



# Calhoun County Schools Digital Device Policy

Established 2022

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## Section I: Device Distribution & Return

### Introduction

All students in grades K-12 will complete a Calhoun County Schools Digital Device Training Program. Devices for students in grades K-4 will remain in their classrooms daily and students in grades 5-12 will be eligible to take their devices home. In the event of a K-4 classroom or school closure the 5-12 usage fees/guidelines will be assessed.

### Device Distribution

Devices will be issued to students at the beginning of each school year by a member of the CCBOE Technology Department or local school Technology Coordinator. Parent(s)/Guardian(s) and students must participate in the CCBOE Virtual Training/Orientation and digitally sign the Digital Device Agreement before a device will be issued to a student. Once completed, students will receive the following items:

- Dell Chromebook
- Dell Chromebook charger
- Messenger Bag/Carrying Case
- Any other applicable accessories

All devices have been issued a number and will be assigned and inventoried via the Booktracks asset management system.

### Returning Your Device

Devices will be returned at the end of each school year to a member of the CCBOE Technology Department or local school Technology Coordinator. The date, time, and location for these procedures will be determined by the local school principal. **Devices must be surrendered immediately if a student:**

- Withdraws
- Is expelled
- Is assigned to the Calhoun County Schools Alternative School Program

### **Failure to Return Your Device**

If a student fails to return the device and all of the issued accessories (charger, messenger bag, etc.) he/she and his/her guardian will be responsible for the replacement cost of each item and may be subject to criminal prosecution or civil liability. **Failure to return the device or any accessories will result in a report of theft being filed with the appropriate authorities.**

## **Section II: Device Care**

### **General Information**

All devices and accessories are the property of Calhoun County Schools that are provided on loan for students to enhance their learning opportunities. Use of the device is a privilege and not a right. Students are responsible for the general care of the device they have been issued by their local school. Devices that are broken or fail to work properly should be immediately reported to the local school Technology Coordinator or designee for an evaluation of the equipment. Devices should only be evaluated and/or repaired as deemed necessary by a member of the Calhoun County Schools Technology Department. Students/Parent(s)/Guardian(s) should not attempt to make any repairs to the device.

### **Care of the Device**

- Use a clean, soft, anti-static cloth to clean the screen; do not use cleansers or liquids of any type to clean the Chromebook.
- Devices must remain free of any writing, artwork, stickers, or labels that are not the property of Calhoun County Schools. Protective “shells” may be purchased by the student to personalize the device but they must not remove any Calhoun County Schools labels nor contain any adhesive backing that will adhere to and potentially damage the device.
- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything on the Chromebook that could put pressure on the screen.
- Do not bump the Chromebook against lockers, walls, car doors, floors, etc.
- Insert cords and cables appropriately; do not force any cords when plugging into the Chromebook or electrical outlets.

- Do not eat or drink over your Chromebook. Keep liquids out of your backpack or bag when your Chromebook is in it.
- Do not disassemble or attempt to repair the device, or take the device to a third-party for repair.
- Store Chromebook in a secure location. For instance, electronic devices should never be left in an unlocked locker, car, or any unsupervised area. Unsupervised areas include the school grounds, including but not limited to the gyms, locker rooms, library media centers, unlocked classrooms, hallways and school busses. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to an area designated by the local school principal. Repeat occurrences of leaving the device in unsupervised areas may result in disciplinary action and/or the use of the device being revoked periodically or permanently.

### **Carrying/Transporting Devices**

To assist students in protecting the devices while being transported from location to location, Calhoun County Schools will provide a carrying case/messenger bag for each device. The carrying case/messenger bag is designed to protect the device from normal treatment and is suitable for carrying the device within the school. Devices should remain in the protective carrying case whenever it is not in use. While the carrying case/messenger bags may be large to hold additional items such as folders or workbooks it is not recommended that students place those items in the bag. The additional weight may place too much pressure on the device screen or become heavy enough to strain or break the strap/handle of the bag.

## **Section III: Software, Access & Privacy**

### **Software**

The software/applications installed by Calhoun County Schools must remain on the devices and be easily accessible at all times. Calhoun County Schools reserves the right to add or remove software as necessary. **Students should not install any software or applications unless directed to do so by Calhoun County Schools personnel.**

### **Access & Privacy**

All users will be provided with network storage space and should use only those accounts, files, software, and technology resources that are assigned to him/her. Network storage areas will be

treated like school lockers. Network administrators will review files and communications to maintain system integrity and ensure that users are using the system responsibly. **Users of school technology resources have no personal right of privacy or confidentiality with respect to the use of such resources and should not expect files, information, or communication stored on school resources to be private.** (*Calhoun County Schools Student Code of Conduct, 2020*)

#### **Unauthorized Access**

Individuals shall not attempt to log in to the network by using another user's account and/or password, or allow someone to use his/her password to access the network, email, or the Internet. Individuals must not attempt to modify technology resources, utilities, and configurations, or change the restrictions associated with his/her accounts, or attempt to breach any technology resources security system, either with or without malicious intent. Individuals must not attempt to disrupt any computer services or data by spreading viruses, spamming, hacking, or any other means. (*Calhoun County Schools Student Code of Conduct, 2020*)

## **Section IV: Acceptable Use**

*(See also, Student Acceptable Use Policy section of the Calhoun County Schools Student Code of Conduct)*

#### **Objective**

Calhoun County Schools recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21<sup>st</sup> century technology and communication skills. To that end, we provide access to technologies for student and staff use. It is the responsibility of the student to follow the rules for appropriate use. Inappropriate system use may result in the loss of privilege of using these educational and administrative tools.

Students and their parents/guardians are responsible for any and all damage to devices through negligence, misuse, and intentional abuse. Devices that are stolen must be reported immediately to local school administrators who will then contact the appropriate authorities. Theft is a crime and will be dealt with using the strictest of penalties.

### **District Precautions**

The internet is a network of many types of communication and information systems. It is possible that students may encounter some material that they find objectionable or controversial. Calhoun County Schools utilizes filtering technologies to restrict access to such materials; however, in some cases access to objectionable content cannot be prevented. Access to inappropriate types of content is often the result of willful circumvention of CCBOE filtering technology by the student or sites that contain this material have misrepresented themselves as something that is typical to work or school that filtering technology would detect as inappropriate. It is the responsibility of **THE STUDENT** to follow the rules of appropriate use and report inappropriate websites encountered either intentionally or accidentally to school personnel. Violations of the Calhoun County Schools Acceptable Use Policy will result in appropriate disciplinary action as outlined in the Student Code of Conduct, and when necessary, law enforcement agencies will be contacted.

### **District Responsibilities**

- Provide Internet and email access to its students (at school).
- Provide filtering of inappropriate materials as able
- Provide network data storage solutions. It is the **STUDENT'S** responsibility to choose the storage method most appropriate for their needs. Calhoun County Schools reserves the right to review, monitor, and restrict information stored on or transmitted via Calhoun County Schools equipment and to investigate inappropriate use of resources. The district provides Google Apps for Education accounts for all students, including cloud storage services.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy
- Provide technical assistance and device repair services

### **Parent/Guardian Responsibilities**

- Talk to your children about values and the standards expected of your child during Internet use just as you do regarding other media information sources such as television, telephones, movies, and radio.
- Monitor student use of the digital device while it is connected to the Internet provided through their personal home network or any network which is not associated with Calhoun County Schools
- Ensure the device is used only by your child and for educational purposes only. Prohibit use of the device by other family members, friends, or guests.

### **Student Responsibilities**

- Participate in all class activities and assignments as directed by teachers and staff both responsibly and ethically.
- Obey general school rules concerning behavior and communication that apply to digital device use.
- Use all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to: the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the students own negligence, errors or omissions.
- Assist Calhoun County Schools in protecting our digital devices by contacting an administrator regarding any security problems you encounter.
- Monitor all activity on your account(s).
- Always turn off and secure your device after you are finished working to protect your work and information.
- Print a copy or make a screen capture and deliver to the local school Principal or Assistant Principal any message, email, or correspondence you receive that violates school policies or is threatening, demeaning.
- Return your device to the designated district personnel location at the end of each school year.

### **Prohibited Student Activities**

- Any action that violates Calhoun County Schools Board policy, the Acceptable Use Policy, this User Agreement, the Student Code of Conduct, or federal/state law
- Possession, sending, accessing, uploading, downloading, producing or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Cheating, including the use of chat rooms, sites selling term papers, book reports, and other forms of student work
- Download, installation, use, or transmission of: copyrighted materials, Internet/computer games, personal media (music, video, photos, etc.), or unauthorized apps or extensions. Legal consequences may apply.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of device settings (exceptions include personal settings such as font size, brightness, wallpaper, etc.)

- Downloading unauthorized apps. There should be NO downloads from App Stores or websites without permission.
- Gaining access to other student's accounts, files, and/or data.
- Use of the device and/or the Internet for spamming, financial or commercial gain, or for any illegal activity
- Use of anonymous and/or false communications using messaging apps, sites, or services
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for messaging services, Ebay, email, etc.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients. Cyber-bullying in any form will not be tolerated and will be dealt with appropriately but with the maximum penalty. •Identity theft or impersonation of any student or employee or using CCBOE digital devices for these purposes
- Filming or photographing any student or Calhoun County Schools employee without permission to do so from the student or employee AND publishing or posting video or photographs of any student or Calhoun County Schools employee to any website, photography database, social media site, etc. without permission to do so from the student or employee
- Bypassing the CalhounCounty Schools Internet filter through a web proxy.

### **Student Discipline**

If a student violates any part of the policy contained within this document, the school system's acceptable use policy, and/or the Calhoun County Schools Student Code of Conduct , he/she will be subject to appropriate disciplinary action.

## Section V: Usage Fees & Replacement Costs

### Usage Fees

Grade Level	Usage Fee
Elementary (K-4)	\$0
Secondary (5-12)	\$40
<i>Parents/Guardians of 3 or more device eligible students will pay a maximum of \$120.00 for student usage fees.</i>	

### Replacement Costs

Device	Replacement Cost
iPad (K-4)	\$399
Dell Chromebook	\$235
Dell Chromebook Charger/Power Adapter	\$55
Messenger Bag for Chromebook	\$20
Cracked or Damaged Screen	Varies based on damage (\$40-\$100)

## Parent & Student Digital Device Agreement

### **Student Agreement**

I have read, understand and agree to abide by the terms of the Calhoun County Schools Digital Device and Acceptable Use policies. Should I commit any violation or in any way misuse my access to the CCBOE computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me. I understand that any violation of the terms and conditions set forth in the Digital Device Policy is inappropriate and may constitute a criminal offense. As a user of the Board's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines. I have read and understand the responsibilities of use of the school-owned equipment

**Printed Name of Student:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Parent Agreement**

I have read and understand the responsibilities of my child's use of the school-owned equipment and my responsibilities as the parent/guardian. I understand and agree to accept full financial responsibility for any damages to the assigned digital device, including replacement costs. My signature below indicates that I hereby agree to the policies and procedures outlined in the Calhoun County Schools Digital Device Policy.

**Printed Name of Parent/Guardian:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **For Office Use Only**

Digital Device Usage Fee Paid Date: \_\_\_\_\_ Initials of Receiving Official: \_\_\_\_\_

Date Mandatory Training Completed by Parent and Student: \_\_\_\_\_

School: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Device Number: \_\_\_\_\_ Date Device Issued: \_\_\_\_\_

#### Condition of Device & Accessories:

Chromebook:	<input type="checkbox"/> New	<input type="checkbox"/> Good	<input type="checkbox"/> Used	Notes: _____
Charger:	<input type="checkbox"/> New	<input type="checkbox"/> Good	<input type="checkbox"/> Used	Notes: _____
Bag:	<input type="checkbox"/> New	<input type="checkbox"/> Good	<input type="checkbox"/> Used	Notes: _____