

SUMTER COUNTY SCHOOLS

STUDENT COMPUTER and NETWORK

ACCEPTABLE USE POLICY and AGREEMENT

Introduction

The Districts 1:1 Digital Device program for grades K – 12 provides students with District technology devices for use. Depending on the grade level, subject and school option, the devices may be made available in the classroom, at school or as a take home device. These devices are being provided to access digital resources for the specific purpose of assisting you (the Student) to succeed in your studies. While parent and student responsibilities are similar with the use of any other tool or instructional material loaned, such as print textbooks, the costs are substantially higher and the tool is considerably more fragile. It is important you and your parents are aware of the extra care expected.

General Terms & Conditions

District guidelines are provided here so that students and parents are aware of the responsibilities they accept when they use District-owned computer devices, digital systems, and technology resources. Nothing in this guideline supersedes District Board Policy 7540.03

In addition to following these guidelines, students are required to follow the Student Code of Conduct, the Acceptable Use Policy (AUP) and all applicable District and school rules. Each student must have a signed Student Computer and Network Agreement Form (PP-SS-110) on file in the Skyward Parent Portal. Computers are an integral part of instruction and parents cannot opt out of their students using computers. Students are not permitted to bring their own computer.

Students are also expected to use common sense and good judgment in order to protect their technology device both on and off campus. Failure to follow these terms and conditions may result in disciplinary action, loss of technology device privileges, and/or financial responsibility for loss or damage.

Termination of Agreement and Return of Device:

The use of the device is a privilege, not a right. The privilege of using the technology resources provided by the Sumter District Schools is not transferable or extendible by students to people or groups outside the district and terminates when a student withdraws from the district; unless terminated earlier by the principal or the District. You are required to return the device to the school upon termination of this agreement. Failure to return the device will be considered theft and the District reserves the right to use all legal means allowed to recover the device and/or payment.

Terms and Conditions

1. The technology device is the property of the District and school/district officials reserve the right to review all data stored on the device.
2. The District may require a visible inventory and condition review of the device with or without prior notice. Additionally, the device can be recalled, or have additional restrictions placed on its use, at any time and for any reason, with or without prior notice. If instructed to do so for any reason by any District teacher or administrator, the student or the student's parent/guardian will immediately surrender the device.
3. Under no circumstances will the student use the technology device, or permit the technology device to be used, to access any networks, websites, or online resources that would violate the Acceptable Use Policy, whether at home or school.
4. Under no circumstances will the technology device be used for Social Media websites or Social Media Apps such as WhatsApp, Facebook, Twitter, Snapchat, Instagram, etc., instant messaging ("IM"), or visiting chat rooms.
5. Students' are only permitted to use the assigned email account through Microsoft 365.
6. The student and the student's parent/guardian acknowledge that they are responsible for ensuring that the student's use of the technology device, to access the Internet meets the following requirements:
 - a. The District cannot guarantee the security of the asset when it is not on the District network. Use of the device to access other networks (home network, public Wi-Fi, etc.) may result in unwanted exposure to material that is not appropriate for students. Students should be supervised by a parent or guardian when using the system outside of the District network.
 - b. The student and student's parent/guardian will hold the District and its employees harmless for any occurrence that may come to the student or any other person as a result of the student's off-campus internet activities or use of this device.
 - c. The District employs Internet filtering and other forms of device management to minimize each student's exposure to inappropriate content or applications. It is the student's and parent's responsibility to comply with the AUP regarding Internet use whether on or off school grounds. Should the student inadvertently gain access through the technology device to any confidential information about other students or District staff members, including but not limited to coursework or grade information, the student will immediately report the incident to the school administrator or the District IT department.
7. Students may seek assistance from their parents/guardians, siblings, and friends in the use of the technology device. Otherwise, for devices assigned specifically to the student, the student will not share the device with any other person including family and friends unless expressly authorized to do so by a District/school teacher or administrator. The student will not loan the technology device to any other person, including another District student, without prior written authorization from the principal.
8. All 1-to-1 devices will be assigned and accounted for within the device management system. All devices will be checked out to the individual student.

Technology Device Care and Maintenance

General Care:

1. Do not attempt to modify or repair your technology device or its operating system or installed software in any way.
2. Do not “decorate” your device in any way (e.g. stickers, markers, or paint).
3. Do not open the device housing, as doing so may void the warranty.
4. Do not circumvent or change any security or management system on the device, including but not limited to: VPNs, antivirus software, domain membership, computer name, etc.
5. Do not install software unless pre-approved and supervised by the school or District.
6. Do report performance issues to the school or District technical support.
7. Do allow updates to run and install without restriction. This may occasionally require a longer-than-expected shutdown and restart period.
8. Do shut the computer down/reboot the computer daily.

Carrying the Computer:

1. Always close the lid before moving your technology device.
2. Closing the lid sends the technology device into standby. To prevent permanent damage to the hard drive, you should wait for your system to enter standby before moving it.
3. For longer periods of inactivity, you should shut down completely before closing the lid. This will help to conserve battery life, allow updates to install and will help keep your device running trouble-free.
4. A student/parent-provided protective bag, sleeve or case is strongly recommended to store and transport the device. In lieu of a case we would suggest wrapping your device in a towel and carry the device in a carefully filled backpack or handbag. Do not overfill your bag or put items in it that may scratch or otherwise damage the technology device.
5. Always place your technology device gently on surfaces (table, counter, desk, etc.).

Taking Care of the Screen:

1. Take particular caution with the screen. The screens are very susceptible to damage from excessive pressure. In particular, avoid grasping the technology device by the screen with any force especially the top of the screen.
2. You may clean the screen as you would a camera lens or a good pair of glasses. In particular, you may use anti-static cloths or lens cleaners designed specifically for camera lenses and glasses often sold as moist towelettes.
3. Do not use glass cleaners, sprays, soaps, or anything else to clean your screen unless approved in advance in writing by the IT Department.
4. Never sit on your technology device. Technology device screens are easy to break and do not bend.

Maintaining your Battery:

1. For students authorized to take home a District 1:1 computer device, **you are expected to come to school with a fully charged battery**. Each night when you go to sleep, so does your technology device. Plug it in for a full charge at night. This is also a good time to power the device down so you start the day with a freshly booted device. Keep in mind that there are limited numbers of charging ports available at school and it is your responsibility to arrive each day with a fully charged battery.
2. To protect the hardware, technology devices should not be used on school buses or other transportation.

3. When you plug your technology device in at school, be mindful not to cause a tripping hazard.
4. Once a month it is a good idea to allow your battery to completely drain and then fully recharge.

Daily Logistics:

1. Leaving a student 1:1 device at school or taking it home should follow the individual school policy.
2. At school, the technology device should be in your immediate vicinity, in a secure locked location with a teacher or administrator's express permission.
3. For take home devices, you remain responsible for the security of your technology device during After-school activities.
4. Avoid using your technology device in areas that may lead to damage or theft.
5. Never leave your technology device in a public space.
6. Do not leave your technology device in an unlocked and unoccupied vehicle. Even when the vehicle is locked, the device should not be visible to others.
7. Do not leave your technology device in a vehicle overnight.
8. Do not leave your technology device in direct sun or in temperatures of 90 degrees Fahrenheit or above.
9. Do not place your technology device on the floor or in sitting areas such as couches or chairs.
10. Do not leave your technology device near any water source, such as a sink, bathtub, or pool.
11. Do not use the technology device while at potentially hazardous locations including the cafeteria, gym, or sports field.

For the technology device 1:1 program to be a success, we all need to be conscientious of our surroundings. If you see an "unattended" technology device, be a good citizen and take it to the main office or nearby classroom. Avoid rough-housing as this may lead to someone's technology device being damaged.

General Technology Rules & Guidelines:

1. Data should be stored in the student's One Drive folder. One Drive is available at school or off campus by logging into the Office 365 portal at <https://login.microsoftonline.com/>
2. You may receive email updates applicable to all technology device users. These are important. Read them and follow up on them.
3. Do not share passwords or attempt to discover others' passwords.
4. Do not delete, uninstall, or attempt to circumvent any hardware, software, drivers, filters, or other programs or devices installed on the Technology device by the Sumter District Schools.
5. Do not tamper with computer hardware or software, attempt to override or bypass Internet filters, change network profiles or configurations, or "hack" or otherwise obtain unauthorized access to any networks, computers, files, or programs.
6. Do not use your technology device for any illegal purpose or in violation of the District AUP.

Expectations:

1. 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.
2. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
3. Systems provided for student use are provided as-is. The District cannot be held responsible for lost

productivity or data loss that may occur if the system is improperly used or if the software or hardware malfunctions.

Technology device Repairs/Troubleshooting:

If device issues occur, the student should report the issue that needs repair to his/her teacher who will in turn submit a work order and/or contact the school's technical contact(s). The student will be notified when the device is to be turned in for repair. **(Students and parents/guardians are not authorized to repair or reconfigure the technology device.)**

Turn-In Policy:

Students will be required to turn in their assigned technology devices prior to the end of school. The school Principal will establish the student device turn-in date each year or term. Technology devices may be re-imaged during the summer. Students should be aware any data on the device will be removed and cannot be recovered. All District technology items provided to students, including but not limited to the laptop /tablet, power cords, etc. will be required to be returned in the same condition as they were when received. Should the equipment not be turned in within (5) business days of the turn-in date, the District reserves the right to report the items as stolen.

Lost, Stolen or Damaged Devices:

Students should report immediately to their school teacher or administrator when their assigned technology device becomes damaged, lost, or stolen. The student's parent or guardian will be responsible for refunding the District the value of the device or the cost of the repair (as applicable).

Schools will be responsible for recouping payment for lost, stolen, or damaged technology devices that are provided to students assigned to their school.

Schools conduct two scheduled inventories of property each year. Student devices are included and will need to be made available during said inventory periods, regardless if the student devices are going home with students or remaining in the classroom.

Student Device Repair Insurance

The District offers a Digital 1:1 repair insurance plan for district-owned devices that are checked out by students for use at home and school. Program participation is voluntary and is meant to minimize the financial cost to parents or guardians associated with repair costs as a result of a damaged computer.

The non-refundable enrollment premium of \$25 is due annually at the beginning of each school year. For each repair incident, an additional copay is required.

Replacement / Repair Costs

Parents/Guardians/Students will not be liable for manufacturer device defects that are covered by the device warranty.

Students in grades Pre-K through second that have purchased insurance will pay \$10 for each repair incident and \$25 per incident if insurance was not purchased.

Eligible Student 1:1 Devices (that are property of the District) and their respective book value and replacement costs are listed below. Laptop replacement costs will be pro-rated at the same rate as the depreciation rate of 20% per year. The cost to repair a broken screen, or keyboard or replace a lost power supply is not depreciated based on the age of the laptop.

When the computer is turned in for repair, an estimate will be provided based on the example table below. The table below is adjusted annually to reflect the current cost of repair parts. Estimates and invoices will be based on the current school year parts list. An invoice will be issued upon completion of repair(s) for the actual cost.

Insurance	Device Book Value – Cost for Lost or Stolen	Device determined not economical to repair	Replace Damaged Screen/ Keyboard	Replace Damaged Case/Hinge, Power Port	Replacement cost for the Power Adapter / cord	Cleaning of Stickers, Markers, Paint, Etc.
No Insurance	\$560	\$560	\$150	\$150	\$25	\$10
With Insurance	\$560	\$100	\$25	\$25	\$10	\$10

Due to Manufacturer warranty restrictions, most repairs will be performed by HP. The District reserves the right to identify the device as “not economical to repair” based on the cost, labor and age of the device.

If a Student Device is lost or stolen:

1. The Parent/Guardian must notify the school within 5 business days following the loss.
2. The Parent/Guardian must file a police report for the loss (lost or stolen) within 5 business days of the occurrence.
3. The Parent/Guardian must provide the school with a copy of the Police report within 10 business days following the date of the police report.
4. Students may be offered the use of another school device (when available) only for use at school. Students will not be authorized to take a district device home until the District is fully indemnified by the student’s parent(s) and/or guardian(s) or until such time the device is recovered.
5. The school reserves the right to decide if a student will be assigned a replacement device for home use after loss theft or damage for any given school year.

If a Student Device is damaged:

1. The Parent/Guardian must report the incident to the school within the first 5 business days following the damage.
2. The Parent/Guardian must deliver the damaged device to the school within the first 5 business days following the incident.
3. Students may be offered the use of another school device (when available) only for use at school. Students will not be authorized to take a district device home until the District is fully indemnified by the student’s parent(s) and/or guardian(s) or until such time the device is repaired.

4. The school reserves the right to decide if a student will be assigned a replacement device for home use after loss theft or damage for any given school year.

If a student fails to return or loses the device case/cover or power adapter, the Parent or Guardian is responsible for reimbursing the district for the replacement cost of those items.

**Materials and Technology Agreement
Acknowledgement and Responsibility Form**

All students are required to have a school-issued laptop.

By signing this form, the undersigned acknowledges full responsibility for all information listed.

Student and Parent/Guardian will:

1. Abide by the Sumter County School District Acceptable Use Policy (AUP) for Students and Visitors.
2. Be responsible for the asset's physical condition and will safeguard the device from unauthorized use
3. Agree to the program rules contained in this Terms and Use Conditions document (PP-SS-110)
4. Acknowledge the importance of protecting the device from damage and understand the financial responsibility for loss and damage.
5. It is clearly understood that the device is provided for the purpose of supporting your student's educational program and curriculum while attending courses through the Sumter District Schools
6. It is clearly understood that the use of the device and access to materials is the student and parent's responsibility to comply with the Acceptable Use Policy at all times.
7. It is understood that this agreement, to follow and abide by the district's policy and guidelines, is in effect as long as my student is registered as a student in the district.

Student Name _____

Parent Name _____