be available to students, nor that replacement of student devices will be of an equivalent style, make, or model as the one the student has submitted for repair.
- E. Chatham County Schools will make every attempt to ensure that student devices are returned to the student to which they have been assigned in cases of repair and at the start of the new school year to ensure students, parents/guardian(s) understand the importance of proper care.
- F. Guidelines to follow:
  - A. For prolonged periods of inactivity, you should turn off the computer completely before closing the lid. Be sure the screen is completely black before closing the lid. Be conservative with your device use outside of classroom periods.
  - B. It is your responsibility to make sure that your device stays charged and ready for class assignments for the entire school day.
  - C. Dimming the LCD brightness of your screen will extend the battery run time. For help, consult your school's technology team.
  - D. **Do not write, draw, paint, etch, place stickers/labels or otherwise deface your Chromebook, plastic snap-on case, charger, or long power cord.** Depending upon the extent of damage caused by vandalism, this may result in a total replacement fee of \$275. Other disciplinary action for vandalism can be found within the Student Code of Conduct. Remember, the equipment you're assigned is property of Chatham County Schools.
  - E. The snap-on case is a pre-requisite of the computer insurance and is never to be removed, even temporarily, by students. Devices returned without the snap-on case attacked will result in a student fee of \$20 to replace the case and if there is damage to the device for the non-warranty covered repair fee of \$100.
  - F. Take extreme caution with the screen. The screens are very susceptible to damage from excessive pressure or weight. In particular, **NEVER PICK UP OR CARRY THE DEVICE BY THE SCREEN** or place your finger directly on the screen with any force. Always close the lid of the device and place it in your bag before moving.
  - G. Always travel with the device in its plastic snap-on case and your bag.

- H. Never throw the device down into your bag or overstuff your bag with additional books or items that might damage the device. **Cracks, dents, and warping to the case are non-warranty covered items in nearly every case.**
- I. Please be aware that overloading your bag will damage the device. Be mindful of textbooks, notebooks, binders, etc. in your bag. Take precautions when setting your bag down to ensure it's out of the foot and vehicle traffic around you. Never sit on a bag containing your device.
- J. When using the Chromebook, keep it on a flat, solid surface so that air can circulate. For example, using a device while it is directly on a bed or carpet can cause the device to overheat.
- K. Liquids, food, and other debris can damage the Chromebook. Avoid eating or drinking while using the device. **DO NOT** keep food or food wrappers in your bag alongside your device. *Liquid damages will result in a \$100 fee.*
- L. Take care when inserting cords, cables, and other removable storage devices to avoid damage to the device ports.
- M. Do not expose your device to extreme temperatures or humidity. Direct sunlight and ultraviolet light can also cause problems. Extreme heat or cold may cause damage to the device. **NEVER LEAVE YOUR DEVICE OUTSIDE AND/OR IN YOUR CAR.**
- N. Keep your device away from magnetic fields, which can erase or corrupt your data. This includes, but is not limited to, large speakers, amplifiers, and transformers.
- O. Do not leave your device unattended or unsecured. **You are responsible for it even when in class or attending a school function.**
- P. Students are expected to follow board policies about safe schools especially Board Policy 1710/4021/7230 Prohibition Against Discrimination, Harassment, and Bullying. Disciplinary action for violation of this expectation are outlined in the Student Code of Conduct.

### III. Cleaning Your Device

Routine maintenance on device will be done by the district technology support team. However, students are encouraged to perform simple cleaning procedures outlined below:

- A. Always disconnect the device from the power outlet before cleaning.
- B. Clean the screen with a soft, lightly dampened, lint free cloth or use anti-static screen cleaners or wipes. Never use liquids or soaps on the Chromebook screen or keyboard.
- C. Wash hands frequently when using the device to avoid build-up on the touch-pad. Grease and dirt can cause the cursor to “jump around” on the screen.
- D. Clean the touch-pad with a lightly dampened cloth.

### IV. General Security

- A. Never leave your device unsecured. Devices should be locked in a designated facility or a secure locker.
- B. Lock your car doors and do not leave your Chromebook on the car seat as they are tempting targets for theft.
- C. During after-school activities, you are expected to maintain the security of your device. Unsupervised devices will be confiscated by staff, and disciplinary actions may be taken as outlined in the Student Code of Conduct.
- D. Each device and charger has several identifying labels (i.e. Chatham County Schools asset number, serial number, and student name). Under no circumstances are you to modify, remove, or destroy these labels. Chromebooks, chargers, and snap-on cases

without identifying tags may be confiscated by staff, and disciplinary actions may be taken in accordance with Student Code of Conduct. Please understand, that equipment we are unable to identify will not be counted as turned in by the student and charges may be incurred.

- E. If stickers, or identifying markers, rub off of issued equipment, come loose, fall off, or become unreadable in any way, **it is the responsibility of the student to immediately report this** and have new identifying stickers and markers applied by the school technician. Failure to do so may result in charges for lost/stolen equipment at the end of the year.
- F. **Never lend your equipment to other students with the expectation that it will be returned.** Remember, you are responsible for the safety and security of equipment that has been issued to you.

## V. General Use of the Chromebook

- A. Students are REQUIRED to bring their devices to school each day with a fully charged battery. *Students will not be given the use of a loaner Chromebook/charger if they leave their Chromebook/charger at home.* Students leaving devices at home will be required to complete assignments using alternate means (as determined by the teacher).
- B. Students will receive disciplinary referrals from their teachers for repeatedly refusing to bring the device to class per the Student Code of Conduct.
- C. An otherwise functional device with a dead battery is not an excuse for late or missing work.
- D. Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.
- E. Do not delete any folders or files that you did not create or that you do not recognize. Deletion of files could result in a computer failure and will interfere with your ability to complete class work. Taking this action may result in your device being re-imaged.
- F. A lost document is not an excuse for late or missing work.
- G. Student devices are subject to routine monitoring by teachers, administrators, and technology staff. Users shall have no expectation of privacy while using Chatham County Schools electronic information resources including the contents or computer files or communication undertaken by way of the district computers and/or network or provided communication systems such as e-mail. Teachers and/or designated school district employees may conduct an individual search of a student's computer, files, music, video, e-mail, or other related items if there is suspicion that Chatham County Schools' policies or guidelines have been violated. Disciplinary action for violations are outlined in the Student Code of Conduct.
- H. Students are responsible for the backup and storage of their files and data. Space will be provided to students for the backup and storage of academic related data either via Google Drive, or via a personally owned USB data storage device. Provided space should be used for backing up and storing files as directed by the teacher. **Technicians will not attempt to preserve data and data loss due to reimaging or repair may occur.**
- I. Conserve resources by using print preview and obtaining teacher permission before printing.
- J. Avoid using your device in areas which may lead to damage or theft. Do not use your device around sporting activities or events.

- K. When using the power cord, do not leave the cord in areas that may cause a tripping hazard. *Students remain responsible for damage to the device even if it derives from a tripping incident that involves another student.*
- L. Devices are not allowed on overnight trips or field trips without the expressed written approval of the teacher and the parent/guardian.
- M. DEVICE USE IS NOT PERMITTED IN THE CAFETERIA (LUNCH ROOM) DURING LUNCH PERIODS. The device may be used in designated commons areas (away from food or drink) during this time.
- N. A technology support request will be made for software installations. Requests will be granted if deemed necessary for educational purposes. Under no circumstances will the student install or uninstall any hardware, software, or non user-input peripherals (keyboard & mouse) on the device.
- O. Remember:
  1. Keep personal information about yourself, or others, off the Internet.
  2. Keep all passwords to yourself.
  3. You are responsible for your individual accounts. Take all reasonable precautions to prevent others from being able to use them.
  4. DO NOT LOAN YOUR DEVICE OR ASSIGNED EQUIPMENT TO ANYONE.
  5. Notify a teacher immediately if you suspect problems with your device, including a breach of security.
  6. To prevent loss or damage to your device, NEVER leave it unattended or have it out of its sleeve on the bus or in the cafeteria during lunches.
  7. Keep your closed device in your bag when traveling between classrooms.
  8. Follow all rules so you will not lose privileges.

## **VI. Parent Expectations**

In order for students to experience all of the successes and benefits that this program offers, the district encourages parents to:

- A. Share in their student's excitement about this great opportunity for learning.
- B. Learn along with their student as the Chromebook is used as an instructional tool to prepare for 21<sup>st</sup> century careers.
- C. Monitor their student's appropriate Internet use and adherence to Internet guidelines when using the device. Parents should ensure that their student adheres to Internet guidelines established at home and at school. (A record of all websites accessed is recorded daily.)
- D. Help fill out required paperwork in the event that the device requires repair or is lost or stolen and report it no later than the next school day.
- E. Ensure that only the student and family members will use this computer for school-related purposes.
- F. Return the equipment upon request to the school at the end of the year. Details will be provided by your school as this varies between schools.

## **VII. E-mail**

- A. Email transmissions and transmitted data shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.

- B. Students will abide by all email guidelines as outlined in the Chatham County Schools Board Policy 3225/4312/7320 – Technology Responsible Use. Violations may include the loss of Internet access at school and other disciplinary action as outlined in the Student Code of Conduct.

### **VIII. Internet Access/Filtering**

- A. As required by the Children’s Internet Protection Act (CIPA), a current filtering solution is maintained by the district for school and home use on the device. The district cannot guarantee that access to inappropriate sites will be blocked. It is the responsibility of the user to follow guidelines for responsible use of the network and Internet. Chatham County Schools will not be responsible for any problems suffered while on the network or the Internet. Use of any information obtained through the Internet is at the user’s own risk.
- B. Chatham County Schools will not serve as the Internet Service Provider (ISP) for student home use. However, Chatham County Schools will provide filtering of the devices while connecting to the Internet from home. In order for a student to access the Internet, the parent/guardian must contract with a commercial ISP.
- C. Ethernet cables will need to be personally purchased. Expenses for cabling, services, or accessories needed for home use are the responsibility of the student and their family.
- D. Bypassing the provided filter is considered a modification of the computer and will be handled via the appropriate disciplinary action up to and including loss of computer and potentially suspension from school as outlined in the Student Code of Conduct.

### **IX. Student Login Procedures**

- A. School Use: Each student will be assigned a username and password. That username and password will allow the student to login to the device at school when connecting to the Chatham County Schools network and at home.
- B. Students are responsible for backing up data that is important to them. This may require the purchase of their own external drive (a USB Flash Drive for example) to backup important data. **Please be aware that, in cases where devices must be repaired, or re-imaged, Chatham County Schools technicians will NOT make efforts to preserve data on the machines.**
- C. Home Use: Use of the device away from the Chatham County Schools network will only differ in that a connection to the schools’ server will not be available.
- D. DO NOT share passwords. Students are responsible for anything done using their device or their login.

### **X. Copyright**

Students are expected to adhere to the Chatham County Schools COPYRIGHT COMPLIANCE – Policy Code: 3230/7330. Disciplinary actions for violations are outlined in the Student Code of Conduct. The following guidelines will help students be in compliance:

- A. Compliance with federal law is expected of all.
- B. “Copyright” is legal protection for creative intellectual works, which is broadly interpreted to cover virtually any expression of an idea.

- C. Text (including e-mail and Internet information), graphics, art, photographs, music, and software are examples of types of works protected by copyright.
- D. Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright on that information.
- E. Even an innocent, unintentional infringement violates the law.

## **XI. Inappropriate/Unacceptable Use**

Students should understand that the rules and expectations that apply to non-technology related conduct and communication also govern student use of computers. Just as passing notes, listening to iPods or Smartphones (or anything with a headset) and playing video games are not acceptable school behaviors, neither are text messaging, listening to music, or playing computer games, when not instructed to by a teacher, on the device. **Videotaping on school property is not permitted unless it is related to a school assignment.**

### **ONLINE RESOURCE:**

Computer Related Crime – N.C. Gen Stat. 14-453 to 14-457

[http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/ByArticle/Chapter\\_14/Article\\_60.html](http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/ByArticle/Chapter_14/Article_60.html)

### **Policy Code: 3225/4312/7320 Technology Responsible Use**

The board provides its students and staff access to a variety of technological resources. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Through the school system's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

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

#### **1. EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES**

The use of school system technological resources, including access to the Internet, is a privilege, not a right. Individual users of the school system's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school system technological resources is use that is ethical, respectful, academically honest, and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable board policies, the Code of Student Conduct, and other regulations and school rules, apply to use of the Internet and other school technological resources.

In addition, anyone who uses school system computers or electronic devices or who accesses the school network or the Internet using school system resources must comply with the

additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive.

Before using the Internet, all students must be trained about appropriate online behavior as provided in policy [3226/4205](#), Internet Safety.

All students and employees must be informed annually of the requirements of this policy and the methods by which they may obtain a copy of this policy. Before using school system technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements and acknowledging awareness that the school system uses monitoring systems to monitor and detect inappropriate use of technological resources. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

## 2. RULES FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

1. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited. Student personal use of school system technological resources for amusement or entertainment is also prohibited. Because some incidental and occasional personal use by employees is inevitable, the board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school system business, and is not otherwise prohibited by board policy or procedure.
2. Under no circumstance may software purchased by the school system be copied for personal use.
3. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Code of Student Conduct.
4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages, or other material that is obscene, defamatory, profane, pornographic, harassing, abusive, or considered to be harmful to minors.
5. The use of anonymous proxies to circumvent content filtering is prohibited.
6. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
7. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
8. Users must respect the privacy of others. When using e-mail, chat rooms, blogs, or other forms of electronic communication, students must not reveal personal identifying information or information that is private or confidential, such as the home address or telephone number, credit or checking account information, or social security number of themselves or fellow students. For further information regarding what constitutes personal identifying information, see policy [4705/7825](#), Confidentiality of Personal Identifying Information. In addition, school employees must not disclose on school

- system websites or web pages or elsewhere on the Internet any personally identifiable, private, or confidential information concerning students (including names, addresses, or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or policy [4700](#), Student Records. Users also may not forward or post personal communications without the author's prior consent.
9. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks, or data of any user connected to school system technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.
  10. Users may not create or introduce games, network communications programs, or any foreign program or software onto any school system computer, electronic device, or network without the express permission of the technology director or designee.
  11. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.
  12. Users are prohibited from using another individual's ID or password for any technological resource without permission from the individual. Students must also have permission from the teacher or other school official.
  13. Users may not read, alter, change, block, execute, or delete files or communications belonging to another user without the owner's express prior permission.
  14. Employees shall not use passwords or user IDs for any data system (e.g., the state student information and instructional improvement system applications, time-keeping software, etc.) for an unauthorized or improper purpose.
  15. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
  16. Teachers shall make reasonable efforts to supervise students' use of the Internet during instructional time.
  17. Views may be expressed on the Internet or other technological resources as representing the view of the school system or part of the school system only with prior approval by the superintendent or designee.

### 3. RESTRICTED MATERIAL ON THE INTERNET

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless school system personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic, or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that technology protection measures are used as provided in policy [3226/4205](#), Internet Safety, and are disabled or minimized only when permitted by law and board policy. The board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G service).

### 4. PARENTAL CONSENT

The board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student's independent access to the Internet and to monitoring of the student's Internet activity and e-mail communication by school personnel.

In addition, in accordance with the board's goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. Parental permission will be obtained when necessary to create and manage such third party accounts.

## 5. PRIVACY

Students, employees, visitors, and other users have no expectation of privacy in anything they create, store, send, delete, receive, or display when using the school system's network, devices, Internet access, email system, or other technological resources owned or issued by the school system, whether the resources are used at school or elsewhere, and even if the use is for personal purposes. Users should not assume that files or communications created, transmitted, or displayed using school system technological resources or stored on servers or on the storage mediums of individual devices will be private. The school system may, without notice, (1) monitor, track, and/or log network access, communications, and use; (2) monitor and allocate filespace; and (3) access, review, copy, store, delete, or disclose the content of all user files, regardless of medium, the content of electronic mailboxes, and system outputs, such as printouts, for any lawful purpose. Such purposes may include, but are not limited to, maintaining system integrity, security, or functionality, ensuring compliance with board policy and applicable laws and regulations, protecting the school system from liability, and complying with public records requests. School system personnel shall monitor online activities of individuals who access the Internet via a school-owned device.

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

## 6. USE OF PERSONAL TECHNOLOGY ON SCHOOL SYSTEM PROPERTY

Each principal may establish rules for his or her school site as to whether and how personal technology devices (including, but not limited to smartphones, tablets, laptops, etc.) may be used on campus. Students' devices are governed also by policy 4318, Use of Wireless Communication Devices. The school system assumes no responsibility for personal technology devices brought to school.

## 7. PERSONAL WEBSITES

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

## 8. STUDENTS

Though school personnel generally do not monitor students' Internet activity conducted on non-school system devices during non-school hours, when the student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy (see the student behavior policies in the [4300](#) series).

#### 9. EMPLOYEES

Employees' personal websites are subject to policy [7335](#), Employee Use of Social Media.

#### 10. VOLUNTEERS

Volunteers are to maintain an appropriate relationship with students at all times. Volunteers are encouraged to block students from viewing personal information on volunteer personal websites or online networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. An individual volunteer's relationship with the school system may be terminated if the volunteer engages in inappropriate online interaction with students.

Legal References: [U.S. Const. amend. I](#); Children's Internet Protection Act, [47 U.S.C. 254](#)(h)(5); Electronic Communications Privacy Act, [18 U.S.C. 2510-2522](#); Family Educational Rights and Privacy Act, [20 U.S.C. 1232g](#); [17 U.S.C. 101](#) *et seq.*; [20 U.S.C. 7131](#); [G.S. 115C-325](#)(e) (applicable to career status teachers), [-325.4](#) (applicable to non-career status teachers)

Cross References: Curriculum and Instructional Guides (policy [3115](#)), Technology in the Educational Program (policy [3220](#)), Internet Safety (policy [3226/4205](#)), Copyright Compliance (policy [3230/7330](#)), Web Page Development (policy [3227/7322](#)), Student Behavior Policies (all policies in the [4300](#) series), Student Records (policy [4700](#)), Confidentiality of Personal Identifying Information (policy [4705/7825](#)), Public Records - Retention, Release, and Disposition (policy [5070/7350](#)), Use of Equipment, Materials, and Supplies (policy [6520](#)), Network Security (policy [6524](#)), Staff Responsibilities (policy [7300](#)), Employee Use of Social Media (policy [7335](#))

Adopted: January 12, 2015

Revised: December 12, 2016

## **COPYRIGHT COMPLIANCE**

Policy Code: 3230/7330

The board recognizes and supports the limitations on unauthorized duplication and use of copyrighted materials. The board does not condone any infringement on the property rights of copyright owners.

Employees, students and visitors are prohibited from the use or duplication of any copyright materials not allowed by copyright law, fair use guidelines sanctioned by Congress, licenses or contractual agreements. Willful or serious violations also are considered to be in violation of expected standards of behavior for employees and students and may result in disciplinary action in accordance with board policy.

### **Fair Use**

Unless allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to copying copyrighted material. Fair use is based on the following considerations:

- The purpose and character of the use including whether such is of a commercial nature or is for nonprofit educational purposes;
- The nature of the copyrighted work;
- The amount of and the substantiality of the portion used in relation to the copyrighted work as a whole; and
- The effect of the use upon the potential market for, or value of, the copyrighted work.

The superintendent or designee is responsible for providing information and training to personnel and students, as appropriate, to provide further guidance on the fair use of copyrighted materials, including in the following circumstances:

- Single and multiple copying for instructional purposes;
- Copying for performances and displays;
- Off-air recording of copyrighted programs;
- Use of “for home use only” videotapes;
- Computer software;
- Copyrighted materials on the Internet and on-line databases; and
- Reproduction and loan of copyrighted materials by school media centers.

Legal Reference: 17 U.S.C. 101, 102, 106, 108, 110, 117

Cross Reference: Technology in the Educational Program (policy 3220), Internet and the Educational Program (policy 3225/4312/7320), Standards of Expected Student Behavior (policy 4310), Use of Computers (policy 6523), Staff Responsibilities (policy 7300), Budget Planning and Adoption (policy 8100)

Adopted: July 9, 2007

