



2015-2016

Digital Learning
Environment (DLE)

Technology Handbook
For Students and Parents

*We are Richland One, a leader in transforming lives through education,
empowering all students to achieve their potential and dreams.*



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VISION

Richland School District One, in collaboration with an engaged community, is committed to ensuring that each learner achieves his/her potential in a safe, caring, academically challenging and diverse learning environment that will develop productive citizens for a changing world.

MISSION

We are Richland One, a leader in transforming lives through education, empowering all students to achieve their potential and dreams.

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Richland School District One
South Carolina's Capital Schools
Office of the Superintendent

August 2015

Dear Students, Parents and Guardians:

We live in a digital world. Technology is part of our daily lives. In Richland One, teachers and students have been using technology in the classroom for many years and we have a wide array of technology resources. Our Digital Learning Environment (DLE) initiative will expand the integration of technology into the curriculum to ensure that we prepare our students for college and careers.

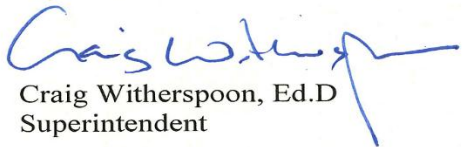
The use of technology enhances teaching and learning, boosts student engagement and empowers teachers to differentiate, individualize and personalize instruction. The 1:1 (one-to-one) component of DLE will provide our students with powerful technology tools to use to enhance their ability to think critically and creatively, work independently and collaboratively, communicate effectively and solve problems.

During the Fall of 2015, laptop computers will be distributed to all middle and high school students. Devices will be distributed to students in grades 3-5 in January 2016. At the conclusion of the distribution, all students in grades 3-12 will have personal computing devices. Students in pre-kindergarten through second grade will have access to school and classroom sets of computing devices.

It is important to understand that the focus of DLE is not on the devices but on using technology to transform teaching and learning in Richland One. Teachers will be able to create individualized instruction that is truly student-centered. Students will become the producers and evaluators of knowledge, not just consumers. Students also will collaborate with others to engage in authentic, real-world tasks. Most importantly, they will develop the skills they need to compete in today's digital world.

Please take time to review the information in this handbook carefully. If you have questions or need additional information, please contact your school.

Sincerely,


Craig Witherspoon, Ed.D
Superintendent

Receiving/Turning in Your Laptop

Distribution of Laptops

- Schools will conduct orientations each year for parents/guardians and students. Parents/guardians and students must attend the orientation and parents/guardians must sign the Parent Consent Form and pay the Mandatory Protection Plan.
- Laptops will be distributed each year during each school's laptop distribution schedule.
- Students will sign the Acceptable Use Policy and log into the district's network.
- Students must bring their student ID to the laptop distribution.
- Students will be issued a laptop, power cord, computer sleeve and backpack. Only one backpack will be issued; it becomes the student's property and does not need to be returned.

Turning in Laptops

- Students transferring from a school or leaving Richland County School District One during the school year must return the laptop (including power cords and any other district- or school-issued accessories) before leaving the school. Students will keep the backpack.
- Students transferring to another school in Richland One will not take the laptop (or accessories) with them. They will return it to their departing school and will receive a laptop at their new school.
- If a student does not return his/her laptop upon leaving the district, the student will be subject to criminal prosecution or civil liability. The student also will be required to pay the replacement cost for a new laptop.
- If a student returns his/her laptop device damaged, costs for replacement or repairs are the responsibility of the student/parent/guardian. The district will charge the student/parent/guardian the cost of needed repairs, not to exceed the replacement cost of the laptop.

Identification of Laptops

- Laptops will have a district asset tag with Dell Service Tag number and Fixed Asset Tag number.
- Follett's **Destiny Asset Manager** will be used to assign laptops to students.
- Laptops will be scanned in/out using a handheld scanner and the **Follett's Destiny Asset Manager Software**.

Caring for Your Laptop

- The laptop is district property. All students will follow these guidelines and the Richland One Acceptable Use Policy.
- Students are responsible for the general care of their laptops.
- Students must immediately report any damage to their laptops to the school.
- Students/parents/guardians must report stolen laptops to law enforcement and the school within 24 hours of discovering it missing.

General Precautions

- Keep food and liquids away from your laptop. Don't eat over your laptop; the crumbs can fall between the keys and provide an invitation to small bugs or damage the circuitry.
- Always have clean hands when using your laptop.
- Protect the screen. When you shut your laptop, make sure there are no small items, such as a pencil or small earphones, on the keyboard. These can damage the display screen if the laptop is shut on them; the screen will scratch if the item is rough. Close the lid gently, holding it in the middle. Closing the lid using only one side causes pressure on that hinge, and over time can cause it to bend and snap.
- Hold and lift the computer by its base, not by its screen. If you lift it by the screen alone, you could damage the display or the hinges attaching the display to the base. The display is also easily scratched or damaged by direct pressure – avoid placing pressure on it.
- Don't pull on the power cord. Tugging your power cord out from the power socket rather than pulling directly on the plug can cause the cord to break off from the plug or damage the power socket. Also, if the power cord is near your feet, avoid kicking it accidentally. Refrain from bumping into the plug at all because it could loosen it and eventually break.
- Don't roll your chair over the computer cord. Stick the cord onto your desk with tape or a special computer cord tie which can easily be undone when you've finished using the laptop. Always try to keep the cord away from the floor and your legs.
- Be sure to plug accessory devices into their proper slots. Always look at the symbols on the laptop carefully before inserting devices. Jamming a phone line into an Ethernet port or vice versa could damage the sockets, making it impossible to use them again. It is very important to observe this step.
- Insert drives into their slots carefully and at the correct angle. Pushing the drive too forcefully into its slot could jam it.
- Don't leave your laptop in a car. Not only do the insides of cars experience large temperature swings that could damage a laptop, but a laptop (or laptop bag) is an inviting target for a smash-and-grab thief.
- Avoid placing heavy materials, such as books, on top of your laptop. This can push the screen into the keyboard, and will eventually damage it.
- Use the laptop on a flat, clean surface. This prevents damage to the laptop. This can be hard to do, particularly if you are outside with your laptop, but if there is a flat surface available, put your laptop on it.
- Do not share login information.
- Do not leave your laptop unattended unless it is stored securely behind a lock.

<http://www.wikihow.com/Take-Good-Care-of-Your-Laptop-Computer>

Carrying Laptops

- The district provides students with a protective computer sleeve for their laptop.
- Students will receive a district provided backpack.
- Use the district provided computer sleeve and backpack (or personal backpack). This will help avoid scratching, squeezing or potentially dropping it.

Using Your Laptop

- Laptops are intended to be used at school each day.
- Students are responsible for bringing their laptop to all classes, fully charged.
- In addition to teacher expectations for device use, students may access school messages, announcements, calendars and schedules using their laptop.

Laptops Left at Home

- Students who leave their laptop at home are still responsible for completing their daily coursework.
- Repeated offenses may result in disciplinary action.

Laptops Undergoing Repair

- Schools may issue a loaner laptop to a student while his/her laptop is being repaired.
- A student may not receive a loaner laptop immediately. There may be a delay depending upon availability.
- Students are still responsible for completing their daily coursework.

Charging Your Laptop's Battery

- Laptops must be brought to school each day fully charged. Students must charge their laptops at home each evening before school the next day.
- Repeat violations of not charging the battery for the school day may result in students being required to “check out” their laptop daily from the school.

Printing

- Students can print from their laptops.
- Schools will identify printers students may use; these printers will be mapped to student laptops.

Home Internet Access

- Students may establish Wi-Fi connections with their laptop outside of school.
- Students can use their laptop wherever access is available.

Camera Use

- The laptop has a front-facing camera and video capabilities.
- The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents and students over 18 years of age certain rights with respect to students' educational records, including photographs. For this reason, 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.

- Richland County School District One retains the right to any recording and/or publishing of any student or staff member's work or image.

Student Responsibilities for Laptop Care

- Each student is responsible for maintaining his/her laptop. Laptop batteries must be charged and ready for school daily.
- Only labels or stickers approved by Richland County School District One may be applied to the laptop.
- Backpacks will not be returned to the district. However, students are expected to keep them clean and in good repair to protect the laptop.
- Malfunctioning or damaged laptops must be reported to the school's Student Support Center. The district will be responsible for repairing laptops.
- Students are responsible for any and all damage to their laptop beyond daily wear and tear.
- Stolen or lost laptops must be reported within 24 hours to law enforcement and the school.

Managing Your Files and Saving Your Work

Saving to Your "F Drive"

- Each student is provided file storage space - "F Drive." Students are strongly encouraged to store all files on their F Drive because it is backed up each night.
- Students have permissions set to allow them to store files on the laptop hard drive. Students are strongly encouraged to transfer these files to their F Drive when at school to allow back up.
- Students will be provided "cloud-based" storage for their school files and work.
- Laptop malfunctions are not an acceptable excuse for failure to submit work.

Network Connectivity

- Do not share your login information with anyone.
- Richland County School District One 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.

Software/Applications Installed on Laptops

Originally Installed Applications

- All applications originally installed by the district on each laptop must remain on the laptop in usable condition and readily accessible at all times.
- You may not remove these required applications and staff will periodically check laptops to ensure that students have not removed them. The school also may add other applications periodically.
- 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 used by a student, technology staff will re-sync the devices of the students in that course.

Additional Applications

- Richland One syncs laptops so that the devices contain the necessary applications for schoolwork.
- Students will not be permitted to load additional software/applications on their laptops, in accordance with the district's Acceptable Use Policy. You can read the entire Acceptable Use Policy in Appendix A.

Inspection

- Staff will randomly select students and ask them to provide their laptop for inspection.

Procedure for Reloading Applications

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

Application Upgrades

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

District Responsibilities

- The school provides 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 A*).
- Filtering/blocking of inappropriate Internet materials is done at the district level; filtering/blocking also will occur when laptops are used outside the district.
- The district reserves the right to investigate any inappropriate use of resources and to review, monitor and restrict information stored on or transmitted via district-owned equipment and resources.
- The teacher is still the classroom manager; if the student is off task, the teacher has the ability to close and/or take a student's laptop.

Teacher Responsibilities

- Design instructional activities that make appropriate use of technology and digital resources
- Monitor and supervise student use of devices and direct their involvement
- Adhere to and provide instruction on the district's AUP

Student Responsibilities

- Students will abide by the district's Acceptable Use Policy (*see Appendix A*) and:
 - Contact an administrator about any security issue they encounter.
 - Monitor all activity on their personal account(s).
 - Always shut down and secure their laptop 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 laptop to the issuing 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.)
 - Downloading/installing unauthorized applications, games or software is prohibited

Parent/Guardian Responsibilities

- Talk to your students about the values and standards you expect your children to follow as they use the Internet just as you talk to them about their use of all other media information sources, such as television, telephone, movies, radio, etc.
- All district-issued laptops contain a filter for use at home. Parents are encouraged to monitor student activity at home, especially Internet access.
- Report any vandalism or theft to law enforcement and the school with 24 hours of discovery.

Laptop Damage, Theft or Loss

Terms of the Mandatory Protection Plan (MPP)

- Parents/guardians are required to participate in the MPP.
- The full-year MPP cost is \$30.00 per student, per school year and is non-returnable.
 - Payments may be made in installments if desired by parents/guardians
 - School-level staff will receive and receipt all MPP payments
 - At the time of distribution, if a payment has not been received, the school will issue a debt slip, allowing the student to receive a device. There must be a signed Parent Consent Form and signed Student Agreement on file to complete this process.
 - If the laptop is repaired or replaced the MPP must be paid in full before the laptop is returned to the student
- The MPP covers parts and repair for system-related issues or failures from normal use. It does not cover intentional damage or damage associated with misuse of the laptop.
- The MPP also covers:
 - One device replacement per school year in the event of theft, loss or accidental damage and/or;
 - One screen replacement due to accidental damage and/or;
 - Any additional replacement or repair will cost the student/parent/guardian the full cost of repair or the full market value of a device.
 - 1st year – 100%
 - 2nd year – 75%
 - 3rd year – 50%
 - 4th year – 25%
 - Power cords or other accessories are not covered by the MPP; student/parent/guardian are responsible for the full cost of replacement
 - In the event a laptop is stolen or lost, the student/parent/guardian must report the theft or loss to the school and file a police report within 24 hours. If the loss or theft is not reported within 24 hours, the student/parent/guardian may be liable for the cost of replacing the laptop.
 - Deductibles will be charged for each incident as described below:

<u>Deductible</u>	<u>Cost</u>
1st	\$0
2nd	\$20
3rd	\$50
4th	Full cost of repair or replacement

Title

- Legal title to the laptop is with the district and shall at all times remain with the district.
- The right of possession and use is limited to and conditioned on full and complete compliance with the MPP and AUP.
- The student is responsible at all times for the laptop's appropriate care and use.

Repossession

- Richland County School District One reserves the right to repossess any laptop for failure to comply with all terms of the MPP and/or the AUP.

Liability

- Richland One reserves the right to demand return of the laptop at any time. The MPP is good for one school year (from the first day of school until the first day of school in next school year), unless the agreement is terminated earlier.
- Failure to return the laptop to the issuing school before departure from the district may result in criminal charges brought against the student and/or the person in possession of the laptop.

In the event of loss

- In the event a laptop is lost, the student/parent/guardian must report the loss to the school and file a police report within 24 hours.

In the event of theft or vandalism at school

- In the event a laptop is stolen, vandalized, etc., the student or parent/guardian must report the theft or loss to the school and file a police report within 24 hours.
- The student/parent/guardian must file a police report with the school resource officer (SRO) when incidents of loss, theft, vandalism, etc. occur on campus.

In the event of theft or vandalism off school and or of town

- If an incident occurs out of town or out of state, the student/parent/guardian must file a police report with the law enforcement agency covering that town or state within 24 hours and provide a copy of the completed police report to the school.

Daily Checkout/Use of Laptops**Parents/Guardians Do Not Approve Students Taking Laptop Home**

- If parents/guardians do not approve students taking the laptop home, the laptop will remain at the school.
- Students will pick up the laptop in the morning, use it during the school day and return it before departing for home.
- Schools will develop procedures for daily use/checkout.
- If students violate the AUP or any part of this handbook, their use of the laptop may be restricted to use at school only.

Appendix A - Richland County School District One Acceptable Use Policy

Policy IJNDB Acceptable Use of Information Systems

Issued 03/09

Purpose: To establish the board's vision for access and use of the district's information system.

Richland County School District One will provide board members, employees and students with access to the district's electronic communication system which includes network, Internet and e-mail access. The principle purpose of this system is for the education of students and professional use by staff. This purpose includes use of the system for classroom, work-related, professional and career development activities.

The superintendent will continue to develop and implement procedures for the technical operation and management of the system, to facilitate its effective integration into the instructional programs at the schools and to address any related functions to ensure the purposes of the system are recognized. Appropriate forms and guidelines will support this policy and are published as separate documents which carry all the force of the board policy.

All uses of the electronic communication system by board members, employees and students are not confidential and may be monitored at any time by designated staff.

Richland County School District One is not liable for inappropriate use of the district's electronic communication system, copyright violations, user mistakes or negligence or costs incurred by users. The district is not responsible for the validity of any information found on the Internet or other external data systems.

This policy, administrative rule and its supporting forms may be accessed via the Internet from the district's website.

Adopted 5/23/00; Revised 6/6/05, 3/10/09, 8/25/15

Legal references:

Federal law:

47 U.S.C. 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.

Policy IJNDB-R Acceptable Use of Information Systems

Issued 03/09

STATEMENT OF INTENT

Richland School District One provides an electronic network and Internet access to enhance your educational experiences. Access to electronic and web-based resources is available through classrooms, media centers, computer labs and home computers. Through active learning experiences, students are expected to develop appropriate information literacy skills to ensure effective use of the wide variety of tools available through the network. As a network user, you are required to participate in Acceptable Use Policy training and always follow these important practices.

E-mail accounts are available to students in grades 3-12 unless denied by parents/guardians. All e-mail messages and electronic files created or stored using district resources are property of the district. Policy IJNDB and this Administrative Rule fully outline the district's intent, expectations, users' responsibilities and penalties regarding the network and its associated components.

Compliance with this policy is mandatory and includes access and use of the district information system and all peripheral devices for printing, storing, archiving and duplicating information regardless of location.

Use of the system carries a limited privacy expectation for all activities and files by all users. Parents have the right at any time to request in writing to see the contents of student e-mail and stored files.

Be aware that personal files are discoverable under the State of South Carolina's Freedom of Information Act. Richland One has the right to place restrictions on the material accessed or posted through the system.

Access to and use of the district system is provided as a privilege, not a right. All violations of the Acceptable Use Policy and its associated Administrative Rule will be investigated and will result in one or more of the following consequences:

- Limiting, suspending or canceling use and access to the system
- Confiscation of personal devices
- Applying penalties in accordance with the *Discipline Code*
- Levying fines and payments for damages, repairs and hardware replacement
- Application of civil or criminal liability under other applicable laws
- Expulsion

ACCEPTABLE USES

- Student e-mail is limited to educational purposes. The term “educational purposes” includes classroom activities, career development, completing applications to colleges and universities, and other high-quality discovery activities as determined by the school district. Non-classroom activities, such as using e-mail to communicate with prospective colleges or universities, will at no time take precedence over classwork.
- For school-related business, you may download text and other non-executable files attached to e-mail messages. You are encouraged, where possible, to download large files during off-peak hours.
- You will check your e-mail frequently, delete unwanted messages promptly and stay within your e-mail quota. Be aware that e-mail may be deleted by system administrators at any time.
- You can subscribe only to high-quality discussion group mail lists at the direction of your teacher that are relevant to your education or career development.
- Your right to free speech, as set forth in the “Discipline Code” applies also to using e-mail and any other form of online communication. This student e-mail system is considered a limited forum, similar to the school newspaper, and therefore the district may restrict your speech.
- You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not actively seek security problems but immediately report any potential issues that are found.

CONDITIONS OF USE

- The Family Education Rights and Privacy Act (FERPA) is a federal law that affords parents and students over 18 years of age certain rights with respect to the student’s educational records.
- Richland County School District One retains the right to any recording and/or publishing of any student or staff member’s work or image.
- Employee and student use of district communication and computer systems shall be filtered for appropriate usage and content. Filtering shall be provided for all internet enabled computers used by students, patrons and staff. Filtering should be disabled only for bona fide research or other lawful purposes.
- Downloading/installing unauthorized applications, games or software is prohibited. This includes, not limited to proxy server software.
- If technical difficulties occur or unauthorized applications are discovered, technical staff will reimage the laptop. The school does not accept responsibility for the loss of applications or documents deleted due to a reimage.

PROHIBITED USES

Students who violate the terms of the Acceptable Use Policy or otherwise misuse the technology resources provided, will be subjected to disciplinary action for a Level 2 Offense, as outlined in Section IV-I (Other Unlawful Activities) of the Richland One *Discipline Code*. Specific prohibitions include:

- Using e-mail account for commercial purposes or political activities
- Using social media inappropriately including bullying, posting personal information, posting information that could cause a disruption or reflect negatively on the school district
- Posting chain letters or engaging in spamming
- Using e-mail for personal use, with the exception of contacting a parent/guardian for school-related or emergency purposes
- Posting personal contact information about yourself or other people (name, address, telephone)
- Agreeing to meet with someone you have met online without parent's/guardian's approval
- Promptly disclosing to your teacher or other school officials any message received that is inappropriate
- Not attempting to gain unauthorized access to the system or performing unauthorized functions
- Accessing another person's files
- Deliberately attempting to disrupt the information system, destroying data, or spreading viruses
- Engaging in other illegal acts such as arranging for a drug sale or the purchase of alcohol, engaging in criminal activity, threatening the safety of a person in an intention or joking manner
- Sharing account information, IDs, and passwords with others
- Not downloading or run executable files attached to e-mail or using portable data storage devices which contain viruses or in any other way knowingly spread computer viruses
- Using inappropriate language in public and private messages, stored files and materials on web pages
- Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or gang-related language or symbols
- Posting information that could damage or cause a disruption to the system
- Engaging in personal attacks or harassing another person
- Knowingly or recklessly posting false or defamatory information about another person or organization
- Accessing material that is profane, obscene, pornographic or sexually explicit, that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature)
- Reposting a message that was sent to you privately without the author's permission or other activity of the information system that causes a disruption.

PARENTAL NOTIFICATION AND RESPONSIBILITY

- The district will notify parents/guardians about the district digital environment, related safety issues and issues governing its internet through a general letter to all parents. Parental permission is not required for use of the internet, but parents will be notified that they have the right to file a Parent/Guardian Denial Form available from the school principal if they do not want their children to have access to the digital learning environment. A parent/guardian may request in writing alternative activities for their child(ren) that do not require internet access with the understanding that such a request limits student opportunity and academic involvement.
- If a child has been denied access to the internet by a parent/guardian, then the parent/guardian must communicate to the child that he/she is to be restricted and is to discuss alternative activities with the teacher when instruction requires use of the internet. It is incumbent upon the student to respect his/her parent's/guardian's decision regarding denial to internet resources.
- A parent/guardian may request in writing at any time the right to see the contents of the child(ren)'s individual e-mail and stored files. Parents/guardians have the right to request in writing the termination of their child(ren)'s individual account at any time.
- The district's Acceptable Use Policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not possible for the district to monitor and enforce a wide range of social values in student use of the Internet. Further, the district recognizes that parents/guardians bear primary responsibility for transmitting their particular set of family values to their children. The district will encourage parents/guardians to specify to their child(ren) what material is and is not acceptable for their child(

PROCEDURES

District Responsibilities

- The Superintendent or his/her designee will serve as the administrator to oversee the district system.
- The building principal or district department head or his/her designee will serve as local administrator for the district system.
- The principal/department head may designate a staff member (at the school level, preferably the Information Technology Specialist), to act as coordinator of system use and management.
- The building/department level coordinator will submit all e-mail account applications to the IT Helpdesk and will maintain a file of e-mail applications.
- The principal/department head will approve building/department level activities, and will ensure that users receive proper training in the use of the system and the requirements of this policy.
- The principal will establish a system to ensure adequate supervision and training of students using the system and will maintain a file of Student E-mail Use Agreements.
- The Executive Director of Information Technology will establish a process for setting up employee network and e-mail accounts, set quotas for file storage on the system, and

establish file retention and backup schedules, a district virus protection process, and an Internet filtering system that meets Children's Internet Protection Act (CIPA) requirements. He/she will oversee the administration and maintenance of the district's network infrastructure and operations, and the district's management information system).

- The Director of Communications will oversee the design and maintenance of the district web presence. The Technology Leadership Committee will coordinate the selection and purchase of software, hardware and electronic resources.
- The Director of Instructional Technology Services will collect and report usage statistics for these resources. He/she will manage the technology staff development of district employees, school web administrators and teachers in the use of the schools' web-based communication system and in the use of district online resources.
- The Director of Professional Development will maintain and administer online certification and professional development data.

Due Process for Students

- The district will involve law enforcement should illegal activities take place.
- Student users who mistakenly access inappropriate information or images should immediately report this to a school staff member. This will initiate proceedings to have sites reviewed.
- The district will provide students and parents/guardians with guidelines for student safety while using the district information system.
- In the event there is an allegation that a student has violated the district Acceptable Use Policy, the student will be provided with a written notice of the alleged violation and an opportunity to present an explanation to be heard in the manner set forth in the Richland County School District One *Discipline Code*.

DISCLAIMER OF LIABILITY

- The district makes no warranties of any kind, either expressed or implied, that the functions of the services provided by or through the district system will be error-free or without defect. The district will not be liable for the users' inappropriate use of the district's electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The district will not be responsible for ensuring the accuracy or usability of any information found on the Internet.

DISTRICT WEB PAGES

- The district's website is www.richlandone.org. The Office of Communications will maintain the home page.
- Departments will establish web pages that present information about department activities and resources based on district specifications.
- Schools will establish web pages that present information about the school and class activities based on district specifications. The building principal will designate an individual to be responsible for coordinating and managing the school website, which includes establishment and posting of material to the district web page.

- Teachers will establish class web pages that present information about the school and class activities based on district minimum specifications.
- Student web pages must include the following notice: “This is a student web page. Opinions expressed on this page will not be attributed to the district.”
- With the approval of the building principal, extracurricular organizations may post their information as part of the school web page. This information must relate specifically to the organization’s activities and be submitted to the faculty sponsor before posting. Organization web pages must include the following notice: “This is a student extracurricular organization web page. Opinions expressed on this page will not be attributed to the district.”
- Commercial purposes are defined as offering or providing goods or services or purchasing goods or services for personal use.
- Internet: Upon signing the district Internet Use Agreement, all district employees, board members, and students will have access to the World Wide Web through the district’s networked computers. The Internet is considered an important research tool for students and employees. Parents may specifically request that their child(ren) not be provided access. However, it should be understood that all activities are curriculum driven and that to deny access is to limit the student’s ability to participate in instructional opportunities.
- Harassment. Persistently acting in a manner that distresses or annoys another person.
- Employee Intranet: All board members and district employees will have access to additional resources through the district Local Area Network (LAN) and Wide Area Network (WAN). Access to resources that include confidential information will be password protected, and the department responsible for the administration of the resource will assign access rights.
- School Intranets: Students and school employees will have access to additional resources through the school Local Area Networks (LANs). Access to resources that include confidential information will be password protected, and the department responsible for the administration of the resource will assign access rights.
- Student E-mail Accounts: Parents may specifically request that their child(ren) not be provided access. However, it should be understood that all activities are curriculum driven and that to deny access is to limit the student’s ability to participate in instructional opportunities.
- District Employee E-mail Accounts: All employees must agree to abide by the district’s employee e-mail use agreement in order to initialize the account and to renew that agreement annually.
- Guest E-mail Accounts. Guests may receive temporary individual e-mail accounts with the approval of a district administrator if there is a specific, district-related purpose requiring such access. Administrators must submit the name of a guest request to the IT Help Desk. Guest users must agree to abide by the district’s employee e-mail use agreement in order to initialize the account and to renew that agreement annually. Use of the system by a guest must be specifically limited to the district-related purpose. A parental signature is required if the guest is a minor.
- Spamming: Spamming is sending an unnecessary message to a large number of people.

ACCEPTABLE USE POLICY GUIDELINES FOR STUDENTS
(date)

Richland School District One provides an electronic network and Internet access to enhance your educational experiences. Access to electronic and web-based resources is available through classrooms, media centers, computer labs, district issued devices and home computers. Through active learning experiences, you are expected to develop appropriate information literacy skills to ensure effective use of the wide variety of tools available through the network. As a network user, you are required to participate in Acceptable Use Policy training and always follow these important practices. E-mail accounts are available to students in grades 3-12 unless denied by parents/guardians. All e-mail messages and electronic files created or stored using district resources are property of the district. Policy IJNDB, its Administrative Rule and related policies including Copyright Compliance and BYOD (Bring Your Own Device), fully outline the district's intent, expectations, users' responsibilities and penalties regarding the network and its associated components.

STUDENT AGREEMENT

In order to take full advantage of these resources, I will:

- Read and abide by all sections of the Richland One Acceptable Use Policy and Administrative Rule Guidelines.
- Use the system for educational purposes only including classrooms activities, career development, college applications and other activities as determined by the district.
- Protect myself by never posting personal contact information or account information (passwords/logins) about myself or others.
- Respect the district network and not attempt to gain unauthorized access to the network, website, Internet or online resources.
- Refrain from destruction and vandalism of the network system and its hardware.
- Notify teachers or administrators of any inappropriate e-mail messages or possible system security problems.
- Refrain from inappropriate, obscene, profane, vulgar, rude, inflammatory, threatening, disrespectful or gang-related language or symbols.
- Use district owned and identified resources and not download or install unauthorized software or executable files, including, but not limited to proxy server software with the intent of circumventing the district filter
- Use network and e-mail access responsibly, understanding that it is a privilege and all violations will result in disciplinary measures as outlined in the Discipline Code.
- Refrain from sharing account information including user name and passwords

PENALTIES FOR IMPROPER USE

Students who violate the terms of the Acceptable Use Policy or otherwise misuse the technology resources provided, will be subjected to disciplinary action for a Level 2 Offense, as outlined in Section IV-I (Other Unlawful Activities) of the Richland One *Discipline Code*. I understand each of these Acceptable Use Policy guidelines and agree to abide by them and all components of the policy and Administrative Rule.

Student's Name (Print) _____

Student's Signature _____ Date _____

**Parent Form for Denial of Student Use of
Internet and E-mail Resources**
Acceptable Use Policy of Information Systems (IJNDB)-Administrative Rule

(To be filled in by the school)

The involved parent or guardian must sign this form before Internet and E-mail use can be denied to a student in Richland County School District One. The form should be submitted to the principal. The site-based coordinator will file the form and provide a copy to the parent. The site-based coordinator will furnish teachers with a list of students who are being denied access to the Internet. The parent through written notification to the school principal may retract the denial. The principal will notify the site-based coordinator of any retraction of denial.

Parent's Name: _____ **Date:** _____

Student's Name: _____

Homeroom Teacher: _____

Principal and School: _____

I have read the letter concerning the use of the Internet and E-mail in Richland County School District One. **I do not want my child to have access to the Internet.** I have talked to my child and he/she understands my wishes. I understand that by denying access to my child, he/she will not be involved in instructional activities that require the use of the Internet. I request that my child be provided with alternative activities. My child understands that he/she also has a responsibility and that his/her teacher cannot be watching every minute. I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the district system, including, but not limited to, claims that may arise from the unauthorized use of the system to purchase products or services. My signature below indicates that I am denying access to the following resources for my child:

- _____ Internet
- _____ E-mail
- _____ Both Internet and E-mail

Parent's Signature: _____ **Date:** _____

Student's Signature: _____

Principal's Signature: _____ **Date:** _____