



Student/Parent Laptop Handbook, Usage Agreement and Fee Schedules

Last Revised For 2019 -2020 School Year

Overview/Introduction

Person County Schools (PCS) is committed to preparing students for success in a changing world. To prepare our students for success, Person County Schools believes that students need to have access to dependable technology in order to enhance the learning experience. It is the mission of Person County Schools to provide the best possible education to all students, and to afford them access to technology needed to meet their learning needs.

Laptop Usage Terms and Conditions of Use

The assigned/issued laptop is being made available to the student on the terms and conditions described in this document only for purposes of educational services provided by PCS.

- The laptop is and will remain at all times the property of PCS. The laptop is only on loan to the student for which it is assigned. PCS may examine the laptop, or place additional restrictions on the student's use or possession of the laptop, at any time and for any reason, with or without prior notice. If instructed to do so for any reason by any PCS teacher or administrator, the student or the student's parent/guardian will immediately surrender the laptop to that teacher or administrator.
- PCS reserves the right to change the terms or conditions of the student's possession or use of the laptop, or to impose new restrictions on the use or possession of the laptop, at any time.
- The student's possession and use of the laptop will be subject at all times, both on and off campus, to the terms and conditions described in this document, as well as any additional rules, state and federal laws and regulations, and restrictions (such as the PCS Acceptable Use Policy) that may be imposed at any time by PCS.
- The student's possession and use of the laptop will be governed at all times, both on and off campus, by all applicable policies and procedures of PCS, including but not limited to Policy 3225 (Technology Responsible Use) and Policy 4300 (Student Behavior Policies). By signing this agreement, the student and the student's parent/guardian certify that they have reviewed and understand Board Policy 3225 and Policy 4300. They further certify that they are aware that all Board policies are available on the school system's website and at each school, and that it is their responsibility to inform themselves as to any Board policies that might apply to the student's use or possession of the laptop and to comply with those policies at all times.
- Under no circumstances will the students use the laptop or permit the laptop be used in furtherance of any crime, fraud, threats, defamation, plagiarism, copyright, patent, or trademark infringement, illegal downloading, theft of intellectual property, gambling, accessing, viewing, or transmission of pornographic or violent images or content, illegal or unauthorized accessing or use of data, bullying or harassment (including cyber-bullying), malicious internet activities (including "hacking" of other computers or websites), advertising or commercial activities, abusive or insulting communications; or any unlawful activities of any kind.

- Under no circumstances will the students use the laptop, or permit the laptop to be used, to access any networks, websites, or online resources that have not been approved by PCS.
- By signing this document, the student and the student's parent/guardian acknowledge that they are solely responsible for ensuring that the student's use of the laptop to access the internet while off campus will be safe and responsible and in compliance with all applicable laws, policies, rules, and regulations. The student and the student's parent/guardian will hold PCS and its employees harmless for any harm that may come to the student or any other person as a result of the student's off-campus internet activities.
- Because the laptop is school property and is intended only for approved educational uses, the student's use of the laptop will be governed by this document and the rules, policies, and guidelines described in this document at all times and in all locations, both on and off campus and both during and outside of instructional time.
- The student will not share the laptop with any other person unless expressly authorized to do so by a PCS teacher or administrator. The student will not loan the laptop to any other person, including another PCS student, without prior written authorization from the principal or his/her designee.
- Any violation of the terms or conditions set forth or referenced in this document may result in the possession or use of the laptop being restricted, suspended, or terminated, with or without prior notice, at the sole discretion of PCS.
- Any willful and deliberate damage to the computer will be grounds for Person County Schools to charge the student/parent the full cost of the replacement or repairs of the computer.
- The student's possession and use of the laptop is a privilege, not a right. By signing this document, the student and the student's parent/guardian acknowledge that they have no right or entitlement to possession or use of the laptop and that neither this document nor any conversation, correspondence or understanding between themselves and any representative of PCS gives them any ownership or contractual rights of any kind whatsoever to the Laptop.
- Students must provide an approved laptop case at the time that they are issued the laptop. Details on approved laptop cases will be provided by the Person County Schools Technology Department prior to the laptop being issued.
- All participants must receive, read, agree, sign and adhere to all technology policy and procedure documentation to include:
 - PCS AUP (Acceptable Use Policy)
 - PCS Student/Parent/Guardian Laptop Usage Agreement
 - PCS ISP (Internet Safety Policy)
 - PCS CCP (Copyright Compliance Policy)

Laptop Use Term and Collection

- The student's term of use of the laptop terminates no later than the last day of the school year, unless terminated earlier by PCS. Laptops will be collected on or before the last day of the school year. At this time, the laptop will be inspected for condition and any possible damages.
- Given the time required for technology staff to inspect, maintain, and upgrade the laptops over the summer, penalties will be assessed for late return of laptops at the end of the school year.
- If the student fails to return the laptop by the last day of the school year, the student and the student's parent/guardian will incur a late fee of \$5 per day for the first 30 days, and \$10 per day for the next 30 days, until the laptop is safely returned.

- If the laptop is not returned within 60 days of the last day of the school year, the student and the student's parent/guardian may be assessed the full replacement cost for the laptop, and PCS may institute legal actions against the student and/or the student's parent/guardian.
- Late fees may also be assessed if a laptop is not returned immediately after being recalled by PCS before the end of the school year. Late fees of \$5 per day for the first 30 days and \$10 per day for the next 30 days may be assessed. If the laptop is not returned within 60 days after the end of the grace period, the student and the student's parent/guardian may be assessed the full replacement cost for the laptop, and PCS may institute legal actions against the student and/or the student's parent/guardian.

Inappropriate/Unacceptable Use of PCS Issued Laptop

Inappropriate use of PCS issued laptop includes, but is not limited to:

- Using proxy sites
- Emailing or chatting during class (when not related to an assignment)
- Profanity
- Gaming
- Pornography (real life or cartoon). Pornography can be a felony offense and, if so, will be turned over to authorities. Examples include:
 - Possession
 - Manufacturing – using a camera to create pictures/movies
 - Distributing – sending/sharing with others
- Images of Weapons
- Gang related files
- Bootleg movies or music
- Logging into a computer/application using someone else's login
- Cheating
- Using a computer to plan a fight, cause harm or commit a crime
- Profanity or threats directed to any PCS faculty or staff
- Threats and/or cyber bullying

See Person County Schools Acceptable Use Policy for a complete list of acceptable use regulations and policies.

Student/Parent/Guardian Responsibilities & Inspections

By signing this document, the student and the student's parent/guardian acknowledge that they have received a copy of PCS's Laptop Care and Use Guidelines (attached) and that they will comply at all times with the specifications in that document, as well as an additional rules or guidelines regarding care and maintenance of the laptop. Students must abide by the following guidelines for the care and keeping of the issued laptop:

- Students are required to bring their PCS issued laptop to school every day with a fully charged battery.
 - Students who fail to adhere to this usage condition will be required to complete assignments using alternate means as determined by their teachers.

- Student is responsible for reporting any damages or repairs needed for their issued laptop. Laptops that are damaged and/or in need of repair must report such damage/repair to their homeroom or other designated teacher/personnel.
- When the laptop is not being used, students must store issued laptop in a computer laptop bag that has been approved by the PCS technology department.
- Students must also transport the issued laptop in the same (mentioned above) approved laptop bag. Failure to store and transport the issued laptop as stated in this document, will result in confiscation of the laptop (by any Person County School staff, faculty, administrator, etc.), until a case is provided
- Under no circumstances will the student install or be permitted to install any hardware, software, drivers, or other programs or devices, on the laptop, without the advance written approval of the principal. Under no circumstances will the student delete, uninstall, or attempt to circumvent any hardware, software, drivers, filters, or other programs or devices installed on the PCS issued laptop.
- The issued laptop may be inspected at any time by PCS officials, with or without prior notice, either in person or remotely via the internet or network connections, for purposes of maintenance and/or to monitor the student's use of the laptop (including any email communications and internet activities) to determine whether the student is complying with the terms and conditions set forth or described in this document. By signing this document, the student and parent/guardian acknowledge that they have no reasonable expectation of privacy to any data or information of any kind contained on the laptop, which shall at all times remain PCS property and which is intended to be used only for school purposes. The student and the student's parent/guardian further acknowledge that if any such inspection reveals evidence that the student has violated the Code of Student Conduct or any criminal law, such evidence may be used in support of a disciplinary action against the student and/or shared with law enforcement.
- Students will use their laptops to access the internet only in public or common family areas. Parents or guardians will supervise and monitor students Internet use whenever possible.
- Students will perform all duties associated with proper care, cleaning, and maintenance of the laptop as outlined by the PCS Technology Department.

Additional Parental/Guardian Responsibilities

- As the student's signing parent/guardian, you are consenting to being the responsible party for your student's use and maintenance of the PCS issued laptop.
- You should ensure that your student is adhering to all conditions, responsibilities and policies provided in connection to the Laptop Use Program.
- You, as your student's responsible party, will be responsible for compensating the school district for any losses, costs or damages of the PCS issued laptop (see fee schedule and outline below).
- You, as the responsible party for your student, will ensure that all consequences, fines, fees and conditions related to your student's participation and use of this Laptop Usage Program are followed, met and paid in full.

Loss, Theft, & Damage

- The laptop is a valuable piece of property that is being made available to the student by PCS for purposes of enhancing the student's education.

- The student is responsible for ensuring that the laptop is kept safe and secure at all times.
- Under no circumstances will the student leave the laptop unattended at any location, either on or off campus, unless it is safely secured at the student's home or locked in the student's school locker.
- Under no circumstances will the student leave the laptop in the care or custody of any person other than the student's parent or guardian or a PCS teacher or administrator.
- If the laptop is lost, stolen, damaged or malfunctioning in any way, the student will immediately report the problem to the school.
- If the student believes the laptop has been stolen, the student and the student's parent/guardian will immediately file a report with law enforcement and request a copy of the written incident report filed by the law enforcement officer. As soon as possible after reporting the laptop stolen, the student will provide a copy of the police report to the principal or designee, along with details about the incident and the name and telephone number of the investigating officer.
- The PCS Technology department will determine all repairs/cost necessary for the issued laptop.
- PCS will investigate all incidents of laptops reported as lost and may refer any such incidents to law enforcement. PCS laptops can be easily identified and traced. At no time should a student try to alter any labeling or etching on their laptop.
 - During school activities, and sporting events, the student is still responsible for the security of their PCS issued laptop.
 - UNSECURED laptops will be confiscated by faculty, staff, administration, etc., disciplinary actions may be taken and a re-claiming fee of \$5.00 may be charged to the student/guardian for which the laptop was issued.
- Any theft, conspiracy to steal, or unauthorized sale of or conspiracy to sell a PCS-owned laptop will be prosecuted to the fullest extent of the law.
- If for any reason the laptop is lost, stolen, or destroyed during the time that it is issued to the student, regardless of whether the student is at fault, the student and the student's parent/guardian will be responsible for the actual replacement costs to PCS.
- If a student's laptop has been sent for repair, the student may be loaned a surplus laptop for the duration of time it takes to repair their assigned laptop.
- Since a student will have the same laptop during their tenure at a specific school, it is imperative that the student take steps to take care of the laptop.
- If for any reason the laptop is damaged during the time that it is issued to the student, the student and the student's parent/guardian will be responsible for the following repair fees. A list of fees can be found below:

Repair	Fees
Charger Damaged/Lost	\$40.00
Screen Damaged	\$45.00
Broken Hinge	\$25.00
Keys Missing	\$5.00 per Key
LCD Bezel with rubber trim (x11e)	\$30.00
Charge for removal of PCS stickers	\$5.00
Keyboard Replaced	\$35.00

Keyboard Bezel Replaced	\$35.00
Top Outside Case Damaged	\$35.00
Bottom Outside Case Damaged	\$35.00
Battery	\$80.00
Re-Claiming Laptops Fee (charged to any student who leaves laptop unattended in unsupervised or unsecure location)	\$5.00
Additional Damages	\$20.00 to \$100.00 depending on the type of damage

- If the laptop is damaged or destroyed during the time it is issued to the student because the student committed or intentionally facilitated a deliberate act of damage or vandalism, the student and the student’s parent/guardian will be responsible for the actual cost of repair or replacement, whichever is less.
- For purposes of this document, the replacement cost is the actual cost to PCS at the time of replacement of a new laptop at retail price.
- For purposes of this document, the repair cost is the actual cost to PCS to have the laptop fully repaired by a qualified repair technician of PCS’s choosing to the condition the laptop was in when it was originally issued to the student.
- The student will not be issued a replacement laptop until the costs described above have been paid in full.
- No repairs may be performed on the laptops by anyone unless approved by the PCS Technology Department.
- PCS reserves the right to decline to issue a replacement laptop if it determines, in its sole discretion, that the risk of loss or damage to the replacement laptop is unacceptable. The decision not to issue a replacement laptop shall not excuse the student and his parent/guardian from any fees associated with the loss, theft, or damage of any previously-issued PCS laptops, given that those fees are intended to help offset the actual cost to PCS of repair or replacement of PCS’s property.
- Seniors must pay all fees, including but not limited to any technology fee or replacement or repair costs, before being allowed to graduate.

Virus and Internet Filtering Protection

The laptops will have district Anti-Virus protection software installed on them which will scan and update automatically. Protection from inappropriate materials and content cannot be guaranteed by PCS. We use appropriate software to monitor all incoming and outgoing traffic on the Internet. Internet activity will be monitored on and off campus. This protection is in accordance with CIPA compliance (Child Internet Protection Act).

Modification of PCS Laptop Usage Program

Person County Schools reserves the right to revoke, adapt or modify any portion of its Technology and Laptop Issuing and Usage Program. This includes but is not limited to modifications to the Student/Parent Handbook, policies, procedures, etc.

Laptop Care and Maintenance Agreement

Care of the Laptop

Students should use the following guidelines in regards to caring for laptops.

- Laptops should be stored at all times when not in use, in an approved laptop bag.
- You should never transport the laptop inappropriately in your hands, by the corners or balance it on top of any other objects.
- You must always carry the laptop in your approved laptop bag.
- Always use your laptop on a flat, solid surface so as to prevent overheating.
- Do not sit any objects on top of the laptop.
- Do not place stickers or labels or draw or paint on the laptop
- Do not place any food or drink or any other liquids near or on top of the laptop.
- Do not store any books, food, drink, or any other materials in your laptop case. This case should be designated solely for storing and carrying of the laptop
- Keep laptop away from any magnetic fields which can erase computer data.
- Do not leave the laptop in direct sunlight, in extreme temperatures or near moisture sources.
- You should never attempt to repair or alter the laptop.
- Do not bump the laptop against lockers, walls, car doors, floors, etc.
- Avoid using your laptop in areas where damage or theft can occur (ex: do not use your laptops on the bus, at sporting events, during gym class, etc.)
- Be sure your hands are clean when using the laptop to avoid buildup on the keyboard and touchpad, etc.
- Do Not Remove any PCS identifying labels/stickers. Nor remove any computer emblems or parts.

Cleaning the Laptop

1. Wipe surfaces with a clean, dry, soft cloth.
2. Never use liquids to clean the laptop.
3. Be sure your hands are clean when using the laptop to avoid buildup on the touch pad and keyboard. Grease and dirt buildup can cause problems with the laptop.
4. Do not use the laptop in dusty, dirty, or sandy environments.

Screen Care

1. Take extreme caution with the screen. It will break if dropped.
2. Do not pick up the laptop by the screen.
3. Avoid touching the screen with fingers, pens, pencils or any sharp instrument.
4. Do not lean on the top of the laptop, nor place excessive pressure or weight on the laptop screen.
5. Do not place anything in the laptop case that will press against the laptop. When stored or carried with heavy articles such as large books, the screen may be cracked if bumped.
6. Be careful not to leave pencils, pens, or papers on the keyboard when closing the screen.

Carrying the Laptop

1. All laptop components are to be carried in approved laptop cases at all times. Failure to do this will result in confiscation of the laptop until a case is provided.

2. Laptops should always be shut down or placed in standby mode before being placed in the carrying case.
3. Always close the lid before moving or carrying the laptop.
4. Do not leave the laptop in visible sight in a vehicle.
5. Unplug all cords, accessories and peripherals before moving the laptop or placing it into the case. Do not store the accessories, peripherals or cords in the same compartment of the case as the laptop as it may cause damage to the laptop.
6. Textbooks, notebooks, binders, pens, pencils, etc. are not to be placed in the laptop carrying case.
7. Never sit on the laptop.
8. Always hold the laptop with two hands.

Security

1. Do not leave laptops in unsupervised areas. Unsupervised areas include the lunchroom, buses, locker rooms, media center, unlocked classrooms, gyms, dressing rooms, restrooms, hallways, etc. Never leave the laptop unsupervised. If a laptop is found unattended by any staff or faculty, students will pay a retrieval fee of \$5.00. If any student finds an unattended laptop, they should immediately notify a teacher.
2. When students are not using the laptops, they should be stored in their secured lockers or designated areas. Nothing should be placed on top of the laptop in the locker.
3. During after-school activities, you are expected to maintain the security of the laptop. Students participating in sporting events and other after school activities will secure the laptops by locking them inside their student assigned lockers or within a designated area. Staff will confiscate unsupervised laptops, and you will be able to retrieve after paying a fee of \$5.00.
4. Each laptop has identifying labels including the serial number and assigned student name. Students will not modify or destroy these labels. If a label is intentionally damaged the damage assessment fee charged is \$5.00.
5. Students are encouraged to take their laptops home every day after school, regardless of whether or not they are needed. Laptops should not be stored in a vehicle at school or at home (if applicable).
6. Avoid using the laptop in areas where damage or theft is likely. Do not use the laptop during sporting activities or events.

PERSON COUNTY SCHOOL DISTRICT COPYRIGHT COMPLIANCE POLICY

Section 3000: Educational Program

Policy Code: 3230/7330 Copyright Compliance

Policy Code: 3230/7330 Copyright Compliance

The board recognizes and supports the limitations on unauthorized duplication and use of copyrighted materials. The board does not condone any infringement on the property rights of copyright owners. Employees, students and visitors are prohibited from the use or duplication of any copyrighted materials not allowed by copyright law, fair use guidelines sanctioned by Congress, licenses or contractual agreements. Willful or serious violations also are considered to be in violation of expected standards of behavior for employees and students and may result in disciplinary action in accordance with board policy.

A. FAIR USE

1. Unless allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to copying copyrighted material. Fair use is based on the following standards:
 - a. the purpose and character of the use;
 - b. the nature of the copyrighted work;
 - c. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
 - d. the effect of the use upon the potential market for, or value of, the copyrighted work.
2. The media coordinators shall provide information and training to personnel and students, as appropriate, on the fair use of copyrighted materials, including in the following circumstances:
 - a. single and multiple copying for instructional purposes;
 - b. copying for performances and displays;
 - c. off-air recording of copyrighted programs;
 - d. use of "for home use only" video tapes or DVDs;
 - e. computer software;
 - f. copyrighted materials on the Internet and online databases; and
 - g. reproduction and loan of copyrighted materials by school media centers.

B. BUDGET

The budget recommended by the superintendent to the board must include sufficient funds for purchasing copyrighted materials as a necessary budget expense.

Legal References: 17 U.S.C. 101, 102, 106, 108, 110, 117, G.S. 115C-36

Cross References: Technology in the Educational Program (policy 3220), Technology Acceptable Use (policy 3225/4312/7320), Integrity and Civility (policy 4310), Network Security (policy 6524), Staff Responsibilities (policy 7300), Budget Planning and Adoption (policy 8100)

Revised: June 11, 2009

Person County Schools

PERSON COUNTY SCHOOL DISTRICT INTERNET SAFETY POLICY

Section 4000: Students

Policy Code: 4205/3226 Internet Safety

Policy Code: 4205/3226 Internet Safety

A. INTRODUCTION

It is the policy of the board to: (a) prevent user access via its technological resources to, or transmission of, inappropriate material on the Internet or through electronic mail or other forms of direct electronic communications; (b) prevent unauthorized access to the Internet and devices or programs connected to or accessible through the Internet; (c) prevent other unlawful online activity; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) comply with the Children's Internet Protection Act.

B. DEFINITIONS

1. Technology Protection Measure

The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors.

2. Harmful to Minors

The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

- a. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

- b. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- c. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

3. Child Pornography

The term “child pornography” means any visual depiction, including any photograph, film, video picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

- a. the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
- b. such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from that of a minor engaging in sexually explicit conduct; or
- c. such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

4. Sexual Act; Sexual Contact

The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

5. Minor

For purposes of this policy, the term “minor” means any individual who has not attained the age of 17 years.

C. ACCESS TO INAPPROPRIATE MATERIAL

To the extent practical, technology protection measures (or “Internet filters”) will be used to block or filter access to inappropriate information on the Internet and World Wide Web. Specifically, blocking will be applied to audio and visual depictions deemed obscene or to be child pornography or harmful to minors. Student access to other materials that are inappropriate to minors will also be restricted. The board has determined that audio or visual materials that depict violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose are inappropriate for minors. The superintendent, in conjunction with a school technology and media advisory committee (see policy 3200, Selection of Instructional Materials), shall make a determination regarding what other matter or materials are inappropriate for minors. School system personnel may not restrict Internet access to ideas, perspectives, or viewpoints if the restriction is motivated solely by disapproval of the viewpoints involved.

A student or employee must immediately notify the appropriate school official if the student or employee believes that a website or web content that is available to students through the school system’s Internet access is obscene, constitutes child pornography, is “harmful to minors” as defined by CIPA, or is otherwise inappropriate for students. Students must notify a teacher or the school principal; employees must notify the superintendent or designee.

Due to the dynamic nature of the Internet, sometimes Internet websites and web material that should not be restricted are blocked by the Internet filter. A student or employee who believes that a website or web content has been improperly blocked by the school system’s filter should bring the website to the attention of the principal. The principal shall confer with the technology director to determine whether the site or content should be unblocked. The principal shall notify the student or teacher promptly of the decision. The decision may be appealed through the school system’s grievance procedure. (See policies 1740/4010, Student and Parent Grievance Procedure, and 1750/7220, Grievance Procedure for Employees.)

Subject to staff supervision, technology protection measures may be disabled during use by an adult for bona fide research or other lawful purposes.

D. INAPPROPRIATE NETWORK USAGE

All users of school system technological resources are expected to comply with the requirements established in policy 3225/4312/7320, Technology Responsible Use. In particular, users are prohibited from: (a) attempting to gain unauthorized access, including “hacking” and engaging in other similar unlawful activities; and (b) engaging in the unauthorized disclosure, use, or dissemination of personal identifying information regarding minors.

E. EDUCATION, SUPERVISION, AND MONITORING

To the extent practical, steps will be taken to promote the safety and security of users of the school system’s online computer network, especially when they are using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. It is the responsibility of all school personnel to educate, supervise, and monitor usage of 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 Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures are the responsibility of the technology director or designated representatives.

The technology director or designated representatives shall provide age-appropriate training for students who use the school system’s Internet services. The training provided will be designed to promote the school system’s commitment to educating students in digital literacy and citizenship, including:

1. the standards and acceptable use of Internet services as set forth in policy 3225/4312/7320, Technology Responsible Use;
2. student safety with regard to safety on the Internet, appropriate behavior while online, including behavior on social networking websites and in chat rooms, and cyberbullying awareness and response; and
3. compliance with the E-rate requirements of the Children’s Internet Protection Act.

Following receipt of this training, the student must acknowledge that he or she received the training, understood it, and will follow the provisions of policy 3225/4312/7320, Technology Responsible Use. The superintendent shall develop any regulations needed to implement this policy and shall submit any certifications necessary to demonstrate compliance with this policy.

Legal References: Children’s Internet Protection Act, 47 U.S.C. 254(h); Neighborhood Children’s Internet Protection Act, 47 U.S.C. 254(l); Protecting Children in the 21st Century Act, 47, U.S.C. 254(h)

Cross References: Professional and Staff Development (policy 1610/7800), Student and Parent Grievance Procedure (policy 1740/4010), Grievance Procedure for Employees (policy 1750/7220), Technology in the Educational Program (policy 3220), Technology Responsible Use (policy 3225/4312/7320), School Improvement Plan (policy 3430), Use of Equipment, Materials, and Supplies (policy 6520), Network Security (policy 6524)

Adopted: November 19, 2012 at a public meeting, following normal public notice

Revised: June 26, 2014

Person County Schools

Person County Schools

PERSON COUNTY SCHOOL DISTRICT Technology Responsible Use Policy

Section 4000: Students

Policy Code: 4312/3225/7320 Technology Responsible Use

Policy Code: 4312/3225/7320 Technology Responsible Use

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

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

A. EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

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

In addition, anyone who uses school system computers or electronic devices or who accesses the school network or the Internet using school system resources must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive.

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

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

B. RULES FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

1. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited. Student personal use of school system technological resources for amusement or entertainment is also prohibited. Because some incidental and occasional personal use by employees is inevitable, the board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school system business, and is not otherwise prohibited by board policy or procedure.
2. Under no circumstance may software purchased by the school system be copied for personal use.

3. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Code of Student Conduct.
4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages, or other material that is obscene, defamatory, profane, pornographic, harassing, abusive, or considered to be harmful to minors.
5. The use of anonymous proxies to circumvent content filtering is prohibited.
6. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
7. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
8. Users must respect the privacy of others. When using e-mail, chat rooms, blogs, or other forms of electronic communication, students must not reveal personal identifying information or information that is private or confidential, such as the home address or telephone number, credit or checking account information, or social security number of themselves or fellow students. For further information regarding what constitutes personal identifying information, see policy 4705/7825, Confidentiality of Personal Identifying Information. In addition, school employees must not disclose on school system websites or web pages or elsewhere on the Internet any personally identifiable, private, or confidential information concerning students (including names, addresses, or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or policy 4700, Student Records. Users also may not forward or post personal communications without the author's prior consent.
9. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks, or data of any user connected to school system technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.
10. Users may not create or introduce games, network communications programs, or any foreign program or software onto any school system computer, electronic device, or network without the express permission of the technology director or designee.
11. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.
12. Users are prohibited from using another individual's ID or password for any technological resource without permission from the individual. Students must also have permission from the teacher or other school official.
13. Users may not read, alter, change, block, execute, or delete files or communications belonging to another user without the owner's express prior permission.
14. Employees shall not use passwords or user IDs for any data system (e.g., the state student information and instructional improvement system applications, time-keeping software, etc.) for an unauthorized or improper purpose.

15. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
16. Teachers shall make reasonable efforts to supervise students' use of the Internet during instructional time.
17. Views may be expressed on the Internet or other technological resources as representing the view of the school system or part of the school system only with prior approval by the superintendent or designee.

C. RESTRICTED MATERIAL ON THE INTERNET

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless school system personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic, or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose.

The superintendent shall ensure that technology protection measures are used as provided in policy 3226/4205, Internet Safety, and are disabled or minimized only when permitted by law and board policy. The board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G service).

D. PARENTAL CONSENT

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

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

E. PRIVACY

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

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

F. USE OF PERSONAL TECHNOLOGY ON SCHOOL SYSTEM PROPERTY

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

G. PERSONAL WEBSITES

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

1. **Students:** Although school personnel generally do not monitor students' Internet activity conducted on non-school system devices during non-school hours, when the student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy (see the student behavior policies in the 4300 series).
2. **Employees:** Employees' personal websites are subject to policy 7335, Employee Use of Social Media.
3. **Volunteers:** Volunteers are to maintain an appropriate relationship with students at all times. Volunteers are encouraged to block students from viewing personal information on volunteer personal websites or online networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. An individual volunteer's relationship with the school system may be terminated if the volunteer engages in inappropriate online interaction with students.

Legal References: U.S. Const. amend. I; Children's Internet Protection Act, 47 U.S.C. 254(h)(5); Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 17 U.S.C. 101 et seq.; 20 U.S.C. 6777; G.S. 115C-325(e) (applicable to career status teachers), -325.4 (applicable to non-career status teachers)

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

Adopted: July 15, 2005

Revised: January 20, 2009; June 11, 2009; November 19, 2012; June 26, 2014; December 11, 2014
Person County Schools

Parent/Student Laptop Usage Agreement

By signing this form, the student and the student's parent/guardian certify that they have thoroughly read, understand, and accept the above terms, policies and conditions, which will govern the student's possession and use of a laptop computer issued to the student by the Person County Schools. The student and the student's parent/guardian also certify that they will comply with these terms at all times while the laptop is in their possession or under their control. Participation in this program is voluntary. Students may choose to bring their own device in accordance with the Person County Schools BYOD policy. Students who choose not to participate will not be allowed access to PCS technology.

PLEASE PRINT ALL INFORMATION

Student Name _____
Last Name First Name Student Number

Parent/Guardian Name _____
Last Name First Name

Parent Email Address _____

Address _____

Home Phone _____ Work Phone _____ Cell Phone _____

Request to Participate in the Laptop Program

_____ WE WISH TO PARTICIPATE in the PCS Laptop Program and request authorization for the student below to be issued a laptop and to be allowed to remove it from campus at the end of the school day. Please register the student below and issue a laptop under the terms and conditions described in the agreement and fee.

_____ I have read, understand and agree to the Person County Schools Policy Code: 4205/3226 Internet Safety

_____ I have read, understand and agree to adhere to the Person County Schools Policy Code: 3230/7330 Copyright Compliance

_____ I have read, understand and agree to adhere to the Person County Policy Code: 4312/3225/7320 Technology Responsible Use

_____ WE DO NOT WISH TO PARTICIPATE in the PCS Laptop Program.

Signatures

By signing this form, the student and the student's parent/guardian certify that they have carefully read, understand, and accept the preceding terms and conditions, policies and procedures which will govern the student's possession of the laptop issued to the student by the Person County Schools. The student and the student's parent/guardian also certify that they will comply with these terms at all times while the laptop is in their possession or under their control.

Parent/Guardian Signature Student Signature Date

Parents Driver License Number and State of Issue

Device Name/Model Asset Tag Number/Serial Number