



## **STUDENT / PARENT DEVICE ACCEPTABLE USE POLICY**

Winston County Schools retains sole right of possession of any and all devices and related equipment. Devices will be issued to students according to the guidelines set forth in this document. School administrators retain the right to inspect and/or collect the device at any time and to alter, add or delete installed software or hardware. This includes spot checks throughout the school year. The necessity to collect devices and related equipment when applicable, at any time during the year or at the end of the school year, is at the discretion of the school administration. Please note that technology devices are loaned from Winston County Schools to the student. Devices, related equipment, and all contents loaded on the device belong to Winston County Schools.

### **Device Issuance**

1. Devices are issued by school administrators.
2. Upon request, students should be able to provide the device, as well as all related equipment issued with the device. Failure to do so will result in replacement charges.

### **Physical Device Care**

1. The device is not to be altered in physical form at any time by the student or parent.
2. No stickers, decorations or markings or any kind may be applied to the device, device case or related equipment.

### **Device Insurance/Repairs/Replacement/Theft**

1. Device insurance is available for purchase at the cost of \$30.00 per device each school year, with deductibles.
2. The \$30.00 covers the first incident of damage that occurs with no deductible.
3. A \$25.00 deductible will be charged for each additional incident of damage that occurs.
4. Charging cords and power adapters are not covered by insurance. Current cost - \$15.00, subject to change.
5. If device insurance is not purchased, parents are fully responsible for the actual cost charged to Winston County Schools for the repairs or replacement of the device.
6. All device repairs are coordinated by the school administrator(s) responsible for technology. If a student suspects his/her device might have an issue, it is not the student's responsibility to attempt to repair the device. At the first sign of any issue, hardware- or software-related, it is the student/parent's obligation to contact the school administration. Any attempt by the student or parent to repair a device could result in a voided warranty and a charge for the device.

7. If the device becomes inoperable, Winston County Schools will make every effort to provide a spare device for use while the device is being repaired or replaced. The terms of the technology policy also apply to the substitute computer.
8. If the device or related equipment is stolen on school property, the student must immediately report this to a teacher or school administrator. The device must be stolen from a locked vehicle on school premises to be covered by insurance. If the device or related equipment is stolen when away from school property, a police report should be filed. Winston County Schools is not responsible for stolen devices. If the device is not recovered, the cost of a replacement will be assessed.
9. Devices and related equipment issued may be collected at the end of the semester and/or school year. Devices will also be collected at the time of permanent student withdrawal, at which time a thorough inspection will occur. Any visible issues, damage, or missing parts will be noted. A school administrator and the student will sign that all necessary collection actions have been completed and discussed. Charges may be assessed for replacement of missing components and/or any excessive damages that hinder use of the device.

### **Digital Management**

1. Student devices are preconfigured for usage in Winston County Schools' learning environment. Students do not have administrative privileges on the device. Any attempt to gain administrative privileges or alter/remove any school-installed configuration is strictly prohibited.
2. To ensure that devices have enough memory available, students must have all school-related content installed on their device before loading personal content. Winston County Schools reserves the right to review, restrict or remove personal content.
3. Students are expected to maintain copies of important files in cloud-based or hardware storage. Content (apps, iTunes, iBooks, etc.) may be downloaded or backed-up wirelessly through the internet. We are a Google Suite for Education (G-Suite) school, which provides students with free, unlimited cloud-based storage of content; therefore, the use of Google's free service is strongly recommended to avoid the loss of content. Winston County Schools is not responsible for the loss of files on damaged or missing computers.

### **Privacy and Safety**

1. Although Winston County Schools respects the privacy of every student, faculty member, and administrator regarding the use of technology, the school reserves the right to monitor and regulate activities that take place using school-owned technology or any devices connected to the school network.
2. Students may not reveal any personal information about themselves or other students, faculty, or administration, such as name, phone number, address, passwords, etc. through any means of digital communication on a school-owned device. This includes email and internet, as well as social media, such as Facebook, Twitter, Snapchat, iMessage, etc.
3. No identifiable photographs, video or other media of any person, including staff, may be published on the internet, stored on the device, or used in print without appropriate written consent. All media recordings (audio, video, typed, etc.) require prior written permission from all parties being recorded. Appropriate written consent for any minor student is defined as a signature by a parent or legal guardian of the student.

4. Students are prohibited from using any method to obtain control of another computer or device.
5. Cyberbullying is the use of electronic information and communication devices to willfully harm others through any electronic medium, such as text, audio, photos, or videos. Examples of this behavior include, but are not limited to, the following:
  - a. Participating in, sending or posting false, cruel, hurtful or vicious messages/comments/photos, including group messages.
  - b. Creating or contributing to websites that have stories, cartoons, pictures, and jokes ridiculing others.
  - c. Breaking into an email account to view and/or send vicious or embarrassing materials to others.
  - d. Creating email accounts impersonating Winston County Schools staff members or organizations.
  - e. Engaging someone in electronic communication, tricking that person into revealing sensitive personal information, and forwarding that information to others.
  - f. Posting of a student or staff picture or personal information without their permission.
  - g. Electronically assuming another person's identity through any means for personal gain.
  - h. Any other activity deemed by school administration to be designed for harmful intent.
6. Any communication that creates a hostile environment is a violation of the student and staff member's right to be safe and secure. Actions or words deliberately threatening, harassing, intimidating an individual or group of individuals; placing an individual in reasonable fear of harm; damaging an individual's property; or disrupting the orderly operation of the school will not be tolerated, whether on or off school property.
7. Any attempt to gain administrative credentials on any Winston County Schools device or system will not be tolerated and is subject to discipline as determined by administration.

### **Internet Usage/Digital Content**

1. All internet traffic on Winston County Schools devices is filtered and monitored, regardless of device location. Materials of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, material containing explicit language, images that are intended to be abusive or harassing, etc. are strictly prohibited. Students must not access, display, or store this type of material. This includes any music, photos, etc. stored on the device.
2. If a student accidentally accesses or receives obscene, pornographic or otherwise offensive material, he/she is to immediately notify a teacher and/or an administrator so that such material can be traced and/or blocked from further access. This is not merely a request; it is an obligation.
3. Copyright information must be properly cited and in compliance with copyright laws. Students are required to give proper credit to all sources used in academic assignments, whether quoted or summarized. This includes all forms of media, such as graphics, movies, music, and text.
4. Please also be aware that any media not purchased directly by you may be seen as illegally acquired and the artist and/or creator could possibly take legal action against you.
5. Plagiarism includes the use of any information that is not properly cited. Plagiarism will be treated in the same manner as any other incidences of plagiarism and will be considered cheating.

## **Electronic Communication**

The following guidelines apply but are not limited to email, SMS, instant messaging, chatting, and blogging:

1. The use of electronic communication must not interfere with instruction, create a disruptive environment, or result in an infraction of classroom, handbook, and/or policies. Electronic activity is subject to monitoring through on-campus spot checks, filtering/system checks, and daily maintenance.
2. Students may be provided with a school-managed email account that is accessible by internet browsers and/or the built-in mail application on student-issued devices. This account is to be used for school related purposes only. Do not share this email address with anyone other than parents, Winston County Schools faculty and staff, and fellow students from Winston County Schools. Do not use your school email accounts for personal reasons or for communication with unknown domains.
3. No inappropriate communication is allowed including, but not limited to, derogatory, obscene, or harassing messages and media. No chain or spam communication is allowed. Any student sending messages containing such material will be subject to disciplinary action. Students are prohibited from sharing the use of their communication account(s) information for any reason. Students are prohibited from accessing anyone's communication account(s) information for any reason.
4. Any personal accounts, such as iMessage, email, etc. that are accessed from a Winston County Schools owned device are subject to all policies within this document.

## **Applications**

Winston County Schools-owned devices are issued solely for the purpose of education and enhancing the learning environment. Excessive use and storage of applications negatively impacts device performance. The use of applications must not interfere with instruction, create a disruptive environment, or result in an infraction of classroom, handbook, and/or policies. Winston County Schools reserves the right to remove access to any application from school-owned devices that is inappropriate, impedes learning, or negatively impacts device performance. During school hours, applications that are used over the school network or online for personal entertainment will be at the discretion of the classroom teacher or school administrator.

## **Consequences (Procedures for Non-Compliance)**

1. Any electronic device owned by Winston County Schools or connected to the school network is subject to the consequences outlined in this policy. The school reserves the right to enforce appropriate consequences for the violation of any section of this policy. If there is a suspected or actual infraction of Winston County Schools policies, Winston County Schools maintains the right to view the content of the device at any time; the right to remove content from the device; and the right to retain the device in the school's possession. Such consequences could include fees for damage claims or violations, restriction from the use of school- owned technology for an amount of time determined by administration, disciplinary action in accordance with the Winston County Schools Student Handbook, and/or possible legal action.
2. The use of Winston County Schools' network resources for personal business or financial gain is prohibited.
3. School-issued devices with illegal or inappropriate software or materials on them will be re-formatted or

“re-imaged,” and the student will be charged a \$25 violation fee per incident for this service.

4. Re-installation of the operating system or reconfiguration of a school-issued computer will result in a \$25 violation fee, per incident, for this service.
5. Winston County Schools will not assume responsibility for lost content, as it is solely the responsibility of the student to ensure that all content needed from the device is appropriately backed up to the student's Google classroom or Schoology account.
6. Any other questionable usage of school technology not covered in this document will be reviewed by the school administration and may result in consequences consistent with school policy.
7. Students are to report any known violations of this policy to a teacher and/or administrator.

### **Duration**

This Acceptable Use Policy applies for the duration of the student's enrollment at Winston County Schools.