



Technology Handbook
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Use of Technology

All students and their respective parents/guardians must agree to all policies in order to receive and utilize a Chromebook, school network, and all other district owned technology-related items. With this privilege and the extraordinary opportunity to explore digital resources, come responsibilities for each student and his/her parents/guardians. District One will ensure that all students use the Chromebook and its access to other resources as an essential part of their learning experiences. Along with the efforts of parents/guardians, District One will follow its policies in maintaining an environment that promotes ethical and responsible conduct in all electronic resource activities and uses.

Ownership

District One retains sole right of possession and ownership of the Chromebook and grants permission to the student to use the device according to the rules and guidelines set forth in this document. District One lends the device to the student only for educational purposes during the academic year. Failure to follow the terms of the policies will result in disciplinary action, including but not limited to, confiscation of any and all devices and accessories lent to the student and revocation of student access to District One technology, as well as any other disciplinary action deemed appropriate by District One policy. District One reserves the right to monitor and log users' (students') use of the district's technology and network and to examine user (student) files and materials as necessary. Moreover, District One administrative staff retains the right to collect and/or inspect the device at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware. There is no reasonable expectation of privacy while using District One computers, networks, or technology.

Instructional Technology Fee

An annual, non-refundable \$35 Instructional Technology Fee will be assessed to each student in grades 3-12. Unpaid fees will transfer to the next grade level and to other schools within the district. Families that need financial assistance should contact their school principal. The use of Chromebooks in the classroom decreases the traditional required supplies (i.e. paper, notebooks, etc.) and schools continue to make every attempt to cut back school supply lists to help offset the Instructional Technology Fee.

Chromebook Damage Protection Plan

Payment of the Instructional Technology Fee is required to enroll the device into a damage protection plan that helps to cover the device in case of accidental damage. If the yearly instructional technology fee is not paid, and/or intentional damage is determined, the parent may be responsible for the entire repair or replacement cost of the device if damaged, lost, or stolen. The protection plan ONLY covers the Chromebook device; case (shell) and power cords are not covered. This protection plan covers normal use, mechanical breakdown, or accidental damage and will include the provision of replacement parts necessary to repair the device. The damage protection plan does not cover theft, loss, fire, negligence, or intentional damage.

Yearly co-pay for accidental damage:

First Incident (accidental)	Covered
Second Incident (accidental)	\$25 parent copay
*Third Incident (accidental)	\$25 parent copay

** The school or district will assess the use of technology as a privilege to include the possibility of repair and or replacement costs.*

If the Chromebook or the accessories are deemed to be intentionally or negligently damaged by the student, he/she may be subject to discipline and the cost of repair or replacement. The damage protection plan does not

cover loss of the device and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. The district will assess damage to the device and accessories at the time of turn in for excessive wear, cosmetic damage, unreported or intentional damages. See below for anticipated repairs or replacements costs:

<i>Case/Shell Replacement due to excessive damage or loss</i>	\$35	<i>Chromebook excessive cleaning required</i>	\$10
<i>Case/Shell excessive wear</i>	\$10	<i>Chromebook screen replacement</i>	\$180
<i>Case/Shell extreme wear</i>	\$15	<i>Chromebook keyboard replacement</i>	\$58
<i>Charger replacement</i>	\$32	<i>Chromebook keyboard maintenance</i>	\$10
<i>Chromebook replacement \$300</i>			

(Costs are estimates and subject to change)

Lost or Stolen Equipment

If any equipment is lost, the student or parent/guardian must report the loss to the school immediately. The circumstances of each situation involving lost equipment will be investigated individually. Parent/Guardian may be billed for lost equipment. If the equipment is stolen, a police report must be filed and a copy of the report must be provided to the school by the student or parent/guardian in a timely manner. If there is not clear evidence of theft or the equipment has been stolen due to student negligence, the student and parent/guardian will be responsible for the full cost of replacement. The district may use its discretion to replace a student Chromebook if and only if it is determined by the district that the student acted in a reasonable manner when storing and taking care of the Chromebook and acted in good faith to find the Chromebook, such as filing a police report and reporting the loss or theft to the district. The district will not be obligated to replace a student Chromebook in the case of negligence and failure to use diligence with district property.

Collection of Chromebook

The student's Chromebook, protective case, and power adapter must be returned during a device check-in day, which will be set by the school, for maintenance over summer vacation. If a student transfers out of the district during the school year, the Chromebook must be returned to the school at the time of transfer. If the device, case/shell, and/or power adapter and cord has been damaged or defaced, the parent/guardian will be charged respectively for the damage. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. The district may also file a report of stolen property with the local law enforcement agency.

Student Responsibilities

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities students accept when they use a district-owned device. In general, use of technology requires efficient, ethical, and legal utilization of all digital resources. Violations of these rules and guidelines will result in disciplinary action.

The student will assume responsibility for...

1. *Bringing the Chromebook to School*

- If allowed to take the device home (grade level dependent), then each student must bring his/her Chromebook to school every day that classes are in session.
- Students hold and maintain responsibility for ensuring their device is **charged** prior to school each day. Students who leave their Chromebook at home may not be issued another device for that day, and will be responsible for all missed activities and assignments due to lack of a device.
- Students may bring a personal wireless mouse if preferred and earbuds/headphones as needed. The district assumes no responsibility in the provision or maintenance of these personal devices.

2. *Carrying Chromebooks in a Safe and Secure Manner*

- Always transport the Chromebook in the carrying case/shell provided.
- Always transport Chromebooks with care and with the screen closed. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Always place Chromebooks in the sleeve when moving from classroom to classroom or any other location.

3. *Chromebook Security*

- Under no circumstances should Chromebooks or accessories be left in unsupervised areas. Unsupervised areas include the bathrooms, buses, cafeteria, computer labs, hallways, Library/Media Center, unlocked classrooms, unlocked locker rooms, or any other area deemed insecure. Any Chromebook left in these areas is in danger of being stolen or tampered with by unauthorized individuals.

4. *General Care*

- Never leave the Chromebook unattended.
- Never loan the Chromebook or its accessories to another student.
- Never set books or stacking heavy objects on top of the Chromebook.
- Never set food or drink next to the Chromebook.
- Never leave the device exposed to direct sunlight, extreme temperatures, or moisture sources for extended periods of time.
- Always carefully insert cords, cables, and removable storage devices into the Chromebook.
- Never deface the Chromebook and its accessories through use of writing, drawing, stickers, labels, or by any other means.

5. *Screen Care*

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light. The student is responsible for ensuring the following screen precautions:

- Never put pressure on the top of a Chromebook when it is closed.
- Never store a Chromebook with the screen open.
- Always make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or earbuds).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

6. *Chromebook Problems/Repair*

If the device is not working properly the student should take the device to the school designated service area (e.g. Media Center, Office, etc). If the device cannot be fixed immediately, the student will be

issued a loaner device on a temporary basis. All policies listed in this handbook apply to the student during the loaner period. The student is responsible for ensuring the following:

- The student will never attempt to repair or reconfigure the device.
- The student will not attempt to open or tamper with the internal components of the device; nor should the student remove any screws; doing so will render the warranty void.
- The student and parent/guardian will NEVER take school-owned Chromebooks to an outside computer service for any type of repairs or maintenance.

7. *Asset Tag*

An asset tag is a barcode-like sticker placed on the device for inventory and monitoring purposes. All Chromebooks will be labeled with an inventory and asset tag. Tags may not be modified or tampered with in any way. A student may be charged up to the full replacement cost of a Chromebook for tampering with a school asset tag logo or turning in a Chromebook without a school asset tag.

8. *Appropriate Classroom and Library Media Center Routines*

When at school the student will use the Chromebook and/or any of the school's technology equipment strictly for educational purposes. Using the Chromebook for recreational use during class time, or while in the Library is prohibited. Students are expected to fully participate in all classroom activities as directed by their teacher. In addition to the rules and guidelines set in this handbook, students must abide by all rules and guidelines set by the classroom teacher. Violation of this responsibility will result in disciplinary action.

Student Accessibility Guidelines

1. Logging into a Chromebook

- The student will log into his/her Chromebooks using their issued Google Apps for Education account.
- The student will never share account passwords with other students.

2. Managing and Saving Digital Work with a Chromebook

- The majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- The student may elect to store a small number of files on the Chromebook's hard drive.

3. Chromebook Cameras

- The cameras are to be used for educational purposes only, as determined under the direction of a teacher.
- The use of camera in restrooms, locker rooms, or on a bus is strictly prohibited. The Family Educational and Privacy Act (FERPA) is a federal law that affords parents certain rights with respect to privacy and educational records. For this reason, students must obtain permission to publish or make publicly available a photograph or video of any school-related activity.

4. Backgrounds and Themes

- Inappropriate media may not be used as backgrounds or themes. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, tobacco, drugs, gang-related symbols, or any other content deemed inappropriate by administration will result in disciplinary actions.

5. Printing

- Students will typically digitally publish and share their work with their teachers and peers. Students

- may print at designated areas in school with permission (eg. media center, media lab, etc).
- Students who wish can set up their home printers with the Google Cloud Print solution at the discretion of the parent/guardian.
6. Chrome Web Apps and Extensions
- Students are responsible for the web apps and extensions they install on their Chromebooks. The downloading of inappropriate material will result in disciplinary action.
 - Some web apps will be available to use when the Chromebook is not connected to the Internet.
7. Using Your Chromebook & Account Outside of School
- Schools will decide when/if students are allowed to take a device home or outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the internet. Students are bound by the same guidelines in this document whenever they use their Chromebook outside of school.
8. Content Filter
- The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location, will have all Internet activity protected and monitored by the district. Students should not attempt to circumvent the content filter.

Parent/Guardian Responsibilities

The parent/guardian and student are responsible for the cost of repair or replacement at the date of loss if the property is any of the following:

- Not returned
- Intentionally damaged
- Lost because of negligence
- Stolen, but not reported to school and/or police in a timely manner

Terms and Conditions

Unacceptable Use

The user (i.e., student) is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- Using the network for any illegal activity, including violation of copyright, violation of contractual rights, or transmitting any material in violation of any U.S. or State law;
- Using the network for commercial or private advertising;
- Using the network for private financial or commercial gain;
- Unauthorized downloading of software;
- Wastefully using resources;
- Hacking or gaining unauthorized access to files, resources or entities;
- Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
- Using the Internet and district resources in any way that would disrupt its use by others;
- Using another user's account or password;
- Intentionally posting of material authored or created by another;
- Intentionally posting anonymous messages and/or misrepresenting one's own identity

to others;

- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
- Capturing, recording or transmitting the words and or images of any student, staff member, or other person in the school without express prior notice and explicit consent;
- Using the network while access privileges are suspended or revoked;
- Deleting data, hiding, or attempting to interfere with the discovery of a violation of this policy;
- Searching Internet off topic/task;
- Using technology for non-educational purposes.

Unauthorized Access

Users shall not tamper with or attempt to gain access to computer data for which the user has no security authorization. This includes, but is not limited to, financial, employee, or student information and documents.

Use of Electronic Mail

The district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. The account user has no expectation of privacy with regard to any electronic mail account or other aspect of the district's electronic mail system.

- Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- Student electronic mail configuration does not allow for student-to-student communication nor does the configuration of student email allow for receiving or sending outside the district domain.
- Use of the district's electronic mail system constitutes consent to these regulations.

Violation of Policies

Spartanburg District One reserves the right to monitor and track the use of Network Services and to suspend, or revoke privileges and take appropriate disciplinary action for unacceptable use. Inappropriate use will result in cancellation of those privileges and possibly other disciplinary or legal actions including suspension, expulsion, or criminal prosecution. In compliance with the Children's Internet Protection Act (CIPA), Spartanburg School District One filters all content for users connected to the internet. Acceptable use of technology is at the discretion of the school administration.

Search and Seizure/ Due Process

System users do not have a privacy expectation in the contents of their personal files on the district system. An individual search will be conducted if there is reasonable suspicion that a user has violated the law or the school's disciplinary code. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation. The district will cooperate fully with local, state, or federal officials in any investigation concerning to or relating to any illegal activities.

Discipline/Violations

The use of any technology is a privilege and not a right. Students are expected to use technologies in

accordance with classroom rules, guidelines in this handbook, and any applicable local, state, and federal laws. Violations of these policies will result in disciplinary action and/or repossession of the Chromebook and its accessories. Administration may also refer the matter to law enforcement if the violation involves an illegal activity.

COPPA (Children’s Online Privacy Protection Act)

In order for Spartanburg School District One to provide your student with the most effective web-based tools and apps for learning, we need to abide by federal regulations that require a parental permission as outlined below. Spartanburg District One schools utilize several computer software apps and web-based services operated not by third parties. These include Google Apps for Education, Microsoft Office 365 for Education, and similar educational programs. In order for our students to use these programs and services, certain basic personal identifying information--generally the student’s name, username and email address--must be provided to the web site operator. It is important to note that students in grades K-6 can only email Spartanburg School District 1 staff members from their school accounts and cannot receive email from ANY outside email addresses unless specifically whitelisted. There is no danger that any outside individuals or companies will be able to communicate with children in these grades by chance or unmonitored. Under the federal COPPA law, websites must notify parents and obtain parental consent before collecting personal information from children under the age of 13. However, the law permits schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent to be given directly to each website provider. This notification constitutes your consent to provide limited personal identifying information for your child consisting of first name, last name, email address, and username. If you have questions concerning policy or information as it relates to COPPA, please contact your school administrator.

Parent Portal

Spartanburg District One Schools manages student information electronically and makes grade and attendance records available for viewing to authorized parents/guardians through a secure connection over the Internet. Spartanburg District One Schools utilizes PowerSchool Parent Portal, a web-based student demographic and information system for the management of student data. The Parent Portal allows parents/guardians of our currently enrolled students to monitor information and progress by viewing attendance, grades, assignments, and class schedules online in a confidential and secure setting. Parent/Guardians who wish to utilize the Parent Portal should complete the [Parent Portal Access Request Form](#) (available in the School Office or school website) and then return the form to their school office. Once the information provided above is verified and processed, parent/guardians will receive your child’s Access ID(s) and Password(s) including detailed instructions for creating an account. Parent/Guardians with multiple students in different schools in the district may access all their children’s information using one account. The same parent portal account can be used from year to year (even when switching schools). It is not necessary to create a new account each year.