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Handbook

Table of Contents

DAMAGE OR LOSS OF DISTRICT OWNED IPADS

DISCIPLINE AND MISUSE

APPENDIX A: Use of Technology Resources and Internet Acceptable Use Policy

APPENDIX B: Parent and Student Agreement for the a1 Digital Innovation Initiative

APPENDIX C: School District Protection Plan

APPENDIX D: Parent/Guardian Email/Application Consent Form

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INTRODUCTION:

Anderson School District One provides this guide so that students and their parents/guardians can become familiar with the district's Digital Innovation Initiative. It contains a brief overview of the initiative, frequently asked questions, forms, and other information. During the 2014-2015 school year, the district is launching this new initiative to provide students with the tools they need to be college and career ready in today's workforce. We believe the use of iPads will provide students with the skills they need to support their learning and prepare them for higher education opportunities and for the demands of today's workforce. We understand that this initiative is not about a specific device, but rather, about what the device will enable our students to accompolish.

Students in grades 3-12 will have access to these devices 24 hours a day, seven days a week. This will allow students to have current information available at their finger tips. Students will be able to improve reading fluency, build mathematical skills, and experience content in ways that they have not been able to do so in the past. The use of the iPad will not eliminate textbooks and all paper and pencil activities. However, it will provide teachers the opportunity to include multimedia information in lessons and to personalize learning for each student.

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Dear Parent/Guardian:

As superintendent, I truly believe it is our responsibility to encourage and motivate students to be college and career ready upon graduation and to be lifelong learners. Most importantly, in Anderson School District One we have teachers and support staff that are so capable and competent that they are able to inspire students to achieve this goal. As parents, you are aware that the needs of the future will be much different from those of the past, and this will require us to transform how we teach to ensure that all of our students have constant access to information, become critical thinkers, talented problem solvers, and efficient collaborators and communicators.

Our teachers have been training extensively in how to best incorporate the iPad into the classroom setting to maximize the benefits for all students. They will continue to participate in ongoing professional development throughout the summer and into the next school year. This new use of technology will never take the place of the teacher, but rather, will provide the teacher with another tool to enhance your student's educational experience and to provide opportunities to meet your student's individualized needs.

The district has purchased the devices for student use. Parents will not be paying for students to be able to use the iPad. However, it will be necessary for parents to purchase a mandatory Device Annual Protection Plan. This cost of $29 will cover damage, malfunction, and loss or theft protection for one year. This will ensure that if students were to accidentally break their iPad or have it stolen from them that you, as the parent/guardian, will not be responsible for the cost of replacing the iPad.

Each school will have orientation sessions that parents will need to attend in order to learn the full details about the Digital Innovation Initiative and to fill out all necessary paperwork before students are able to receive their district owned device. Dates and times will be published on your school website and on the district website. Should you have any questions before that time, please feel free to contact your child's school administration or the Anderson District One office.

What an exciting time this will be in Anderson School District One for students and staff. As we undertake this wonderful adventure in learning, I ask for your patience and seek any suggestions that will help us be more successful.
Sincerely,

David C. Havird
Superintendent

RECEIVING/RETURNING DISTRICT OWNED IPADS

Distribution of District Owned iPads

- District owned iPads will be distributed each year after each school's District Owned iPad orientation.

- Parents/guardians must attend the orientation, sign the *Use of Technology Resources and Internet Acceptable Use Policy* (Appendix A), *Parent and Student Agreement for the a1 Digital Innovation Initiative* (Appendix B), the *School District Protection Plan* (Appendix C), and the *Parent/Guardian Email/Application Consent Form* (Appendix D) documents, and pay the fee for the Paid Protection Plan before the school can issue a district owned iPad to a student.

Return of District Owned iPads

- Students transferring out of or leaving Anderson School District One during the school year must return the district owned iPad (including power cords, cases and any other district or school issued accessories) before leaving the school.

- If a student returns his/her district owned iPad damaged, costs for replacement or repairs are the student's responsibility if not covered by the Paid Protection Plan. The district will charge the student the cost of needed repairs, not to exceed the replacement cost of the district owned iPad.

Identification of District Owned iPads

- Each student's district owned iPad will be labeled in the manner specified by the district.

- District owned iPads can be identified by serial number, as well as by an Anderson School District One inventory label.

CARING FOR DISTRICT OWNED IPADS

Taking Care of District Owned iPads
Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the designated school representative for an evaluation of the equipment at the earliest possible opportunity. The District requires parents to purchase the Paid Protection Plan to cover damage, loss and theft. In the event the device is lost or stolen while off campus, the student or parent must report the loss to the school and file a report the School Resource Officer immediately. All losses must be reported within a 48 hour time period. The iPad is the property of Anderson School District One and all users will follow these guidelines that comply with the ASD1 *Use of Technology Resources and Internet Acceptable Use Policy* (Appendix A).

Care of Screen

- Screen damage will occur when pressure is applied to the screen. Users must avoid leaning on the top of the device or placing objects in a book bag or protective case in a way that it applies pressure to the screen.

- Use only a dry soft cloth or anti-static cloth to clean the screen. Do not use cleansers of any type.

- Do not bump the district owned iPad against lockers, walls, car doors, floors, etc., as it will crack and break the screen.

Appropriate Device Use and Care at School
- Devices should only be stored in locked lockers.
- Keep your device in the district issued case at all times.
- Never leave the device unattended for any reason.
- Ensure that the device is resting securely on the desk top.
- Follow all directions given by the teacher. Failure to follow ASD1 policies and teacher instructions could result in disciplinary action.
- Books and/or binders should never be placed on top of the device. If the device is not in use, it should either be placed on top of a desk/table. A device should never be on the floor!
- Extreme care should be taken when in close proximity of food or drink.

Appropriate Device Use and Care at Home
- Students are responsible for keeping their iPad's battery charged for school each day. If lost or damaged, it is the student's/parent's responsibility to replace the charger with an Apple brand charger.
- The power cord/charger should remain at home.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- The device stays in the district issued case, even while charging.
- Use the device in a common room of the home.
- Place the device on a desk or table – never on the floor!
- Protect the device from:
    o Extreme heat or cold.
    o Food and drinks.
    o Small children.
    o Pets.
- Do NOT leave the device unattended in a vehicle.

USING DISTRICT OWNED IPADS

Expectations
· District owned iPads are intended for use at school each day. Students are responsible for bringing their district owned iPad to all classes, unless specifically instructed otherwise by the teacher.

· In addition to a teacher's expectations, students may access school messages, announcements, calendars and schedules using their district owned iPad.

District Owned iPads Left at Home
Students who leave their district owned iPad at home are still responsible for completing their daily course work. Repeated offenses may result in disciplinary action.

District Owned iPads Undergoing Repair
The school may issue a loaner district owned iPad, if one is available, to a student while his/her district owned iPad is being repaired.

Home Internet Access
Students may establish WIFI connections with their district owned iPads outside of school. Students can then use the mobile computing device wherever access is available.

Use of Camera
The district owned iPad comes equipped with both front and rear facing camera and video capabilities. **The use of a camera in restrooms, locker rooms, or on the bus is strictly prohibited.**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents and students over 18 years of age certain rights with respect to students' educational records, including photographs. For this reason, **students must obtain permission to publish or make publicly available a photograph or video of any school-related activity.** Unauthorized recordings are subject to disciplinary action in accordance with the district's *Use of Technology Resources and Internet Acceptable Use Policy* (Appendix A). Anderson School District One retains the rights to any recording and/or publishing of any student's or staff member's work or image.

You can read more about FERPA in the Forms and Notices packet you received at the beginning of school and/or online at www.anderson1.k12.sc.us under the Parents/Community tab.

MANAGING FILES AND SAVING WORK

Saving Student Information
Students will save and back up their work through the district provided AirWatch Content Locker. It is the students' responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions may not be an acceptable excuse for not submitting work.

Network Connectivity
ASD1 makes no guarantee that the network will be available 100% of the time. In the rare case that the school network is down, the District will not be responsible for lost or missing data. A listing of places nearby that provide free Wi-Fi for those who don't have Internet access at home can be found on the district webpage.

APPLICATIONS ON DISTRICT OWNED IPADS

Originally Installed Applications
• Applications originally installed by Anderson School District One on each district owned iPad must remain on the district owned iPad in usable condition and readily accessible at all times.

• Students may not remove these required applications, and school staff will periodically check district owned iPads to ensure that students have not removed them. The school may also add other applications periodically.

• Some licenses for applications require that the application be deleted from the district owned iPad at the completion of a course. If this applies to an application students use, a technology staff member will re-sync the devices for students in that course.

Additional Applications

Students will be permitted to load additional applications on their district owned iPads as long as they do so in accordance with the district's *Use of Technology Resources and Internet Acceptable Use Policy* (Appendix A).

Inspection

School administrators may randomly select students and ask them to provide their district owned iPad for inspection.

Procedure for Reloading Applications

If technical difficulties occur or illegal software is installed, the iPad will be restored to factory default. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

Software Updates

Upgrade versions of licensed software/apps may be available. Students may be required to perform these updates on their own, or be asked to turn their iPad in to district support for maintenance.

DIGITAL CITIZENSHIP

Using Technology Appropriately

- Digital citizenship is a concept that helps students understand how to use technology appropriately in a society filled with technology.

- Anderson School District One expects students to use technology appropriately and responsibly, whether in electronic communication or participation.

- Anderson School District One has electronic precautions in place in order for students to participate safely and securely in this environment and enjoy the rights of a digital world in an educational setting. (See articles on OnlineOnguard.gov http://www.onguardonline.gov/articles/pdf-0001.pdf.)

District Responsibilities

- The school will provide students with access to the Internet during the school day.

- School staff will help students conduct research and ensure student compliance with the district's *Use of Technology Resources and Internet Acceptable Use Policy* (Appendix A).

- Filtering/blocking of inappropriate Internet materials is provided when students access the Internet via the district's access points.

- Anderson School District One reserves the right to investigate any inappropriate use of resources and to review, monitor and restrict information stored on or transmitted via Anderson School District One owned equipment and resources.

Student Responsibilities

Students will abide by the district's *Use of Technology Resources and Internet Acceptable Use Policy* (Appendix A) and:

- contact an administrator about any security issue they encounter.

- monitor all activity on their personal account(s).
- always shut down and secure their district owned iPad after use to protect their work and information.
- report email containing inappropriate/abusive language or questionable subject matter to a teacher or administrator.
- return their district owned iPad to the issuing school on the date they withdraw from school or transfer to another school. (This also applies to seniors who leave school mid-year or who graduate.)

Parent/Guardian Responsibilities
Parents should talk to their children about the values and standards they expect their children to follow as they use the Internet and about their use of all other media information sources such as television, telephone, movies, radio, etc.

Legal Propriety
- Students will comply with trademark and copyright laws and all license agreements (ex. no music should be illegally downloaded). Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the ASD1 Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to ASD1 policy consequences. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.
- All rules and consequences in individual school student handbooks and district policy will also apply to the iPad guidelines

Email Use
Anderson School District One will provide users with an email account for the purpose of school-related communication. Availability and use of email will be restricted.

Email accounts should be used with care. Users should not send personal information, should use appropriate language, and should only communicate with others as allowed by ASD1 policy.

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

DAMAGE OR LOSS OF DISTRICT OWNED IPADS

Terms of the District Owned iPad Agreement
- With the implementation of the Anderson One Digital Innovation initiative, Anderson School District One has set a priority to protect the investment by both the district and the student/parent/guardian.
- Students will comply at all times with Anderson School District One's *Parent and Student Agreement for the a1 Digital Innovation Initiative* (Appendix B) to include the *Use of Technology Resources and*

Internet Acceptable Use Policy (Appendix A), and terms of the required *Paid Protection Plan (Appendix C)*. Failure to comply ends a student's right of possession effective immediately.

· Students/Parents/Guardians are responsible for any and all damage to their district owned iPad that is not covered by the Paid Protection Plan.

Title

· Legal title to the property is with the district and shall at all times remain with the district.

· The right of possession and use is limited to and conditioned on full and complete compliance with the *Parent and Student Agreement for the a1 Digital Innovation Initiative* (Appendix B).

· The student is responsible at all times for the appropriate care and use of the mobile computing device.

Liability

· Anderson School District One reserves the right to demand return of the district owned iPad at any time.

· District owned iPad agreements are good for one year, unless the agreement is terminated earlier.

· Failure to return the district owned iPad to the issuing school before departure from the district may result in criminal charges brought against the student or parents/guardians and/or the person in possession of the district owned iPad.

· In the event a district owned iPad is lost, the student or parents/guardians must report the loss to the school and file a report with the School Resource Officer within 48 hours.

· In the event a district owned iPad is stolen or vandalized on campus, etc., the student or parent/guardian must report the theft or loss to the school and file a police report with the School Resource Officer.

· Students or parents/guardians must file a police report with local law enforcement within 48 hours when incidents of loss, theft, vandalism, etc., occur off campus and provide a copy of the completed police report to the school.

· If an incident occurs out of town or state, students or parent/guardians must file a police report with the law enforcement agency covering that town or state within 48 hours and provide a copy of the completed police report to the school.

Financial Responsibility
The circumstances of each situation involving lost equipment will be investigated. The Anderson District One Paid Protection Plan will be followed to determine if students/parents will be held financially responsible for lost or stolen equipment.

DISCIPLINE AND MISUSE

Anderson School District One views the use of the iPad as central to the delivery of its educational program and expects that all students will use these devices as an essential part of their learning experiences. It is the policy of ASD1 to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege and extraordinary opportunity to explore technological devices come responsibilities for the parent and for the student.

When signing the Student/Parent Responsible Use Agreement, you are acknowledging that you understand and accept the information in this document.

At Home Responsibilities
The parent/guardian must agree to monitor student use of the device at home and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

Parent/Guardian Monitoring Suggestions:
- Investigate and apply parental controls available through your home based internet service provider and/or your wireless router.
- Develop a set of rules/expectations for device use at home. Some websites provide parent/child agreements for you to sign.
- Only allow device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
- Demonstrate a genuine interest in what your student is doing on the device. Ask questions and request that they show you his or her work often.

Device Rules and Guidelines
The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities students accept when using a district-owned iPad. In general, this requires efficient, ethical, and legal utilization of all technological devices. Violations of these rules and guidelines will result in disciplinary action. Please reference the materials specific to each school or contact school directly for details.

Students will receive device-related training at school on proper use and digital citizenship. Below you will find a review of the rules and guidelines.

Electronic Resource Policy and Responsible Use Procedures:
- **All Use of Technology Must:**
    - Support learning
    - Follow local, state, and federal laws
    - Be school appropriate
- **Security Reminders:**
    - Do not share logins or passwords unless asked to do so by a parent/guardian or school personnel
    - Do not develop programs to harass others, hack, bring in viruses, or change others' files
    - Follow Internet Safety guidelines
- **Activities Requiring Teacher Permission During Instructional Time:**
    - Playing content-related games
    - Sending email
    - Using headphones in class, where related
    - Use of camera for pictures or video
- **Activities PROHIBITED on School Property:**
    - Instant-messaging (e.g. Face Time, SnapChat, KIK, Yik Yak, etc.)
    - Playing non-educational games
    - Downloading programs, music, games, and/or videos
    - Using a Hot Spot with a district-owned device

- **Inappropriate Content** – All files must be school appropriate. Inappropriate materials include explicit or implicit references to:
    o Alcohol, tobacco, or drugs
    o Gangs
    o Obscene language or nudity
    o Bullying or harassment
    o Discriminatory or prejudicial behavior
    o Illegal activities

Email for Students
Purpose
All ASD1 students are issued an email account. Email allows students to safely and effectively communicate and collaborate with ASD1 staff and classmates, giving them an authentic purpose for writing. The effective use of email is:
    o A 21st Century communication tool.
    o Used in careers and higher education settings.
    o A way to meet the National Educational Technology Standards (NETS).

Guidelines and Reminders
- Email should be used for educational purposes only.
- Email transmissions may be monitored by the school at any time to ensure appropriate use. This means that any school personnel may check students' email.
- All email and its/their contents are the property of the district.
- Email should only be used by the authorized owner of the account.
- Students need to protect their passwords.

Unacceptable Use Examples
- Non-education related forwards (e.g. jokes, chain letters, images, etc.)
- Harassment, profanity, obscenity, racist terms
- Cyber-bullying, hate mail, discriminatory remarks
- Email for individual profit or gain, advertisement, political activities, or illegal activities

Webcams
Purpose
Each student device is equipped with a webcam. This equipment offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills.

Examples of Use
Webcams are to be used for educational purposes only, under the direction of a teacher. Examples include:
- Recording videos or taking pictures to include in a project
- Recording a student giving a speech and playing it back for rehearsal and improvement.

Important Note
ASD1 retains the rights concerning any recording and/or publishing of any student or staff member's work or image. Students must obtain permission to record, take, or publish a photograph or video of any person. Unauthorized recordings are subject to disciplinary action in accordance with School Board Policy.

Media
- Listening to music on your device is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment.
- Watching movies on your device is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment.

Gaming
- Online gaming is not allowed during school hours unless you have been given permission by a teacher. Any games must be in support of education.

Printing
- Any documents that require printing should be submitted to your teacher.

Wallpaper
- Any images set as the wallpaper must be in line with the Acceptable Use of Technology Resources Policy. Inappropriate media may not be used as wallpaper. Presence of guns, weapons, pornographic material, inappropriate language, alcohol, drugs, or gang-related symbols will result in disciplinary action.

Copyright and Plagiarism
Students are expected to follow all copyright laws. Duplication and/or distribution of materials of educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law

Technology Discipline
Behaviors and Discipline Related to Student Device Use
The following behaviors will be treated as corresponding "traditional" behaviors and appropriate consequences will be assessed by the building administrators.

TECH-RELATED BEHAVIOR	EQUIVALENT "TRADITIONAL" BEHAVIORS
Email, instant-messaging, Internet surfing, games, or any other off-task behavior	Classroom Disruption
Removing Case/Damaging of Defacing Device	Defacing School Property
Cutting/Pasting without citing sources	Plagiarism
Cyber-bullying	Bullying/Harassment
Use of profanity or inappropriate language	Inappropriate Language
Accessing pornographic material or inappropriate files	Bringing pornographic/inappropriate material to school
Accessing files potentially dangerous to network	Vandalism/Technology Policy Violation
Using electronic account authorized for another person without permission	Breaking into another student's locker

The following behaviors could result in the possible loss of device or loss of access to district network.

TECHNOLOGY VIOLATIONS (cont'd)
Examples of potential behaviors unique to digital environment without "traditional" behavior equivalent
Chronic, tech-related behavior violations (see above)
Making use of electronic resources in a manner that serves to disrupt use of network by others
Unauthorized downloading or installing software
Attempts to defeat or bypass the district's Internet filter
Modification to district browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity

School-Based Discipline
The discipline policies at each school encompass the one-to-one environment. Please reference the materials specific to each school or contact school directly for details.

Progressive Discipline Example
Discipline is progressive. Low-level, first-time infractions will have lesser consequences than infractions that are repetitive or more serious in nature.
- Warning
- Classroom Intervention
- Parent Contact
- Loss of Device for Class Period
- Lunch Detention
- Referral to Administrator
- Loss of Device for School Day(s)
- Permanent Loss of Device
- After-School Detention
- In-School Suspension
- Out-of-School Suspension
- Expulsion

Classroom Interventions
For low-level infractions, classroom intervention will be the first level of discipline. This includes, but is not limited to, verbal warnings, seating changes, and teacher contact with home.

Anderson School District One may remove a user's access to the network without notice at any time if the user is engaged in any type of unauthorized activity.

Examples of Unacceptable Use
Unacceptable conduct includes, but is not limited to, the following:
- Using the network for illegal activities, including copyright, license, or contract violation.
- Unauthorized downloading or installation of any software including shareware and freeware.
- Using the network for financial or commercial gain, advertising, political lobbying, or illegal activities.
- Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments.

- Vandalizing and/or tampering with equipment, programs, files, software, network performance or other components of the network; use or possession of hacking software is strictly prohibited.
- Gaining unauthorized access anywhere on the network.
- Revealing the home address or phone number of one's self or another person.
- Invading the privacy of other individuals.
- Using another user's account or password, or allowing another user to access your account or password.
- Coaching, helping, observing or joining any unauthorized activity on the network.
- Posting anonymous messages or unlawful information on the network.
- Participating in cyber-bullying or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous
- Falsifying permission, authorization or identification documents.
- Obtaining copies of, or modifying files, data or passwords belonging to other users on the network.
- Knowingly placing a computer virus on a computer or other electronic device and/or network.
- Attempting to access or accessing sites blocked by the ASD1 filtering system.
- Downloading music, games, images, videos, or other media at school without permission of the teacher.
- Sending or forwarding social or non-school related email.

Policy ▶IJNDB ◀◀Use Of Technology Resources In Instruction/ Acceptable Use Of Network, Internet And E-Mail Services

Issued 5/12

Purpose: To establish the board's vision and the basic structure for the use of technology resources in instruction and the administration of school business.

The Anderson One school district views the use of all technology resources (to include hardware, technological equipment, software, and network/online access) as tools for productivity and for learning. As such, technology operates as an extension of the classroom and library and as an integral part of the curriculum.

The district provides a wealth of technology resources for use by students as part of the educational process and curriculum. Access to the district network, Internet, e-mail, technological equipment, software, and other technological services is a privilege not a right. With this privilege, there is also a responsibility to use these technologies solely for educational purposes and not to access or share inappropriate materials. Towards that end, the district has developed appropriate guidelines governing the use of technology including the implementation of technology protection measures and safety rules as required by the conditions of eligibility for any federal or state technology funding assistance programs.

As part of the implementation of the administration's guidelines, students must be instructed on the appropriate use of technology resources. ~~the network, Internet, e-mail and other technological services~~. Annually, students must sign a form acknowledging that they have read and understand this policy and administrative rule ▶IJNDB ◀-R, that they will comply with the provisions contained in both and that they understand the consequences of violating the policy or administrative rule.

Inappropriate use of the district technology resources ~~network, Internet, e-mail or other technological service~~ by any student will not be tolerated, and violations of these guidelines could subject the user to appropriate disciplinary actions including, but not limited to, denial of further access to the technologies, suspension from school and/or expulsion.

Adopted 1/25/00; Revised 6/07, 5/12

Legal references:

    Federal law:

        47 USC Section 254(h) - Children's Internet Protection Act.

        The Digital Millennium Copyright Act of 1998, Section 512 - Limitations on liability relating to material online.

    S.C. Code of Laws, 1976, as amended:

        Section 10-1-205 - Computers in public libraries; regulation of Internet access.

        Section 16-3-850 - Encountering child pornography while processing film or working on a computer.

        Section 16-15-305 - Disseminating, procuring or promoting obscenity unlawful; definitions; penalties; obscene material designated contraband.

AR ▶IJNDB ◀-R Use Of Technology Resources In Instruction/ Acceptable Use Of Network, Internet And E-Mail Services

Issued 5/12

The Anderson One school district views the use of all technology resources (to include hardware, technological equipment, software, and network/online access) as tools for productivity and for learning. As such, technology operates as an extension of the classroom and library and as an integral part of the curriculum.

Access

Because technology is a vital part of the educational process and the curriculum of the district, students will be provided access to ~~the district network, Internet, e-mail services and other~~ technology resources. By providing this access, the district intends to promote educational excellence in schools by facilitating resource sharing, innovation, communication and learning. Through the technology resources, ~~district network, Internet and e-mail,~~ students and staff will have access to the following.

- locally networked reference and research sources

- global information and news

- discussion groups on a vast range of topics

- local, regional, public, state and national library catalogs

- worldwide web

- electronic mail services

The availability of Internet access provides a unique educational opportunity for staff and students to contribute to the district's presence on the Internet. This medium of communication provides an opportunity to share accurate information with the community, our nation, and the world about the district's curriculum and instruction, school-authorized activities and other related information. The district provides this instructional resource as an educational tool for staff and students.

The failure of a student to adhere to the provisions of policy ▶IJNDB ◀and its accompanying administrative rule will result in the loss of privileges and/or other disciplinary consequences.

With access to computers and people all over the world also comes the availability of material that may not be of educational value in the context of the school setting. The district has taken precautions to restrict access to controversial or inappropriate materials; however, on a global network, it is impossible to control access to all materials and an industrious user may discover controversial information. The district firmly believes that the valuable information and interaction available on the Internet far outweighs the possibility that users may procure material inconsistent with the educational goals of the school system.

The smooth operation of the technology resources ~~network, Internet and e-mail services~~ relies on the proper conduct of the end users who must adhere to strict guidelines. These guidelines are

provided so that staff and students are aware of their responsibilities when using these technologies. In general, this requires efficient, ethical and legal utilization of the network resources.

Because access to the district network and the Internet provides connections to other computer systems located all over the world, students and parents/legal guardians of students who are users of the district's technology must understand that neither the district nor any district employee controls the content of the information available on the systems. Every effort will be made by the district to monitor and restrict ready access to known objectionable sites; however, the district does not condone the use of controversial or offensive materials and cannot be held responsible for such use.

Technology protection measures

In compliance with the Children's Internet Protection Act (CIPA), 47 U.S.C. § 254(h), the district uses technological devices designed to filter and block the use of any of the district's computers with Internet access to retrieve or transmit any visual depictions that are obscene, child pornography or "harmful to minors" as defined in the CIPA. Adult users of a district computer with Internet access may request that the "technology protection measures" be temporarily disabled by the chief building administrator of the site in which the computer is located for bona fide research purposes or other lawful purposes not otherwise inconsistent with this administrative rule. The district will retain a copy of approved documentation demonstrating filtering technology use for two years.

Internet safety policy

For purposes of this administrative rule, this is the district's "internet safety policy." This administrative rule is designed to address access by minors to inappropriate matter on the Internet and worldwide web; the safety and security of minors when using electronic mail, ~~chat rooms~~ blogs, social media, and other forms of direct electronic communications; unauthorized access, including so-called "hacking" and other unlawful activities by minors online; unauthorized disclosure, use and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

Annual responsibilities

Prior to accessing the district technology resources, ~~network, Internet, e-mail services and other technologies,~~ students will receive instruction on the appropriate use of these services. Specifically, the district will provide annual education to students regarding appropriate online behavior, including interacting with other individuals via social networking, e-mail and on social networking sites, such as ~~chat rooms and~~ blogs, as well as cyberbullying awareness and response. All students and their parents/legal guardians must sign a form annually acknowledging that they have read and understand the district policy and administrative rule pertaining to use of technology resources, that they will comply with the policy and guidelines set forth herein, and that they understand the consequences for violating the policy and/or administrative rule. Documentation regarding this annual training will be maintained by the district for two years.

Terms and condition of use

Acceptable use

The purpose of the district's educational network is to support research and education by providing access to unique resources and the opportunity for collaborative work. All use of the district ~~network, Internet, e-mail services and other technologies~~ technology resources must be in support of education and research and consistent with the educational objectives of the district. Use of other networks or computing resources must comply with the guidelines governing those networks. Transmission of any material in violation of any federal or state laws or regulations is prohibited; this includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Access to technological resources ~~computer systems and networks~~ owned or operated by the district imposes certain responsibilities and obligations on users and is subject to district policies and local, state and federal laws.

Acceptable use is always ethical, reflects honesty and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms and the individual's rights to privacy and freedom from intimidation, harassment, bullying and unwarranted annoyance.

Procedures for use

With students, the district will notify parents/legal guardians about the district network, related safety issues and issues governing its Internet through a general letter to all parents/legal guardians. Parental permission is not required for use of the Internet, but parents/legal guardians will be notified they have the right to file a parent/legal guardian denial form available from the school principal if they do not want their child(ren) to have access to unsupervised internet resources. ~~they have the right to file a parent/legal guardian denial form available from the school principal if they do not want their child(ren) to have access to Internet resources.~~

The student's parent/legal guardian must sign a student e-mail account agreement in order for the student to be granted an individual e-mail account. ~~The parent/legal guardian may withdraw approval at any time through a written request directed to the student's teacher or principal.~~

All ~~computer, Internet usage and e-mail~~ technology resource usage by students must be consistent with the board's mission and policies. Students will not disclose, use or disseminate personal information about themselves, other students and/or district staff in an unauthorized manner.

Rules governing use

~~Permitted~~ Uses of ~~Internet and e-mail~~ technology resources

Students will utilize the system and technology resources for educational and professional or career development activities only.

Students may download text and other non-executable files attached to e-mail messages or from the Internet for school-related business only. Large files should be downloaded during off-peak hours whenever possible.

Students will check their e-mail frequently, delete unwanted messages promptly and stay within their e-mail quota. Be aware that the system administrator may delete e-mail at any time.

Students will subscribe only to high quality discussion group mail lists that are relevant to their educational or professional/career development.

Students must ask for assistance if they do not know how to operate any computing device.

Students must follow appropriate procedures, including proper startup, shutdown, and sign-in procedures. Resources and peripheral devices (e.g. keyboards, disk drives, power cables) must be used with care. Keep food, drinks, gum and magnets away from all equipment.

Students must use only their assigned computing device or peripherals and are prohibited from using equipment assigned to other students unless they have the permission of the teacher or computer technician. Students must ask for permission before printing.

Students damaging, marring, or defacing technology equipment in any manner is prohibited. Technology equipment refers to the computing devices, printers, monitors, CPUs, keyboards, mice, digital cameras, digital media players, digital white boards and any associated equipment. Technology equipment also includes network cabling system such as cables, connections, switches or power chargers.

Students deleting, altering or modifying software residing on school equipment is strictly prohibited. This includes modifying system setups such as Windows desktop controls, menu settings, network security settings or deleting any district-provided applications.

Students modifying or altering the iOS of any Apple devices, also referred to as jailbreaking, will be considered a major violation of this acceptable use policy.

General prohibitions

Students may not use the district system for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use. The district will not be responsible for any obligations resulting from any unauthorized use of the system.

Students may not access the district networks with unapproved devices.

Students may not use the system for political activities.

Students will not post chain letters or engage in spamming. Spamming is sending an unnecessary message to a large number of people.

Students will not use their e-mail accounts for personal use, with the exception of contacting a family member for emergency, work-related or school-related purposes.

Students will not attempt to obtain access to sites, areas or materials that are not authorized, whether or not such attempts are unlawful and whether or not such attempts may be deemed "hacking."

Personal safety

Students will not post or e-mail personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication. Personal contact information includes home address, home/cellular telephone number, school address and telephone number, etc.

Students will not agree to meet with someone they have met online without their parent/legal

guardian's approval.

Students will promptly disclose to an administrator, teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

Illegal activities

Students will not attempt to gain unauthorized access to the e-mail system, the district web pages, or any other computer systems through district e-mail and/or Internet and/or network access. Users will not attempt to perform functions that exceed their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal.

Students will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.

Students will not use the district system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of another person, or any other activity that violates existing district policies or procedures. Reference to such activities will not even be made in a joking manner or as a prank.

The district will notify law enforcement should illegal activities take place.

System security

Students will not share their account information (user ID and/or password) or attempt to log in to another user's account. Any sharing of user ID or password will result in immediate restriction or removal of account privileges. The only potential exception is the sharing of information with TSS staff if requested for troubleshooting purposes. Students are responsible for the security of the equipment and its contents.

Students will immediately notify the TSS staff if they have identified a possible security problem. Students should notify a teacher and/or principal. Do not actively seek security problems but immediately report any potential issues that are found.

Students will not download or install any unauthorized software and/or applications or install any unauthorized hardware.

Students will not run any executable files attached to an e-mail message.

Students will not knowingly use portable data storage devices which contain viruses or in any other way knowingly spread computer viruses.

Use of appropriate language

Restrictions against inappropriate language apply to public messages, private messages and material posted on web pages.

Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or gang-related language or symbols.

Students will not post or e-mail information which could cause damage or a danger of disruption.

Students will not post, e-mail or engage in personal attacks, including prejudicial or discriminatory remarks.

Students will not harass another person. Harassment, which includes cyberbullying, is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending message, he/she must stop immediately.

Students will not use any language in an e-mail that threatens another person, whether it is the recipient of the message or a third party.

Students will not knowingly or recklessly post false or defamatory information about a person or organization.

Access to inappropriate material

Students will not use the district system to access or send material that is profane, lewd, vulgar, indecent, libelous or obscene, e.g., pornography, that advocates illegal acts, or that advocates violence or discrimination towards other people, e.g., hate literature.

Students who mistakenly access inappropriate information or images should immediately report this to the attending teacher. The principal or his/her designee should be notified if it is deemed warranted. This will protect users against an allegation that they have intentionally violated the use of technology resources in instruction policy and administrative rule.

Students are expected to follow parental guidance in conjunction with appropriate digital citizenship regarding limitation of access to additional types of inappropriate materials.

Respect for privacy

Students will not repost or e-mail a message that was sent to them privately without permission from the person who originally sent the message.

Students will not post or e-mail private information about another person.

Penalties for improper use

Students who violate the terms of this policy and/or administrative rule or who otherwise misuse their access to e-mail or the Internet technology resources also will be subject to disciplinary action in accordance with the student behavior code. Internet, e-mail and other technologies Technology resources access privileges also may be cancelled. Violations of the laws of the United States or of the state of South Carolina also may subject student users to criminal prosecution. If a student user incurs unauthorized costs, the student and his/her parents/legal guardians will be responsible for all such costs.

Warranty

The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages suffered by any user. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries or service interruptions caused by the system's negligence, user errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Security

Security on any computer system is a high priority, especially when the system involves many users. If a student believes he/she has identified a security problem on the network, he/she must notify the administrator for the school or the TSS. The student will not demonstrate the problem to other users. Attempts to log on to any network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be subject to severe restrictions, cancellation of privileges or other disciplinary and/or legal action.

User privacy

E-mail messages sent or received via a district-issued e-mail account and all other electronic files created using district resources or stored with district resources are property of the district.

The district reserves the right to examine, restrict or remove any material that is on or passes through its network or technological resources, just as it does any other work or material generated or brought to school by students. Access to electronic information related to any staff member or student will be governed by the same policies that would apply to that information if it were not in electronic form.

District policies

All documents on the district's server(s) must conform to district policies, rules and guidelines, as well as established school guidelines. Copies of policies are available on the Internet at the district's webpage. Persons developing or maintaining web documents are responsible for complying with these and other policies. Some of the relevant issues and related district policies include the following.

• Electronic transmission of materials is a form of copying. As specified in district policy, no unlawful copies of copyrighted materials may be knowingly produced or transmitted via the district's equipment, including its web server(s).

• Documents created for the web and linked to district web pages must meet the criteria for use as an instructional resource.

• Any links to district web pages that are not specifically curriculum-related must meet the criteria established in the use of technology resources in instruction policy and administrative rule. Any other non-curricular materials should be limited to information about other youth activities, agencies or organizations which are known to be non-sectarian, exclusively devoted to community interests or child welfare, non-profit and non-discriminatory. Web page links may not include entities whose primary purpose is commercial or political advertising.

• All communications via district web pages will comply with the use of technology resources in instruction policy and administrative rule and the student behavior code. Offensive behavior that is expressly prohibited by this policy includes religious, racial and sexual harassment and/or violence.

• Any student information communicated via district web pages must comply with all other district policies.

Other

Material on a web page reflects an individual's thoughts, interests and activities. Such web pages do not, in any way, represent individual schools or the district and they are not endorsed or

sanctioned by any individual school or the district. Concern about the content of any page(s) created by staff or students should be directed to the principal of that school or to that school's media specialist.
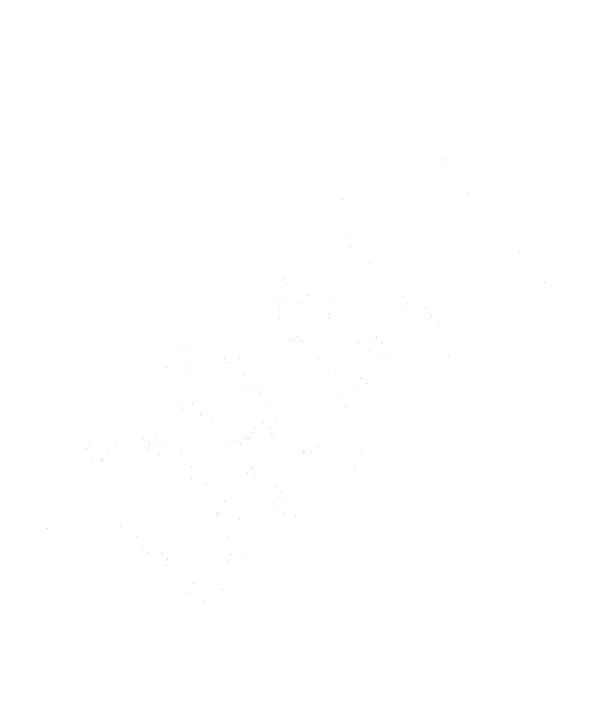
Given the rapid change in technology, some of the technical standards outlined in this administrative rule may require change throughout the year. Such changes will be made with approval of the superintendent. This administrative rule may be updated on an annual basis or more frequently as required or deemed necessary.

Issued 1/25/00; Revised 6/07, 5/12, ?

TECHNOLOGY RESOURCES AND INTERNET ACCEPTABLE USE POLICY
STUDENT/PARENT CERTIFICATION FORM

As the parent/legal guardian of this student, I have read and understand the district's technology resources and Internet acceptable use policy and administrative rule. I understand that district technology resources and access is designed solely for educational purposes. I further understand that if my child violates these conditions and rules, his/her technology access privileges may be revoked for up to one year and disciplinary consequences, up to and including a recommendation of expulsion, may be taken.

_____   _____
Parent/Legal guardian   Date

I have read and understand the district's technology resources and Internet acceptable use policy and administrative rule and agree to abide by the conditions and rules contained in them. I further understand that violations of these conditions and rules are unethical and may constitute a criminal offense. Should I commit any violation, my technology access privileges may be revoked for up to one year, disciplinary action may be taken and appropriate legal action also may be instituted.

_____   _____
Student   Date

Parent and Student Agreement for the a1 Digital Innovation Initiative
(This form must be returned to the school, completed and signed by a parent/guardian, BEFORE the student will receive an iPad.)

Student Pledge for Use of District-Owned iPads

1. I understand that this iPad is the property of Anderson School District One and is on loan to me as long as I am an Anderson One student in good standing.
2. I understand that the district issued iPad is subject to inspection at any time without notice.
3. I will not remove the iPad from the district issued protective case.
4. I will follow district policies outlined in the a1 Digital Innovation Guide and the district's Acceptable Use Policy both on and off campus.
5. I will take proper care of the iPad.
6. I will not lend the iPad, charger, and cords to others.
7. I will be accountable for the iPad at all times.
8. I will charge the battery of the iPad daily.
9. I will not leave the iPad in an unsecured location.
10. I will use extreme caution with the iPad around food and beverages.
11. I will not attempt repairs or take the iPad to an outside source for repairs.
12. I will not remove district-required applications nor modify or alter the iOS of any iPad, also referred to as jailbreaking.
13. I will not stack objects on top of the iPad.
14. I will not leave the iPad outside or use it near water.
15. I will save data in a safe and accessible location. Anderson School District One will provide the AirWatch content locker for data storage and backup. Students will be responsible for saving data in the provided content locker. (Anderson School District One will, at times, re-sync iPads.)
16. Students are ultimately responsible for saving all their personal files.
17. I will not deface the serial number, manufacturer labels or district labels on any iPad.
18. I will file a police report with the School Resource Officer in case of theft, vandalism or other violation.
19. I will be responsible for all damage or loss caused by neglect or abuse that is not covered by the school district protection plan.
20. I agree to return the iPad, case and power cords in good working order.
21. I agree to return the iPad, case, and power cords when I transfer or leave the district for any reason.
22. I will not take or utilize photos, videos, and/or audio recordings of myself or any other person without permission, nor will I use the above in an inappropriate manner.

By signing this document, I agree to the stipulations set forth in the above documents including the *a1 Digital Innovation Guide, the Acceptable Use Policy, and the Parent/Guardian Email Application Form.*

Student Name (Please Print): _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

SCHOOL DISTRICT PROTECTION PLAN

The School District Protection Plan is required to cover iPad repairs or replacement in the event of theft, accidental damage, or maintenance. The cost of the protection plan is $29 per school year per iPad. **This nonrefundable paid protection plan is required before students will be issued a district owned iPad.** If you are unable to pay for this protection plan in full, you may work out a payment plan with the school front office.

Repair	Cost without REQUIRED Paid Protection Plan		Cost to parent with REQUIRED Paid Protection Plan					
	iPad Air	iPad Mini	iPad Air			iPad Mini		
Cracked Touch Screen Only	$199	$159	$0			$0		
Cracked Touch Screen Plus LCD Screen	$299	$229	$0			$0		
Power Button Repair	$149	$84.99	$0			$0		
Charging Port Repair	$149	$84.99	$0			$0		
Replacement of iPad due to unintentional damage	$528.94	$348.74	1st occurrence - $0	*2nd occurrence - $50 deductible	*3rd occurrence - $100 deductible	1st occurrence -$0	*2nd occurrence - $50 deductible	*3rd occurrence - $100 deductible
Replacement of iPad due to theft	$528.94	$348.74	1st occurrence - $0	*2nd occurrence - $50 deductible	*3rd occurrence - $100 deductible	1st occurrence -$0	*2nd occurrence - $50 deductible	*3rd occurrence - $100 deductible

The Protection Plan Coverage

Parts and repair service for any system related issues or failures resulting from normal use will be covered under the protection plan.

All repairs must be made by an Anderson School District One representative. The device should never be taken to an outside source for repairs.

The plan also covers per school year:
- accidentally broken screens
- device replacement in the event of either
    - an accident resulting in the total loss or destruction of a device
    - the theft of a device.

Should there be a need for additional device replacements due to theft or accidental damage, there will be a deductible of $50 for the second replacement and a deductible of $100 for the third and any future replacements.

Stolen mobile devices must be reported to the school officials and the school SRO within 48 hours. A police report must be filed with the SRO.

What Is Not Covered in the Paid Protection Plan

Power adaptor or cord, the iPad case, or any other school owned accessories are not included with the Paid Protection Plan coverage. These items require a full replacement cost by the student/parent with the exact same item.

Intentional Damage

Intentional damage to an iPad will not be covered by the Paid Protection Plan and the student/parents will be responsible for all damage to the iPad including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new iPad, the student/parent will pay full replacement value for a new comparable iPad.

I have read and agree to the terms listed above.

_____   _____
(Parent Signature)   (Date)

_____   _____
(Student Name - Printed)   (School)

Parent/Guardian Email/Application Consent Form

In our effort to inspire lifelong learners, promote academic skill, and engage students using 21st century technology skills, Anderson School District One supports a 1:1 student/computing device program. To help ensure students develop the skills and knowledge necessary to responsibly navigate this emerging modern word, Anderson School District One is offering access to selected websites, educational social networking sites, and online applications that offer safe, curricular-based environments through the A1 Digital Innovation program.

Many of these tools and applications are available through websites, online applications, and other services provided by Anderson School District One. In order for students to take full advantage of the online resources available, students may need to create one or more online accounts. Because your child's safety and security are our number one priority, all websites and tools recommended by Anderson School District One have been thoroughly researched by experienced educators and are commonly used in education today.

Due to recent changes in the Children's Online Privacy and Protection Act (COPPA) any student under the age of 13 must have written parent consent in order to benefit from these digital learning communities.

Please read and initial below:

_____ I understand my child has an email account provided by the district that will be used when setting up accounts for instructional use. Students will only be able to send or receive emails to others within the district.

_____ I understand my child will be signed up for an individual account on district approved sites for instructional use.

_____ I understand that my child will have access to such programs (but not limited to) as a Voicethread, Blogs, Podcasts, Glogster, Edmodo, Evernote, and iTunes.

_____ I understand that my child will create an individual iTunes account using his/her school email account, for the use of downloading instructional applications through the district mobile device management system (AirWatch).

I give consent for my child, listed below, to use online resources, create online educational accounts, and access web-based instructional applications.

Student Name (print): _____

Parent/Guardian Name (print):_____

Parent/Guardian Signature: _____ Date:_____