

SUNFLOWER COUNTY CONSOLIDATED
SCHOOL DISTRICT



Technology
Handbook
2020-2021

**Sunflower County Consolidated School District
Technology Handbook
Table of Contents**

| | |
|--|----|
| SCCSD Technology Program | 1 |
| SCCSD Technology Initiative | 1 |
| SCCSD Technology Goals | 4 |
| SCCSD Acceptable Use Guidelines | 4 |
| SCCSD Acceptable Procedures | 9 |
| Handling and Care of Devices | 12 |
| Fees for Device Use | 13 |
| SCCSD Acceptable Use Agreement | 15 |
| Technology User Agreement | 17 |
| Student/Parent/Guardian Technology Agreement | 18 |
| Device Acceptance Form | 19 |
| SCCSD Policies | |
| • Policy IJ | 20 |
| • Policy IJ-R | 21 |
| • Policy IJB | 22 |
| • Policy GABB | 24 |
| • Policy GABBA | 27 |

SCCSD Technology Program

To meet the needs of today's students, the Sunflower County Consolidated School District (SCCSD) has implemented a 1:1 technology initiative. The mission of this initiative is to create a collaborative and equitable learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible life-long learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. The SCCSD will establish collaborative professional learning communities based on integrative professional development for teachers, so that this program will enhance classroom environments by implementing high-quality instruction, assessment and learning through the integration of technology and curriculum.

SCCSD 1:1 Technology Initiative (Policy IJEA)

The Sunflower County School District (SCCSD) will issue a laptop, tablet and/or other personal computing device ("district device") to SCCSD students and teachers as part of the One to One Initiative. The district devices are the property of SCCSD.

Users are responsible for the appropriate use of the district devices both at school and at home. The district devices are for the use of students for educational purposes. All commercial, illegal, unethical and inappropriate use of district devices is expressly prohibited.

All users of district devices will comply at all times with the SCCSD's Acceptable Use policies outlined in the student handbook and the SCCSD Policy Manual. Any failure to comply with these guidelines will subject the user to (1) termination of user's right of possession effective immediately and repossession of the district device and (2) discipline under applicable SCCSD Student Code of Conduct. Any lost, stolen or damaged district device must be reported to school authorities immediately.

Title

The district maintains legal title to district devices at all times. The user's permission to possess and use a district device is limited to and conditioned upon full compliance with this policy, the SCCSD User Agreement, the SCCSD Acceptable Use policies, and applicable district policies and procedures.

Loss, Theft, or Full Damage

If a district device is lost/stolen, the user shall immediately notify the school administration. The user will be required to file a police report. Once a police report has been filed, the district, in conjunction with the local law enforcement agency, may deploy locating software to aid authorities in recovering the district device. It is imperative that a lost or stolen district device be reported immediately. If the stolen device is not reported within 48 hours to the school administrator/police department, the user will be responsible for the full replacement cost. Police

reports must be submitted to the school. ***The user is responsible for the full replacement cost of lost devices, regardless of whether insurance payment. Insurance does not cover lost devices.***

In the event that a district device is damaged or stolen, the user will be assessed an insurance deductible for the repair or replacement of the device, if the damage or replacement is covered under the district's insurance policy. A chart listing replacement cost for devices is included in the SCCSD Technology Handbook. If insurance is not purchased by the parent/guardian, the parent/guardian will be responsible for the full cost of the device or repair.

Damaged Devices

Any damage must be reported to school authorities immediately. Power adapters and cases must be returned or paid for in full.

Repossession

If the user does not comply with all terms of this policy and the SCCSD Technology Handbook, including the timely return of the district device, SCCSD shall be entitled to declare the user in default and come to the user's place of residence or other location of the property to take possession of the property.

Term of Right to Use District Device

The user's right to use and maintain possession of the district device terminates upon the last day of enrollment/employment unless terminated earlier by SCCSD. Students who leave SCCSD during the school year must return all devices and associated accessories to the designated school administrator before transfer or withdrawal papers are completed. Records will not be submitted without the return of all devices and associated accessories, or if fees for said devices and associated accessories are not paid in full.

Unlawful Appropriation

Failure to timely return the district device and the continued use of it for non-school purposes without the SCCSD's consent may be considered unlawful appropriation of the district's property. Timely return is 48 hours or less.

Insurance Fees for Take Home District Devices

Parents/guardians shall pay a non-refundable annual insurance fee for student use of a district device. In the event that an insured device is damaged, there will be an additional fee to cover damages according to the needed repair. A chart listing repair cost for devices is included in the SCCSD Technology Handbook.

Parents who opt not to pay the insurance fee will be liable for any needed repairs and the full replacement cost of the device if the device is damaged beyond repair. Loaner devices will not be issued to students who have not paid the non-refundable insurance fee.

High school seniors must clear all records and pay all fees before they shall be allowed to participate in commencement exercises. All other students must clear all records and pay all fees before they will be allowed to register for the next school year or transfer to another school or school district.

User Data

Users are responsible for storing their data in the cloud or keeping backups of important data. Users have no expectation of privacy in anything on the district devices. District devices may be searched at any time to ensure that nothing on the district devices violates the SCCSD Acceptable Use policies. If a district device has to be repaired, there may be a need to reset it to the original settings. The technology department is not responsible for any user data that might be lost as a part of this process.

Help and Support

Each school will have a designated technology support person. Teachers and staff will be the only individuals to submit SCCSD technology work orders to the SCCSD technology department. Students will contact their teachers as a first level of support. If the student needs additional assistance, he/she will visit the designated technology support area at his/her school. An authorized individual will contact the SCCSD technology department for additional assistance as needed.

Use of Personal Laptops and Tablets

The district will not provide support or install software on personal devices; therefore, the use of personal devices is not always a viable alternative to a district device. If a parent or legal guardian refuses to allow his/her child to participate in the 1:1 Initiative, the student will be allowed to use his/her own personal device; however, that device will have to be examined by the SCCSD technology department to install CIPA compliant filtering.

Alternative School

In the case of a student transferring to the IAAC, the district device will be returned to the home school. Upon the student's return to the home school, the district device will be reissued to that student.

Definitions

District device – a SCCSD-owned laptop, tablet, or other personal computing device that is issued to a user by the SCCSD.

User – a SCCSD employee or student to whom a district device is issued. For purposes of this policy, “user” also includes the parent or legal guardian of a minor student user where applicable.

SCCSD Technology Goals

The goal of this initiative is to equip all students with technology and knowledge of its use to positively impact and interact with the world around them. The supplied device is an educational tool not intended for gaming, social networking or high end computing. These devices are provided to access instructional platforms such as Canvas, Google Apps for Education, educational web based tools, as well as many other useful sites to enhance learning. To ensure that this goal is achieved, the following strategies have been implemented to ensure success of this initiative:

- Teach digital citizenship.
- Integrate technology seamlessly in the instructional process while ensuring that the use of technology adds rigor, relevance, and value to learning.
- Develop a new set of knowledge and skills for the 21st-century learner.
- Provide greater access to educational opportunities and differentiated instruction by utilizing access to technology for anytime, anywhere learning.
- Improve communication and widen our sense of community by expanding the way teachers, students, and parents are able to interact with each other.
- Integrate digital tools for students to develop products demonstrating their understanding.
- Provide greater access to digital content in a variety of formats and modes.

SCCSD Acceptable Use Guidelines (SCCSD Policies IJ, IJ-R, IJB)

Sunflower County Consolidated School District (SCCSD) recognizes that access to technology in school gives students exemplary opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. The District is committed to helping students develop progressive technology and communication skills in an ever changing global society.

SCCSD is committed to providing educational opportunities for all students and maintaining compliance with the Individuals with Disabilities Education Act 2004 (20 U.S.C. 1400 et seq.).

To that end, the District provides the privilege of access to technologies for student and staff use.

The following guidelines outline the behaviors that all users are expected to follow when using school technologies or when using personally-owned devices on school property, including:

- The SCCSD network is intended for educational purposes only.
- All activity over the network or use of District technologies may be monitored, documented and retained.

- Access to online content via the network may be restricted in accordance with District policies and procedures and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- The District makes a reasonable effort to ensure students safety and security online by using an Internet filter and other technologies. However, the District will not be held accountable for any harm or damages resulting or arising from use of SCCSD technologies.
- Users of the District network or other technologies are expected to alert technology staff immediately of any concerns for safety or security.
- Users have no expectation of privacy.

Technologies Covered

SCCSD may provide the privilege of Internet access, desktop computers, mobile computers or devices, video conferencing capabilities, online collaboration capabilities, message boards, email, and more.

These guidelines apply to both District-owned technology equipment utilizing the SCCSD network, the SCCSD Internet connection, and/or private networks/Internet connections accessed from District-owned devices at any time. These guidelines also apply to privately-owned devices accessing the SCCSD network, the SCCSD Internet connection, and/or private networks/Internet connections while on school property or participating in school functions or events off campus. SCCSD policies referenced in this document cover all available technologies now and in the future, not just those specifically listed or currently available.

Usage Policies

All technologies provided by the District are intended for education purposes. All users are expected to use good judgment by following the SCCSD student code of conduct and social media policy as well as the Mississippi Professional Educator Code of Ethics. Users should be safe, appropriate, careful, and kind; should not try to disable or by-pass technological protection measures; use good common sense; and ask for assistance when needed.

Internet Access

SCCSD provides its users the privilege of access to the Internet, including websites, resources, content, and online tools. Access to the Internet will be restricted as required to comply with CIPA regulations and school policies. Web browsing may be monitored, and web activity records may be retained indefinitely.

Users are expected to respect the web filter as a safety precaution, and shall not attempt to circumvent the web filter when browsing the Internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is

unnecessarily blocked, the user should submit a request for website review to the SCCSD Technology Department.

Email

SCCSD provides faculty, staff and students in grades K-12 with the privilege of email accounts for the purpose of school-related purposes. Availability and use may be restricted based on school policies.

Users provided with email accounts should use these accounts with care. Users should not send personal information and should not attempt to open files or follow links from unknown or untrusted origins. Users should use appropriate language and should only communicate with other people as allowed by District policy or the teacher or administrator.

Users are expected to communicate with the same appropriate, safe, mindful, courteous manner online as offline. Email usage may be monitored and archived.

Device Usage

SCCSD may provide users with Chromebook/laptops or other devices to promote learning outside of the classroom. Users should abide by the same Acceptable Use guidelines when using school devices no matter their network location.

Users are expected to treat the devices with extreme care and caution; these are expensive devices that the District is entrusting to users' care. Users should immediately report any loss, damage, or malfunction to the authorized individual (librarian or academic coach) at their schools within 48 hours. Users will be financially accountable for any damage resulting from negligence or misuse and/or loss.

Use of District-issued Chromebook/laptops off the District network can be monitored.

Personally Owned Devices

In some cases, the district may provide a separate network for personally-owned devices. Please understand that the guidelines in this handbook apply to privately owned devices accessing the SCCSD network, the SCCSD Internet connection, and private networks/Internet connections while on school property.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the SCCSD network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. Users should never share personal information.

If users believe a device they are using might be infected with a virus, they should alert the authorized individual (librarian or academic coach) at their schools. Users should not attempt to remove the virus themselves or download any programs to help remove the virus.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use known or trusted sources when conducting research via the Internet.

Users should remember not to post anything online that they would not want students, parents, teachers, or future colleges or employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended.

Plagiarism

Information obtained via the Internet should be appropriately cited, giving credit to the original author. Users should not plagiarize (or use as their own without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in person someone they meet online without parental permission.

If users see a message, comment, image, or anything else online that makes them concerned for their personal safety or the safety of someone else, they should immediately bring it to the attention of an adult (teacher or administrator if at school or parent if using the device at home).

Cyberbullying

Cyberbullying including, but not limited to, harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking will not be tolerated. Users should use proper Netiquette and refrain from sending emails or posting comments with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student a hostile school environment.

Engaging in these behaviors or in any online activities intended to harm (mentally, socially, physically or emotionally) another person, will result in severe disciplinary action and loss of privileges, to include use of District provided devices. In some cases, cyberbullying can be a crime. Users must remember that online activities may be monitored.

All students will be educated about appropriate online behavior, including interacting with other persons on social networking websites and in chat rooms as well as cyberbullying awareness and response.

Social Media Policy

The District has separate Social Media policies (GABB & GABBA) that apply to all employees and may have implications for students. By signing the Agreement in this handbook, users are acknowledging they have read the Social Media policies and agree to abide by their requirements and accept the consequences for inappropriate behavior. Violations of the Social Media policies are violations of this Agreement.

Examples of Responsible Use

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher, administrator, or other staff member if I see threatening, inappropriate, or harmful content (images, messages, and posts) online.
- Use District technologies at appropriate times, in approved places, for educational pursuits.

This is not intended to be an exhaustive list. Users should use their own good judgment when using District technologies. You can also visit www.commonsemmedia.org for further information.

Limitation of Liability

SCCSD will not be responsible for damage or harm to persons, files, data, or hardware.

While SCCSD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, the District makes no guarantees as to their effectiveness.

SCCSD will not be responsible or liable, financially or otherwise, for unauthorized transactions conducted over the SCCSD network.

Violations of this policy may have disciplinary consequences, including:

- Suspension of network, technology, or computer privileges;
- Notification of parents;
- Detention or suspension from school and school-related activities;

- Employment disciplinary action up to and including termination of employment;
- Legal action and/or prosecution.

Employees, students, and parents/guardians shall be required to sign the District's Acceptable Use Agreement annually before Internet or network access shall be allowed.

SCCSD Acceptable Use Procedures

The District recognizes the value of computer and other electronic resources to improve student learning, teaching, career and college exploration, research and communication to enhance the administration and operation of its schools. To this end, the SCCSD provides Intranet (internal) and Internet (external) connections for staff, students, and faculty. SCCSD encourages the responsible use of computers, computer networks, including the Internet, e-mail, and other electronic resources in support of the mission and goals of the SCCSD and its schools.

In order to access District services such as the Intranet and Internet via the District Network, each user must sign a Statement of Assurance (SOA) to acknowledge agreement with this Acceptable Use Policy (AUP) stating that he/she has read and acknowledges agreement with all the sections below.

The operation of the SCCSD network is guided by policies or procedures set forth by the Board of Education of Sunflower County Consolidated School District, District administration, the Mississippi Department of Education, and/or all applicable local, state and federal Laws. This AUP does not list every applicable policy or law, but sets forth some specific policies particular to SCCSD.

Monitoring of Network Use

All data transferred and /or transmitted over the SCCSD network can be monitored and recorded at any time. All data transferred or transmitted over the network can be tracked and identified, and originating users can be held liable if their use of the network violates any established policy, regulation, or law. Any data stored on District-owned equipment may be archived and preserved by the District for an indefinite period. Such data includes, but is not limited to emails, text documents, digital photographs, music and other digital or electronic files.

School District Ownership

All data transferred over the District network or stored on any District-owned equipment/media is the property of SCCSD.

Consequences of Policy Violation(s)

The use of the District Network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Any student or District employee, including contract services (outside parties), who violate any policy, regulation, or law regarding use of the District Network will be identified and corrective and /or punitive actions will be taken.

All users of the SCCSD network are charged with reporting violations or misconduct to their teachers, supervisors, or the Network administrator. Users who fail to report violations are subject to the same disciplinary actions as those who violate the policy.

Violations of these procedures may result in, but is not limited to, loss of access privileges, disciplinary action by the District, and / or involvement of law enforcement authorities.

Disclaimer of Liability

SCCSD disclaims all liability for the content of materials to which a student or employee may have access on the Internet and for any harm or damages suffered as a result of the student or employee's Internet use. Because the Internet and e-mail is an unregulated, worldwide vehicle for communication, information available to employees and students is impossible to control.

Therefore, SCCSD shall not be responsible for:

- Any damages a student or employee may suffer, including, but not limited to, identity theft, loss of data or interruption of services,
- For the accuracy or quality of information obtained from or stored on any of its network or client systems,
- Financial obligations arising through the unauthorized use of the systems,
- Theft, loss or damage to personal electronic devices,
- Loss to school issued devices,
- Any actions or obligations of a student or employee while accessing the Internet outside the public school system for any purpose.

While SCCSD takes steps to protect users from inappropriate material, to intercept unlawful and malicious actions from affection users, to safeguard users, no system is perfect. Those risks must be recognized and accepted by users who sign the AUP/SOA.

Filtering

SCCSD uses an aggressive Content Filter and SPAM filter. SCCSD complies with the regulations of CIPA, the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)], to provide Internet content filtering services for staff and students. Filtering services are a means of protection from objectionable sites but cannot provide a 100% protection. Therefore, SCCSD provides no guarantees but will attempt to protect employees and students from accessing such objectionable Internet sites. In the event that inappropriate material is accessible, SCCSD will not be held liable.

Email and Electronic Document Retention

All emails and electronic documents created and shared with others inside or outside the District in conducting District business should be saved in user-designated folders on the user's computer.

All District employees and students in Grades K-12 will be issued a District email account. Any official communications, e.g. teacher to parent, teacher to student, student to teacher, staff to staff, must be via the District's email system. This includes, but is not limited to,

teachers who supervisor extracurricular activities such as clubs, choirs, bands, athletic teams, etc.

District employees, who generate newsletters, memoranda, slide shows, graphics, etc. with their workstations, Chromebook/laptops, or other district equipment, should organize their computer's workspace (storage) using folders to store electronic documentation.

Use of "Internet Mail" by students and employees, such as Yahoo mail, Gmail, and POP3 accounts provided by their "home" Internet service providers are allowed at this time.

Prohibited Actions

The following **prohibited** actions on the District Network are specifically prohibited, and this list is not all inclusive but by way of example:

- Installing software, software application, utility, plug-in or other such operations without the approval of the Technology office;
- Creating, downloading, storing, sending, or displaying offensive messages or pictures including but not limited to pornographic or other sexually explicit material;
- Inserting, using, or attaching non-approved disks, CD-ROMs, or other media storage devices into or with computers;
- Using obscene, profane, or vulgar language;
- Harassing, insulting, intimidating, or attacking others;
- Sharing personal information about another person such as home address or phone number
- Engaging in any practice(s) that threaten the network and other technological tools;
- Violating copyright laws;
- Downloading entertainment/music/video/movie software or other files for transfer to a user's home computer, other personal computer, DVD, or any music/movie device. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the SCCSD. Software, files, and/or licenses owned by SCCSD cannot be transferred to staff or student personal or home computers.
- Using the password of others to access the network or any other electronic information or telecommunication services;
- Accessing the documents, files, folders, or directories of others without permission from the owner of the files;
- Using the network and telecommunication services for commercial promotion, product endorsement, or advertisement not previously approved by the SCCSD School Board
- Using the network, electronic information, computer-driven software and telecommunication services for personal gain or convenience;
- Conducting business other than that deemed academic in nature over the network;
- Misusing the resources of the district's network, electronic information, computer-driven software, or telecommunications service equipment and supplies;
- Promoting causes that are religious in nature, with no apparent educational or instructional value;

- Attempting to bypass network controls and filters; and/or
- Violating this or other procedures and guidelines established and set forth by the SCCSD Technology Department.

Stipulation for Website Use as District Representatives

Use of Non-District websites to present information, classrooms, clubs, or any other officially sponsored activities of the SCCSD is prohibited. All web publications will abide by the Family Education Rights and Privacy Act (FERPA) for the dissemination of student information.

The disclaimer must read, “DISCLAIMER: You are now leaving the Sunflower County Consolidated School District Website. The District does not endorse nor assume any responsibility for content or control of the website(s) to which you are about to proceed. The link provided on this page is a courtesy service. Responsibility of external website control and content rest solely on the author(s), manager(s), or Webmaster(s) of such website(s) and not with the District.”

Handling and Care of Devices

- Store the laptop in the district-issued or approved sleeve/case.
- Keep Chromebook/laptops and sleeve free of any writing, drawing, stickers, or labels that are not applied by SCCSD.
- Use the laptop on a flat, stable surface.
- Refrain from placing books on top of the device.
- Refrain from having food or drinks around the device.
- Wipe surfaces with a clean, dry soft cloth.
- Avoid touching the screen with pens or pencils.
- Refrain from exposing the device to direct sunlight or near any heat or moisture sources for extended periods of time.

Power Management

- It is the user’s responsibility to charge the device’s battery, so that it is fully charged by the start of the next school day.
- Devices with no battery life must be charged in the classroom. The student forfeits use of the device for the entire time it is charging.
- All class work missed because of uncharged batteries must be made up on a student’s own time.
- The laptop must remain on (awake or sleep mode) at school at all times, with no exceptions.

Transport

- Transport laptop in its protective case/sleeve. If protective case is removed, District personnel has the right to obtain the device until the protective case is returned or a new case is purchased.
- Refrain from leaving the device in a vehicle for extended periods of time or overnight.
- Refrain from leaving the laptop in visible sight when left in a vehicle.

Monitoring and Supervision

- Refrain from leaving the device unattended in an unlocked classroom or during an extracurricular activity.
- Refrain from lending the device to a classmate, friend, or family member.
- Any attempt to “jailbreak” or remove the SCCSD profile could result in disciplinary action, including suspension.
- Users are responsible for the safety and security of the device and all activity on the device.

Fees for Device Use

Use and Maintenance Fees

- Parents/guardians who pay the non-refundable annual insurance fee of \$25 will also be charged for damages less the \$25 insurance fee. Parents who opt not to pay the insurance fee will be liable for any needed repairs and the full replacement cost of the device if the device is damaged beyond repair, lost or stolen.
- The damage fee is based on the type of damage.
- If the laptop is lost, stolen, or damaged beyond usage/repair as a result of irresponsible behavior, the parent may be responsible for the replacement cost. A police/sheriff report will be required for all stolen devices.
- The District may disable the laptop remotely to protect the device and/or data on the device.
- High school seniors must clear all records and pay all fees before they shall be allowed to participate in commencement exercises. All other students must clear all records and pay all fees before they will be allowed to register for the next school year or transfer to another school or school district.

Damaged Devices

All damage must be reported to school authorities immediately. Power adapters and sleeves must be returned or paid for in full. If a device is damaged and needs repair, the student will be assigned a loaner for a refundable fee of \$25, if they paid the student paid the non-refundable insurance fee. This fee will be refunded if the loaner device is returned in the condition that it was assigned. Damage fees must be paid before loaner devices are provided. Once the damaged device is repaired, that original device will be returned to student. Damaged loaners will incur the fees associated with the damage, and must be paid before receiving original device. Students are allowed only one loaner at a time.

If a device is deemed unrepairable, the student will be charged fair market value for the device and will have to pay another \$25 insurance fee before a new device is issued.

Occurrence Deductibles with payment of insurance fee:

- First damage occurrence: Cost of repair
- Second damage occurrence: Cost of repair
- Third damage occurrence: Fair market value to replace the device

| Repair Needed | Cost of Repair |
|----------------------------|-----------------------|
| Damaged/Cracked LCD Screen | \$50 |
| Wifi Card | \$45 |
| Keyboard | \$90 |
| Outer Physical Damage | \$35 |
| Charger | \$30 |
| Carrying Case | \$20 |

SUNFLOWER COUNTY CONSOLIDATED SCHOOLS

ACCEPTABLE USE AGREEMENT

ACCEPTABLE USE GUIDELINE FOR INTERNET / E-MAIL / CHAT ROOMS

(SCCSD Policies IJ, IJ-R, and IJB)

Sunflower County Consolidated School District is committed to making advanced technology and increased access to learning opportunities available to students, faculty, and other district employees. The district's goal in providing this access is to promote educational excellence in schools by facilitating resource sharing, innovations, and communications. To be in compliance with the **Children's Internet Protection Act (CIPA)** as mandated by Congress, Sunflower County Consolidated Schools has implemented the following guidelines and procedures for using the Internet. This protection includes a technology protection measure that is specific technology that blocks or filters Internet Access. This technology is provided through AT&T as well as the district's proxy web site filtering software and hardware located at each school as well as the central office. Sunflower County Consolidated School District will provide education to minors about appropriate online behavior, including interaction with other individuals on social networking sites and in chat rooms. The district will also provide cyberbullying awareness and response. This Acceptable Use Policy and Media Consent Form is a legally binding document.

Procedures for Technology Use:

1. All users are responsible for good behavior on school computer networks and individual computers just as they would be if in a classroom. General school rules for behavior and communication apply. Network administrators, teachers, and other appropriate district personnel may review student/user files and communication to prevent misuse and to ensure students/users are using the system responsibly and in compliance with laws and district policies.
2. Any use of personal laptops by faculty, staff or students that is to be used within Sunflower County Consolidated School District must be checked by the technology department in order to be on school premises.
3. Students must have permission from and be under the supervision of school district professional staff before utilizing district- provided Internet access. Permission is not transferable from one student to another and may not be shared. Students may not utilize the internet unless a signed parental/guardian consent is on file at the school. To remain eligible as users, students' use of the internet must be consistent with the educational objectives of the district. Access is a privilege, not a right, and inappropriate use will result in, among other disciplinary measures, the cancellation of these privileges. Students will display school-appropriate conduct when using the computer equipment or network.
4. The Sunflower County Consolidated School Board will decide inappropriate use. Violating this policy may result in:
 - a) Restricting network access;
 - b) Loss of network access; and/or
 - c) Disciplinary or legal action including, but not limited to, suspension or expulsion and/or criminal prosecution under appropriate local, state and federal laws; and
 - d) Assessment of the cost of damages to hardware/software.
5. The following uses of school-provided Internet access **are not permitted** by any user of computers installed for use in Sunflower County Schools, including parents and community members:

- a) Use of any type of wireless data cards;
 - b) Accessing, uploading, downloading, or distributing any material that is pornographic, obscene or sexually explicit;
 - c) Transmitting obscene, abusive, sexually explicit, or threatening language;
 - d) Violating any local, state, or federal laws;
 - e) Accessing another individual's materials, information or files without permission;
 - f) Giving out personal information on-line (including names, addresses, phone numbers about himself/herself, minors or others);
 - g) Invading the privacy of individuals;
 - h) Using someone else's password;
 - i) Violating copyright or otherwise using the intellectual property of another individual without permission;
 - j) Vandalizing, defined as any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading or intentionally introducing viruses;
 - k) Intentionally wasting limited resources;
 - l) Using the Internet for commercial purposes;
 - m) Harassing, insulting, or attacking others;
 - n) Gaining unauthorized access to resources;
 - o) Altering the set-up of computers as set by the school district;
 - p) Using or installing software which has not been assigned or approved by **both** the building principal and the district technology coordinator;
 - q) Failing to follow district policy while using computer or failing to follow any other policies or guidelines established by district administration, teachers, or other appropriate district staff.
 - r) Using district resources to solicit, create, forward or reply to any email that could be classified as a chain letter.
 - s) The district does not archive email at the server level. The users delete messages in their mailbox at their discretion.
 - t) Downloading and/or listening to radio streaming, video streaming, using any online telephone resource, or sharing music and/or video is prohibited due to bandwidth restrictions.
6. Any student, district employee, staff member, or user identified as a security risk may be denied access.
 7. The district makes no warranties of any kind, whether expressed or implied, for the access it is provided. The district will not be responsible for any damages suffered. These damages include loss of data resulting from delays or service interruptions. Use of any information obtained via the Internet is at the user's risk. The district denies any responsibility for the accuracy or quality of information obtained through its system.
 8. Any statement of personal belief found on the Internet or other telecommunications systems is implicitly understood to be representative of that author's individual point of view, and not that of the Sunflower County Consolidated School District, its administrators, teachers, or staff.

Signatures

Parent/Guardian Signature

Student Signature

Date

Sunflower County Consolidated School District Technology User Agreement

As a borrower of an SCCSD Device:

1. I have signed and will follow the policies established in the SCCSD Technology Handbook.
2. I will follow the guidelines listed below for proper care of the device.
3. I will report to school authorities any problems/issues I discover while using the device.
4. I understand that resetting the device to factory settings may occur as a result of any repairs or modifications on the device, and this reset may result in the loss of data.
5. I understand that it is my responsibility to turn in my device for periodic updates throughout the school year.
6. I understand that the primary use of the device is as an instructional tool.

Guidelines for Proper Care of the Device

1. I will not loan the device to anyone.
2. I will not remove labels, stickers, or screen protectors already placed on the device by the SCCSD Technology department.
3. I will not write on or place any labels or stickers on the device.
4. I shall give proper and due care to the device at all times, including but not limited to the following:
 - a. Keeping food and drink away from the device.
 - b. Not exposing the device to extreme heat or cold.
 - c. Not attempting to repair a damaged or malfunctioning device.
 - d. Not upgrading the device operating system unless directed by District IT staff.
 - e. Using the appropriate device A/C adapter to charge the device.
5. I shall provide proper security for the device at all times including, but not limited to the following:
 - a. Not leaving the device unattended in an unlocked classroom or extra-curricular activity.
 - b. Not leaving the device in an unlocked vehicle.

Laptop Management

1. I shall not sync the device to personal or school computers.
2. District purchased software will be installed on devices.
3. To protect the students and the District from loss of a device, all software service must remain on at all times.

Student Name: Last _____ First _____

Parent Name: Last _____ First _____

Address: _____

Parent Email Address: _____ Parent Phone Number: _____

Sunflower County Consolidated School District Student/Parent/Guardian Technology Agreement

The Sunflower County Consolidated School District Responsible Use Policy allows students to use technology inside and/or outside of the classroom. Sunflower County Consolidated School District may provide Internet access, desktop computers, mobile devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

I have reviewed the SCCSD Technology Handbook and understand the rules and guidelines for the following:

1. SCCSD 1:1 Technology Initiative (Policy IJEA)
2. SCCSD Technology Goals
3. SCCSD Acceptable Use Guidelines (Policies IJ, IJ-R, IJB)
4. SCCSD Acceptable Use Procedures
5. Handling and Care of Device
6. Fees for Device Use: \$25
7. Understanding, acknowledgement and acceptance of the consequences if insurance is not paid.

Terms of Agreement

The user is responsible at all times for the care and appropriate use of technology. I understand if my user violates the guidelines agreed to in the SCCSD Technology Handbook, his/her privilege to use device may be restricted or removed and he/she may be subject to disciplinary action.

I understand that I may be held responsible for reimbursement for loss, damage, or repair of the user's mobile device, which may have occurred at school, at home, or while the mobile device was being transported.

The device remains the property of the Sunflower County Consolidated School District. In the event that the assigned device listed below cannot be repaired, SCCSD has the right to assign a replacement device. A replacement device notification will be sent home with the student. At the end of the school year or upon transfer from the District, users agree to return the device to the District in the same condition it was issued less reasonable wear.

Signatures

| | | |
|---|-----------------------------------|------------------------------|
| _____ Parent/Guardian Signature | _____ Student Signature | _____ Date |
| _____ School | _____ Grade Level | _____ Asset Number |

Sunflower County Consolidated School District

Device Acceptance Form

I understand that the device, equipment, and/or accessories that SCCSD has provided are the property of the Sunflower County Consolidated School District. I agree to the terms and conditions in the SCCSD Technology User Agreement and the SCCSD Technology Handbook.

I understand that I must immediately report any damage, loss, or theft of the laptop to SCCSD personnel immediately (within 48 hours). In addition, I understand that my parent/guardian may be held responsible for reimbursement for loss, damage, or repair of the laptop issued to me, which may have occurred at school or at home, or while the mobile device was being transported, in accordance with the policies outlined in the SCCSD Technology Handbook. My parent/guardian will be held responsible for the replacement cost for lost/stolen laptop that is not reported within 2 calendar days and if insurance is not purchased on the device(s). In the incident that the assigned laptop listed below cannot be repaired, SCCSD has the right to assign a replacement device. Replacement device notification will be sent home with the student.

I have participated in a training session about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

I understand that a violation of the terms and conditions set out in the User Technology Agreement and the SCCSD Technology Handbook will result in the restriction and/or termination of my use of a SCCSD device, equipment, and/or accessories.

Items Received:

Item

Asset Number

- Laptop
- Power Supply and Cable
- Protective Case

Parent/Guardian Signature

Date

Student Signature

Date

District: Sunflower County Consolidated School District
Section: I - Instructional Program
Policy Code: IJ - Technology and Instruction / Electronic Information Resources

TECHNOLOGY AND INSTRUCTION / ELECTRONIC INFORMATION RESOURCES

The Internet is a computer "network of networks" used by educators and others to gather and share information. When used to educate and inform, the Internet can be an effective, efficient classroom tool to promote student learning. 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 additional educational resources.

This board believes that 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 developmental levels, and to evaluate and use the information to meet their educational goals. The Internet is a fluid, global environment in which information is constantly changing, thereby making it impossible to predict with certainty what information students might locate. Availability of information to students on the Internet does not imply endorsement by this school district.

Administrative guidelines for student exploration and use of electronic information resources shall address issues of privacy, ethical use of information with respect to intellectual property, illegal uses of networks, and conditions of usage. In developing such guidelines, the administration will strive to preserve student rights to examine and use information to meet the educational goals and objectives of this school district.

The guidelines shall include language affirming that:

1. Students have the right to examine a broad range of opinions and ideas in the educational process, using and exchanging information and ideas on the Internet.
2. Students are responsible for the ethical and educational use of their own Internet accounts.
3. Students have a responsibility to respect the privacy of other Internet users.

Failure to abide by board policy and administrative regulation governing use of the district's system may result in the suspension and/or revocation of system access. Additionally, student violation may result in disciplinary action up to and including suspension or expulsion. Staff violation may also result in disciplinary action up to and including dismissal. Fees or other charges may be imposed.

The Mississippi Public School Accountability Standard for this policy is standard 18.

CROSS REF.: Policy IJ-R - Internet Use by Students

District: Sunflower County Consolidated School District
Section: I - Instructional Program
Policy Code: IJ-R - Internet/Technology Acceptable Use Policy

INTERNET USE BY STUDENTS

APPROPRIATE STUDENT USE

Use of the Internet for instructional programs is an educational tool which facilitates communication, innovation, resource sharing and access to information. The complex nature of accessible networks and the potential information available to students utilizing the Internet require comprehensive administrative procedures in order to best serve the educational needs of students.

Students using the Internet shall comply with all applicable board policies and administrative procedures. The school board, through its administrative staff, reserves the right to monitor all computer and Internet activity by students. Staff and students are hereby advised that privacy in the use of the Internet is not guaranteed.

Additionally, use of the Internet is a privilege, not a right. Students found to be in violation of board policy and/or administrative procedure/s shall be subject to revocation of privileges and potential disciplinary and/or legal action.

This board makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided. Neither the individual school nor school district is responsible for any damages the student/user suffers. Use of any information obtained via the Internet is at the student's own risk. This board and school district specifically denies any responsibility for the accuracy or quality of information or software obtained through its services.

INTERNET ACCESS AGREEMENT

In order for a student to gain access to the Internet, the student and student's parent(s) / guardian(s) must sign an Internet Access Agreement.

The superintendent is authorized to amend or revise the following board-approved initial administrative procedure as he/she deems necessary and appropriate consistent with this policy. The superintendent is further authorized to amend or revise the Internet Network Access Agreement with the advice of board counsel.

It must be understood by all concerned that the global and fluid nature of the Internet network's contents make it extremely difficult for the board to completely regulate and monitor the information received or sent by students. As such, the board cannot assure parents that students will be prevented from accessing undesirable materials or sending or receiving objectionable communications.

CROSS REF.: Policies EI - Computer Software Usage
IJ - Technology and Instruction / Electronic Information Resources

District: Sunflower County Consolidated School District
Section: I - Instructional Program
Policy Code: IJB - CIPA Policy - Acceptable Use

Internet Safety Policy

CHILDREN'S INTERNET PROTECTION ACT (CIPA) POLICY

It is the belief of the Sunflower County Consolidated School District that the use of telecommunications, including the Internet, in instructional programs is an educational strategy which facilitates communication, innovation, resource sharing, and access to information. Use of the Internet must be in support of education and research and consistent with the educational mission, goals, and objectives of the school system.

It is the policy of Sunflower County Consolidated School District to:

- a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet and World Wide Web, electronic mail, or other forms of direct electronic communications;
- b) prevent unauthorized access and other unlawful online activity;
- c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

The superintendent shall ensure that the school district computers and other technology resources with Internet access comply with federal requirements regarding filtering software, Internet monitoring and Internet safety policies. The superintendent or designee shall develop procedures for compliance with this policy.

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Sunflower County Consolidated School District online computer network when using electronic mail, chat rooms,

instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Sunflower County Consolidated School District staff to educate, supervise and monitor appropriate usage of minors using the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the superintendent or designee.

The superintendent or designee will provide age- appropriate training for students who use the district’s Internet facilities. The training provided will be designed to promote the district’s commitment to:

- a) The standards and acceptable use of Internet services as set forth in the district’s Internet Safety Policy;
- b) Student safety with regard to:
 - i. safety on the Internet;
 - ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms;
 - iii. and cyber bullying awareness and response.
- b. Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

Following receipt of this training, the student will acknowledge that he/she received the training and will follow the provisions of the District's acceptable use policies.

Legal References:

Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]. Protecting Children in the 21st Century Act

ROSS REF.: Policies IJ C Technology and Instruction / Electronic Information Resources

- IJ-E (1) - Internet Network Access Agreement
- IJ-E (2) - Internet Parental Consent Form
- IJ-R - Internet Use By Students
- IJA-E - Internet Etiquette
- IJA-P - Internet Administrative Procedures

District: Sunflower County Consolidated School District
Section: G - Personnel
Policy Code: GABB - Staff/Student Non-fraternization

STAFF/STUDENT NON-FRATERNIZATION

Adults who have contact with children and adolescents through school activities have the responsibility not to betray or misuse their privileged position and shall never take advantage of students' vulnerability or of their confidence.

It is the policy of the Board of Education to prohibit any sexual relationship, contact or sexually nuanced behavior or communication between a staff member and a student, while the student is enrolled in the school system. The prohibition extends to students of the opposite sex or the same sex as the staff member, and applies regardless of whether the student or the staff member is the initiator of the behavior and whether or not the student welcomes or reciprocates the attention.

Staff Guidelines For Non-Fraternization

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines:

1. Staff members shall not make derogatory comments to students regarding the school and/or staff.
2. Staff members shall not exchange gifts with students.
3. Staff-sponsored parties, at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
4. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
5. Staff members shall not text students nor participate in any student blogs.
6. Staff members shall not friend students on any social media platforms.
7. Staff members shall not associate with students at any time in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
8. Staff members shall not date students. Sexual relations with students, regardless of age and/or consent, are prohibited and will result in dismissal and criminal prosecution.
9. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
10. Staff members shall maintain a reasonable standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities.
11. Staff members shall not send students on personal errands.
12. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
13. Staff members shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but instead, should refer the student to appropriate school personnel or agency for assistance, pursuant to law and Board policy.

14. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

Social Media

All employees, faculty and staff of this school district who participate in social media websites or applications such as, but not limited to, Facebook, Twitter, Snapchat, and/or Instagram shall not post any data, documents, photos or inappropriate information on any website that might result in a disruption of classroom activity. The determination of appropriateness will be made by the Superintendent.

Employees, faculty and staff are solely responsible for the content and the security of their social media websites and applications and shall not give their social media website passwords to students.

Employees, faculty, and staff shall NEVER use their personal social media accounts in any way purporting to be or speaking for the Sunflower County Consolidated School District.

Fraternization via the internet between employees, faculty or staff and students is prohibited and in violation of standards of the Mississippi Educator Code of Ethics. Communications with both students and parents shall be done in person, over telephone, through standard mail, and/or through email. Social media shall never be used and is not an appropriate form of communication.

Access of social media websites for individual use during school hours is prohibited.

Violation of any of these policies may result in disciplinary action, up to and including termination.

Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites.

Annual Reminder To Staff

The Superintendent and the school principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

1. Improper fraternization with students using Facebook and similar internet sites or social networks
2. Inappropriateness of posting items with sexual content
3. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
4. Examples of inappropriate behavior from other districts, as behavior to avoid
5. Monitoring and penalties for improper use of district computers and technology

6. The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

Periodical Searches

The Superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and/or websites is discovered, the school principals and/or Superintendent will download the offensive material and promptly take proper administrative action.

District: Sunflower County Consolidated School District

Section: G - Personnel

Policy Code: GABBA - Social Media Websites

Social Media Websites

All employees, faculty, and staff shall observe the following while participating in any social media websites or applications including, but not limited to, Facebook, Twitter, Snapchat, and/or Instagram:

1. Access of social media websites for individual use during school hours is prohibited.
2. Employees, faculty, and staff shall not friend students on any social media platforms.
3. Employees, faculty, and staff shall not give social media passwords to students.
4. Employees, faculty, and staff shall not post any data, documents, photos, or inappropriate information on any website or application that might result in a disruption of classroom activity. This determination will be made by the Superintendent.
5. Employees, faculty, and staff are solely responsible for the security of their social media accounts.
6. Employees, faculty, and staff are solely responsible for the content that is posted on their social media accounts at all times.
7. Employees, faculty, and staff shall NEVER use their personal social media accounts in any way purporting to be or speaking for the Sunflower County Consolidated School District.

Fraternization via the internet between employees, faculty or staff and students is prohibited and in violation of standards of the Mississippi Educator Code of Ethics. Communications with both students and parents shall be done in person, over telephone, through standard mail, and/or through email. Social media shall never be used and is not an appropriate form of communication.

Violation of any of these policies may result in disciplinary action, up to and including termination.

Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites, since educational sites are used solely for educational purposes