



## **Student/Parent Device Policy**

**2022-2023**

### **Computer Specifications**

The devices being used for the SPARK Student Learning Initiative will be the Lenovo 100e and 300e (2<sup>nd</sup> and 3<sup>rd</sup> generation) Chromebooks.

### **Terms of the Computer Agreement**

#### **Terms**

You will comply at all times with the Lee County School District's *Student/Parent Device Agreement*. Any failure to comply could potentially end your right of possession of the device effective immediately.

#### **Title**

Legal title to the property is with the district and shall at all times remain in the district. Your right of possession and use is limited to and conditioned upon your full and complete compliance with the *Student/Parent Device Agreement*. The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate care and use, both on and off campus.

#### **Liability**

The permission granted to the student ceases on the last calendar day for the current school year (unless terminated earlier by LCS). Failure to return the said device on or before this date to the campus principal or his/her designee may result in criminal charges being sought against the student and/or the person who has the device. Lee County Schools reserves the right at any time to demand return of the device forthwith.

In case of theft, vandalism, and other criminal acts, by someone other than the student the device is issued to, the student must report this incident to the Principal or designated school administrator within 24 hours of discovery. Incidents happening off campus must be reported to the police by the parent and a copy of the report be brought to the school.

#### **Insurance**

All repairs must be completed by the Lee County School Technology Department or the insurance provider.

In the event that a device is lost, a police report may be required to be made with Lee County Sheriff's Department. A replacement device may not be provided until the police report is submitted to the school system.

## **Use of Computers and Devices on the Network**

Lee County Schools recognizes the importance of a student being able to utilize technology in their education. To assist in this effort the district is providing the following:

### **Cloud Storage**

Student logins will provide access to Google cloud storage, which can be accessed from anywhere on any device. Students can save important items on this cloud drive, which is governed by our G-Suite for Education privacy agreement between Google and the Lee County Board of Education.

### **Devices**

The district will provide a device for students to use while enrolled in Lee County Schools. No devices from home will be given full access to the network. Effort will be made to keep a number of spare Chromebook devices on campus in order to ensure access to a device in the event the original device assigned to the student requires servicing for any reason.

### **Internet Resources**

Online assignments may be posted through the Lee County Online Learning Management System.

### **Content Filtering**

All Lee County Schools devices have content filtering rules assigned to every student that will limit user's access to obscene and inappropriate online content on campus. While these filters are designed to block most inappropriate sites, Lee County Schools cannot guarantee 100% effectiveness as hundreds of thousands of new websites are created daily.

## **General Device Rules**

### **Backgrounds**

- Inappropriate media may not be used as a background.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.

### **Stickers/Marking UP**

Students are not allowed to mark up or write on their devices in any way. Students are not allowed to place stickers on their devices unless they use specific approved stickers made available by the school. If the school does provide stickers, they are to only be placed on the case, not directly on the device itself.

### **Sound**

- Sound will be muted while in the classroom unless permission is obtained from the teacher for instructional purposes.
- No headphones should be used except for instructional purposes and as directed by the classroom teacher.

### **Deleting Files**

Any folders or files that were not created or not recognized should not be deleted by students. Deletion or tampering of certain files may result in a device failure and will interfere with your ability to complete class work and may affect your grades.

### **Music, Games, Programs, Apps, or Extensions**

- Music and games may not be downloaded. This may be a violation of copyright laws.
- All software loaded on the system must be district approved.

### **No Loaning or Borrowing Devices**

- Do not loan your device to others.
- Do not share passwords or usernames.

### **Unauthorized Access**

Access to another person's account or computer without his/her consent or knowledge is considered hacking and is in violation of Section 13A-8-103 [Alabama Computer Crime Act]

### **Device Protection**

Some devices will come with a protective light weight case that must remain on at all times. Additionally, the device, along with power cord, should be transported to and from school in a protective backpack/bag for safe keeping

## **Acceptable Use of Technology Resources**

These guidelines are provided so that students and parents are aware of the responsibilities students accept when they use district owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, cloud storage, digitized information, communications technologies and Internet access. In general, this requires efficient, ethical and legal utilization of all technology resources.

### **1. Expectations:**

- a. Students are expected to use computers, other technology hardware, software and computer networks including the Internet as defined by the *Student/Parent Device Agreement*.
- b. All users are expected to follow existing copyright laws. Copyright guidelines are posted and/or available in the media center of each campus as well as posted on the district website.
- c. Although the district has an Internet safety plan in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- d. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

### **2. Acceptable Use Guidelines – Lee County Schools**

#### **District Network Services**

#### **INTERNET / TECHNOLOGY USE**

The internet is available for use by Lee County students. Since certain information on the internet is inappropriate for public school use, all teachers and school staff reserve the right to decide what is appropriate or inappropriate for students using this resource. Students who abuse the use of the internet will be disciplined or may lose the right to use the internet. A Student/Parent Device Agreement must be signed by teachers and students before being allowed access to the Internet.

It is the intent of the Lee County Board of Education to provide its students, teachers, administrators, and support personnel with the technology, software, supportive resources, and professional development that will help prepare them for our ever-changing technological society now and into the 21<sup>st</sup> Century.

The Lee County School System is acutely aware that in providing these technology resources for our students and employees, it is incumbent that all users accept responsibility for proper use of these resources. It is the position of the Lee County School System that every individual using these resources will comply with all system policies and procedures as well as local, state, and federal laws and/or guidelines governing the usage of technology and its components. Furthermore, each individual will also use the system's technology resources in an efficient manner so as to do no harm to individuals, institutions, or companies.

To ensure that all users are aware of guidelines and laws regarding the use of technology resources in Lee County Schools, legal and ethical practices of software and hardware usage will be taught to all students and employees in the system. Additionally, a copy of these guidelines will be distributed to every user and will be prominently displayed in every area where these resources are being used.

### **Guidelines**

1. All abusers will be held accountable for their actions. Exemplary behavior is expected from all users at all times.
2. Users are not to harm the computers or network in any way.
3. Students and employees of Lee County Schools are not to attempt to modify technology resources, utilities and/or configurations, change the restrictions associated with their accounts, or attempt to breach any technology resource security system, either with or without malicious intent.
4. The computer or internet should not be used to view, send, or display obscene, lewd, profane, vulgar, disrespectful, rude, threatening, or inflammatory language, messages, or pictures.
5. The posting of electronic chain letters or other useless information is a violation of system policy.
6. Copyright laws allow the installation of a single copy of any given software program on one computer at a time.
7. Illegal copies of software may not be created or used on school equipment.
8. No one is to share his/her computer password with another person.
9. No one is to use the computer or Internet to reveal personal addresses or telephone numbers.
10. Accessing any work, folders, or files which are not assigned to the person under his/her computer password is forbidden.
11. Individuals are not authorized to make copies of any software or data without the written consent of the System Technology Director. Any

questions about copyright provisions should be directed to the System Technology Director.

12. Users are expected to report any policy violations or problems with the security of any technology resources to the principal or the Lee County Schools Technology Director.

All Lee County Schools technology resources, regardless of purchase date or location are subject to these guidelines. Any questions about these guidelines, their interpretation, or specific circumstances will be directed to the System Technology Director before processing. Violators of this policy will be handled in a manner consistent with comparable situations requiring disciplinary action, including but not limited to: (1) loss of access; (2) additional disciplinary action to be determined in line with existing practice regarding inappropriate language or behavior; an (3) legal action, when applicable.

### **Internet**

The internet provides unlimited resources from a global network of computers which enhances the educational environment. Through internet exploration, students can access information and resources from thousands of libraries, museums, databases, and educational sites. While there is a vast amount of valuable information available through internet access, some sites may contain material which is not consistent with the educational objectives of the school. The intent of the Lee County Schools is to provide free and equal access to resources available via the internet with the understanding that faculty, staff, and students will access and use information that is appropriate for instructional and educational purposes. Internet access is a privilege, not a right. All internet users are expected to act in a considerate and responsible manner. As in all educational materials used in Lee County Schools, this resource used in the classroom will be screened. Therefore, only students who sign the student handbook agree to conduct themselves in a considerate and responsible manner will be allowed independent access, unless explicitly requested in writing by the student's guardian to be restricted from any and all internet access.

All school rules and guidelines for appropriate technology usage will apply to usage of the internet. Because communications on the internet are often public in nature, all users should be careful to maintain appropriate and responsible communications. To maintain system integrity and to ensure that the system is being used responsibly, the System Technology Director and other authorized personnel reserve the right to review files and network communications.

The school has no duty to regulate or review off-campus Internet/cell phone messages, statements, postings, or acts on devices not owned by the Lee County School System, but when those acts threaten violence against another student or employee, disrupt the learning environment or orderly conduct of school, the school can take action. Discipline can range from conferencing with the student(s), to expulsion. Law enforcement may be contacted if necessary.