# MacBook Air

SEVEN
IGNITES
Empowering minds through technology.

MacBook Air

7 Spartanburg
School District SEVEN

SEVEN
IGNITES

## Greetings!

On behalf of the Board of Trustees of Spartanburg School District Seven and the administration, faculty and staff I am excited to share this guide so that students and their parents/guardians can become familiar with District Seven's digital conversion initiative. This guide contains a brief overview of the initiative, frequently asked questions, forms and other information.

In April 2013, the Board of Trustees approved a visionary digital learning initiative that will transform teaching and learning inside and outside of the classroom. District Seven plans to equip students in grades 6 – 12 with a MacBook Air and students in grades 3 – 5 with an iPad. After many months of careful study and research, these devices were selected because of their compatibility with current and future software, access to a fast-growing library of educational applications (apps), and the ability to manage and secure the devices at a much lower cost.

Our 1:1 learning device initiative is focused on preparing students with 21st Century skills needed to be successful in college and careers. In addition to the content students learn in their core subjects, it is critical they become proficient in communication, collaboration, critical thinking, and creativity. The 1:1 technology addresses these needs by providing students with a powerful educational tool that not only raises engagement and excitement for learning, but also provides them access to the vast global network of information available online. This 1:1 technology allows a more personalized learning experience where instruction can address higher order thinking, mastery and self-paced learning; all while focusing on critical skills like research, writing, communication and content development.

Recognizing the need to prepare teachers for this significant shift in learning delivery, the district has begun training teachers on these devices. By the time the district fully implements its 1:1 learning initiative all teachers will have received training.

Student online safety will be a priority in every stage of implementation. All devices must access the Internet through the district's web filter, blocking inappropriate content. Even when students access the Internet on their devices away from school, all web use will run through the district's filter. Additionally, only teacher-recommended, district-approved apps or programs will be installed on students' devices.

We are proud that our Board supports our district continuing efforts for tradition, excellence and innovation in all aspects of Academics, Arts, Activities and Athletics.

Sincerely,


**Russell W. Booker, Ph.D.**
**Superintendent**

# RECEIVING/RETURNING YOUR MacBook Air

## Distribution of MacBook Airs

MacBook Air devices will be distributed each year following each school's Device Orientation.

➜ **Parents/guardians and students must attend the orientation; pay or opt out of the optional protection plan; and sign and return the MacBook Air Device Optional Protection Plan and Student Pledge documents before the school can issue a MacBook Air device to a student.**

The MacBook Air Device Optional Protection Plan offers families an option for protecting the MacBook Air device. Please review the MacBook Air Device Optional Protection Plan included in this handbook.

## Returning MacBook Air

Responsibility for loss or damage of a MacBook Air device is determined by whether the parent and/or student opted for the Optional Protection Plan.

Students transferring out of or leaving Spartanburg School District Seven during the school year must return the MacBook Air (including power cords, cases and any other district- or school-issued accessories) before leaving the school.

Seniors will return their MacBook Air (including power cords, cases and any other district- or school-issued accessories) to the high school before leaving the school.

If a student does not return his/her MacBook Air upon leaving the district, the student will be subject to criminal prosecution or civil liability. The student will also be required to pay the replacement cost for a new MacBook Air.

If a student returns his/her MacBook Air damaged, costs for replacement or repairs are the student's responsibility. The district will charge the student the cost of needed repairs, not to exceed the replacement cost of the MacBook Air.

If a student opts out of the Optional Protection Plan and their MacBook Air is damaged when it is returned, that student is responsible for all costs for repairs or replacement. If a student is covered under the plan, repairs are covered unless the student breaks the device more than once, in which case the student will pay for the repair.

## Identification of MacBook Air

Each student's MacBook Air will be labeled in the manner specified by the district. MacBook Air devices will be identified by Serial Number as well as Spartanburg School District Seven Inventory Label.

# CARING FOR THE MacBook Air

The MacBook Air is district property. All users will follow these guidelines and the Spartanburg School District Seven Acceptable Use Policy for technology.

Students are responsible for the general care of their school-issued MacBook Air.

Students must take any damaged MacBook Air or MacBook Airs failing to operate properly to the school help desk for evaluation and/or repair.

### General Precautions

Use only a clean, soft cloth to clean the screen. Do not use cleansers of any type.
Carefully insert cords and cables into the MacBook Air to prevent damage.

MacBook Airs must remain free of any writing, drawing, stickers or labels not the property of Spartanburg School District Seven. "Skins," which can be removed easily and cleanly, can be purchased by the student. Finally, the district issued protective sleeves may be "personalized" by the student.

Never leave your MacBook Air in an unlocked locker, unlocked car or any other unsupervised area.

Students are responsible for keeping their MacBook Air battery charged for school each day.

### Carrying a MacBook Air

The district provides students with protective cases for the MacBook Air. These cases have sufficient padding for typical use.

Students must keep their MacBook Air inside the protective cases at all times.

Cases should not hold other objects. Folders, workbooks, etc. should be kept in a book bag or carried separately to avoid placing excessive pressure and weight on the MacBook Air.

### Screen Care

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 bump the MacBook Air against lockers, walls, car doors, floors, etc., as it will damage the device.

# USING YOUR MacBook Air

The MacBook Air is intended for use at school each day. Students are responsible for bringing their MacBook Air to all classes, unless specifically instructed otherwise by the teacher.

In addition to using their MacBook Air for classroom learning activities, students may access school messages, announcements, calendars and schedules.

### MacBook Air Left at Home

Students who leave their MacBook Air at home are still responsible for completing their daily course work.

Repeated offenses may result in disciplinary action.

### MacBook Air Undergoing Repair

The school may issue a loaner MacBook Air to a student while his/her MacBook Air is being repaired by staff at the school help desk. A student may not receive a loaner immediately. There may be a delay depending upon availability of a loaner.

### Charging Your MacBook Air Battery

The MacBook Air must be brought to school each day in a fully charged condition. Students must charge their MacBook Air each evening. Repeat violations of not charging the battery for the school day may result in students being required to "check out" their MacBook Air daily from the school help desk. ONLY "official Apple chargers" may be used. Do not use substitute chargers as these have been know to damage the MacBook Air. Typical battery life is approximately 7 hours.

### Printing

Students can print from their MacBook Air. Schools will give students information about printing with the MacBook Air while at school.

### Home Internet Access

Students may establish Wi-Fi connections with their MacBook Air outside of school.

### Camera Use

The MacBook Air comes equipped with a camera and video capabilities.

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. You can read more about FERPA in the Forms and Notices packet you received at the beginning of school and/or online at http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

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 Acceptable Use Policy (see Appendix C).

Spartanburg School District Seven retains the rights to any recording and/or publishing of any student or staff member's work or image.

## MANAGING YOUR FILES AND SAVING YOUR WORK

### Saving Student Work to Network Home Directory

Students may save work to their designated storage areas which include the school's server via their home directory and their personal cloud storage area since they will have limited storage space on their MacBook Air.

Office 365 for Education will be utilized to provide cloud storage space for students which will be accessible from school or via an off-campus Internet connection. Students can open files online to work on them and save them back to the cloud. It is each student's responsibility to ensure that his/her work is not lost due to mechanical failure or accidental deletion.

MacBook Air malfunctions are not an acceptable excuse for failure to submit work.

### Network Connectivity

Spartanburg School District Seven makes no assurance that the network will be operational at all times. In the rare instance that the network may not be operational, the district will not be responsible for lost or missing data.

# APPLICATIONS ON MacBook Air

### Originally Installed Applications

The applications originally installed by Spartanburg School District Seven on each MacBook Air must remain on the device in usable condition and readily accessible at all times.

You may not remove these required applications, and staff will periodically check devices 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 MacBook Air at the completion of a course. If this applies to an application students use, technology staff will re-image the devices of the students in that course.

### Additional Applications and Personal Information/Property

Spartanburg School District Seven will sync or re-image MacBook Airs so that the devices contain the necessary applications for school work. This may be done periodically throughout the year and at the District's discretion. **Syncing and/or re-imaging may result in the loss of personal applications, personal information and personal property (such as music).** Consequently, students who have such material on the MacBook Air should be sure to have a back up of the data.

Students will be permitted to load additional applications on their MacBook Air as long as they do so in accordance with the district's Acceptable Use Policy. You can read the entire Acceptable Use Policy in Appendix C. The Acceptable Use Policy requires that students obtain permission from their teacher or administrator in order to download an application. Teachers and administrators are provided with a tool (rubric) and other guidelines for determining appropriate applications.

Spartanburg School District Seven recommends the creation of a separate, personal Apple ID (iTunes account) for installing music, books or other personal material. Downloading of inappropriate material may result in disciplinary action.

Unless requested and approved in writing BEFORE purchase and installation, the student will bear the cost of any applications that require payment.

Spartanburg School District Seven will not be responsible for loss of purchased applications or other personal material loaded onto the MacBook Air when the device needs to be updated or reset or for the removal of applications that do not comply with District policies.

If the MacBook Air is lost or stolen, Spartanburg School District Seven will not be responsible for any personal information stored on the device that may be compromised, including credit card numbers and other personal information.

## Inspection

Staff may randomly select students and ask them to provide their MacBook Air for inspection.

## Procedure for Reloading Applications

If technical difficulties occur or unauthorized applications are discovered, technology staff will re-image the MacBook Air. The school does not accept responsibility for the loss of applications or documents deleted due to a re-image.

## Application Upgrades

The district will distribute upgraded versions of licensed applications from time to time through network processes or manually by a technician.

# DIGITAL CITIZENSHIP

Digital Citizenship is a concept which helps teachers, technology leaders and parents to understand what students/children/technology users should know to use technology appropriately. Digital Citizenship is more than just a teaching tool; it is a way to prepare students/technology users for a society full of technology.

The district expects students to use technology appropriately and responsibly whether in electronic communication or participation.

The district has electronic precautions in place in order for students to participate safely and securely and enjoy the rights of a digital world in an educational setting.

## District Responsibilities

The school will provide email access to students. Internet access will be provided while on school campuses.

School staff will help students conduct research and ensure student compliance with the district's Acceptable Use Policy (see Appendix C).

Filtering/blocking of inappropriate Internet materials is done at the district level, and the district provides network or cloud data storage areas for all students with a MacBook Air.

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

## Student Responsibilities

Students will abide by the district's Acceptable Use Policy (see Appendix C) and:

• contact an administrator about any security issue they encounter.

• monitor all activity on their personal account(s).

- always shut down and secure their Personal Mobile Computing device after use to protect their work and information.
- report email containing inappropriate or abusive language or questionable subject matter to a teacher or administrator at school.
- return their MacBook Air 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

Talk to your children about the values and standards you expect your children to follow as they use the Internet just as you talk to them about their use of all other media information sources such as television, telephone, movies, radio, etc.

When accessing the Internet away from school, all district-issued MacBook Airs will be re-directed to the district's filter. Parents are encouraged to monitor student activity at home, especially Internet access.

## Creative Commons Copyright

At a teacher's discretion, student work may be uploaded to the Internet.

The student owns the copyright to his/her original work(s). Students will be encouraged to select one of the Creative Commons Copyright licenses to include with their work. This license will state how the work can be used by others.

## MacBook Air Care and Repair Fees

Each student is responsible for caring for and maintaining his/her MacBook Air.

MacBook Air batteries must be charged and ready for school daily.

Only labels or stickers approved by Spartanburg School District Seven may be applied to the MacBook Air.

Malfunctioning or damaged MacBook Airs must be reported to the school help desk. Spartanburg School District Seven will be responsible for repairing MacBook Airs that malfunction.

Students are responsible for damage to their MacBook Air. Fees for damage or loss will be determined depending on whether or not the student chooses the protection plan. If a student is covered under the Optional Protection Plan, repairs are covered unless the student breaks the MacBook Air more than once, in which case the student will pay for subsequent repairs. If a student opts out of the Optional Protection Plan and their MacBook Air is damaged when it is returned, that student is responsible for all costs for repairs or replacement.

Stolen or lost MacBook Airs must be reported within 48 hours to the school help desk and the Spartanburg City Police or Spartanburg County Sheriff's Department.

# MacBook Air DAMAGE OR LOSS

## Terms of the MacBook Air Agreement

Terms and conditions that apply to the use of the MacBook Air under the Optional Protection Plan are as follows:

- Parents may pay $50 for an optional non-refundable annual protection plan for their student's MacBook Air. You must make the decision to opt for or not opt for this protection plan prior to your student taking possession of the property.
- The administration can elect to create a payment plan where the student/parent/guardian can pay fees through a payment schedule.
- The MacBook Air Optional Protection Plan covers parts and repair for system-related issues or failures occurring from normal use. It does not cover intentional damage or damage associated with misuse of the MacBook Air.
- The Optional Protection Plan covers one accidentally broken screen in a school year.
- In the event of an accident that results in the total loss of the MacBook Air, the Optional Protection Plan would cover one device replacement in a school year.
- In the event a MacBook Air covered by the Optional Protection Plan is stolen or lost, the student or parent/guardian must report the theft or loss to the school and file a police report within 48 hours in order to avoid paying the cost to replace the device.

## Terms of the MacBook Air Agreement with or without the Optional Protection Plan

Students will comply at all times with Spartanburg School District Seven's MacBook Air Agreement. Failure to comply ends right of possession effective immediately.

## User Misuse

Students are responsible for the entire cost of repairs to MacBook Airs they intentionally misuse, abuse or damage.

Estimated Repair Pricing for Deliberate Damage or Neglect:

| | |
|---|---|
| Broken screen | — $500 |
| Power adapter and cord | — $35 |
| Case | — $20 |
| Re-imaging due to violation of Acceptable Use Policy (see Appendix C) | — $15 |

## Title

Legal title to the MacBook Air 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 MacBook Air Agreement.

The student is responsible at all times for the MacBook Air's appropriate care and use.

## Repossession

Spartanburg School District Seven reserves the right to repossess any MacBook Air for failure to comply with all terms of the MacBook Air Agreement and/or the MacBook Air Optional Protection Plan.

## Liability

Spartanburg School District Seven reserves the right to demand return of the MacBook Air at any time. MacBook Air agreements are good for one year (from the first day of issue until the day of return in the same school year), unless the agreement is terminated earlier.

Failure to return the MacBook Air to the issuing school before departure from the district may result in criminal charges brought against the student and/or the person in possession of the MacBook Air.

> ▶ **In the event of loss:**

In the event a MacBook Air is lost, the student or parent/guardian must report the loss to the school and file a police report within 48 hours.

> ▶ **In the event of theft or vandalism on campus:**

In the event a MacBook Air is stolen, vandalized, etc., the student or parent/guardian must report the theft or loss to the school and file a police report within 48 hours.

Students or parent/guardians must file a police report with the school resource officer when incidents of loss, theft, vandalism, etc. occur on campus.

> ▶ **In the event of theft or vandalism off campus in town:**

Students or parent/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.

> ▶ **In the event of theft or vandalism off campus out of town:**

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.

## Repair or Replacement Charges

Failure to purchase the MacBook Air Optional Protection Plan will result in repair or replacement charges. Students will be charged the Full Replacement Value of the mobile computing device if the device is deliberately damaged or vandalized.

# APPENDIX A: MacBook Air AGREEMENT

## MacBook Air Optional Protection Plan for the School Year

Spartanburg School District Seven recognizes that with the implementation of the MacBook Air Initiative, the priority is to protect the investment by both the District and the Student/Parent/Guardian.

The following information outlines the various aspects of protection: warranty, accidental damage protection and optional protection plan.

## Terms of the MacBook Air Optional Protection Plan

An optional non-refundable protection plan is available for MacBook Airs. **Students and parents must make the decision to opt for or not opt for this optional protection plan prior to taking possession of the device.**

The Optional Protection Plan costs $50 per school year for each MacBook Air. The plan includes one MacBook Air replacement per school year in the event of theft, loss or accidental damage; one screen replacement due to accidental damage; and any parts and repairs for system-related issues or issues occurring through normal use. Any additional replacement or repair will cost the student/parent/guardian the cost of repair or the Full Market Value of a MacBook Air.

## User Misuse Not Covered by Optional Protection Plan

Students will be responsible for the entire cost of replacement or repair for MacBook Airs damaged through active misuse, abuse, or intentional damage.

## MacBook Air Optional Protection Plan School Year 2013–2014

☐ Yes, I would like to purchase the Optional Protection Plan for the Personal Mobile Computing device.

☐ No, I choose not to purchase the Optional Protection Plan and accept all financial responsibility for the Personal Mobile Computing device assigned to my student.

## Signatures

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date:_____

Student Name (Please Print): _____

Student Signature:_____ Date:_____

# APPENDIX B: STUDENT PLEDGE FOR USE OF MacBook Air

1. I will take proper care of my MacBook Air.
2. I will not loan my MacBook Air or charger and cords to others.
3. I will be accountable for my MacBook Air at all times.
4. I will charge my MacBook Air's battery daily.
5. I will not leave my MacBook Air in an unlocked vehicle.
6. I will keep food and beverages away from my MacBook Air.
7. I will not disassemble any part of my MacBook Air nor attempt repairs.
8. I will not remove district-required applications.
9. I will protect my MacBook Air by carrying it in the case provided.
10. I will not stack objects on top of my MacBook Air.
11. I will not leave my MacBook Air outside or use it near water.
12. I will save school-related data to the district-assigned storage. (Spartanburg School District Seven will at times re-sync and/or re-image MacBook Airs. All files not saved to server or other storage media will be deleted during these processes. Students are ultimately responsible for saving all their personal files to their personal cloud storage. Examples include personal music, books, etc.)
13. I will not place decorations (such as stickers, markings, etc.) on my MacBook Air. As previously stated, "skins," which are designed to be easily and cleanly removed are permissible.
14. I will not deface the serial number, manufacturer labels or district labels on any MacBook Air.
15. I will follow district policies outlined in the MacBook Air Student/Parent Guide and the district's Acceptable Use Policy.
16. I will file a police report in case of theft, vandalism or other violation within 48 hours.
17. I will be responsible for all damage or loss caused by negligence or abuse.
18. I agree to return my MacBook Air, case and power cords in good working order.
19. I agree to return my MacBook Air, case and power cords when I transfer or leave the district for any reason.
20. I understand that my MacBook Air is equipped with tracking capabilities, which are utilized for loss prevention. I understand that a report can be accessed for every location this device travels.

**I have read, understand and agree to the stipulations set forth in the MacBook Air Student/Parent Guide, Spartanburg School District Seven Acceptable Use Policy and the Student Pledge for Use of the MacBook Air. I understand my MacBook Air is subject to inspection at any time without notice and remains the property of Spartanburg School District Seven.**

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature:_____ Date:_____

Student Name (Please Print): _____

Student Signature:_____ Date:_____

# APPENDIX C: SPARTANBURG SCHOOL DISTRICT SEVEN ACCEPTABLE USE POLICY

**Policy IJNDB Technology Resources And Internet**
Issued 6/12

## Purpose

To establish the board's vision and the basic structure for the use of technology resources in instruction.

Technology is a vital part of education. In an effort to promote learning and expand educational resources for students, the district provides a variety of technology resources for students and staff.

The district's goal in providing these resources is to promote educational excellence by facilitating resource sharing, communication and innovation.

The purpose of the district's educational network is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. All use of the Internet and network must be in support of education and research and consistent with the educational objects of the district. Use of other networks or computing resources must comply with the rules 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 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.

## Technology access

Because technology is a vital part of the educational process and the curriculum of the district, students and staff will be provided access to the Internet. By providing this access, the district intends to promote educational excellence in schools by allowing access to resources unavailable through traditional means. The district provides this instructional resource as an educational tool for staff and students and its use will be governed by this Internet acceptable use policy. The failure to follow this policy or responsibilities may result in the loss of privileges or other disciplinary measures. 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. Users (and parents/legal guardians of students who are users) must understand that neither the district nor any district employee controls the content available on outside systems. The district firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.

**The smooth operation of the Internet network relies on the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided so that students and staff are aware of their responsibilities when using the Internet. All staff and students must abide by the generally accepted rules of network etiquette, including the following:**

- Vandalism is prohibited. Vandalism includes any malicious attempt to harm or destroy data of others. Vandalism also includes, but is not limited to, the uploading or creation of computer viruses, deletion or alteration of other user files or applications, removing protection from restricted areas.

- Never access or attempt to access inappropriate or restricted information not directly related to the educational purposes. Restricted information includes obscene, libelous, indecent, vulgar, profane or lewd materials, advertisements or services not permitted to minors by law; insulting, fighting and harassing words; and other materials which may cause a substantial disruption of the academic environment.

- Do not be abusive in messages to others. Profanity, vulgarities or other inappropriate language is prohibited. Illegal activities are strictly forbidden. Do not disrupt, harass or annoy other users.

- Documents, electronic mail, chat room messages and any other form of direct communications may not include a student's Social Security number or any other personally identifiable information that may lead to the identity of one's self or others. For example, do not reveal personal home addresses or phone numbers to others.

- No student pictures (video or still) or audio clips will be published without permission from the student's parent/legal guardian. No original student work will be published without permission from the student's parent/legal guardian.

- Electronic mail is not guaranteed to be private. People who operate the system have access to all electronic mail. Messages relating to or in support of illegal or inappropriate activities will be reported to the appropriate authorities.

- All communications and information accessible via the network should be assumed to be private property. Always cite all quotes, references and sources. Users may not reproduce copyrighted material without permission.

- All subject matter on district web pages will relate to curriculum, instruction, school-authorized activities or to the district. Neither students nor staff may publish personal home pages as part of district web sites or home pages for other individuals or organizations not directly affiliated with the district. All pages on the district's server(s) are property of the school district.

- Use of the Internet is for educational and educational support activities only. Users may not use the system for financial or commercial gain.

- All work should be proofread so as to avoid spelling and grammatical errors.

- Always follow the instructions of the supervising staff members.

- No user of the system may use the system to make an unauthorized disclosure or use of, or otherwise disseminate, personal identification information regarding minors and/or students.

- No user of the system may send messages or information with someone else's name on it or misrepresent the source of information entered or sent.

- No user of the system may send messages or information that is inconsistent with the school's conduct code or assist others to violate that code.

- No user of the system may distribute addresses, home phone numbers or other personal information which could then be used to make inappropriate calls or contacts.

- No user of the system may engage in "spamming" (sending an annoying or unnecessary message to large numbers of people).

- No user of the system may purchase something which requires a credit card number and obligates a student or school to provide payment to another party without consent of the supervisor.

- No user of the system may access or attempt to access and/or alter information in restricted areas of any network.

- No user of the system may download or load any software or applications without permission from the building network administrator or system administrator.

- No user of the system may violate the confidentiality rights of other users on any network.

- Failing to report abuses or other conditions that may interfere with the appropriate and efficient use of school resources will result in disciplinary actions.

## Technology protection measures

In compliance with the Children's Internet Protection Act (CIPA), 47 USC § 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 for valid educational research purposes or other lawful purposes not otherwise inconsistent with this acceptable use policy.

SEVEN
IGNITES

## Internet safety policy

Prior to accessing the Internet, students and staff must receive instruction on the appropriate use of the Internet. In addition, parents/legal guardians will be required annually to sign a permission form before students will be allowed access to the Internet. Students also must sign a form annually acknowledging that that they have read and understand this policy, that they will comply with the guidelines set forth herein and that they understand the consequences for violating these guidelines. Employees must sign a similar acknowledgement form.

## Email, phone and Internet usage

The district will monitor email, phone and Internet activity and may disclose the content and/or details when, in the district's sole discretion, there is a business need to do so. Employees and any students granted email accounts should not expect that email messages, even those marked as personal or accessed by a personal ID, are private or confidential.
Email, phone and Internet usage should be used only for business/educational purposes. The district reserves the right to monitor personal use to the same extent that it monitors business use. Use by employees of the district's communication system constitutes consent to monitoring. Continued use of the system is conditioned on acceptance of and strict adherence to the district's policies. Failure to adhere to policy requirements may result in discipline or dismissal.

Employees should exercise the same restraint and caution in drafting and transmitting email messages as when writing a formal memorandum on district or school letterhead. Users should assume that messages will be saved and reviewed by someone other than the original addressee.

Adopted 6/3/08; Revised 6/5/12

## 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.

Section 59-19-90 - General powers and duties of school trustees.

### Court cases:

Purdham v. Fairfax Co. Sch. Bd., 637 F.3d 421, 427 (4th Cir. 2011).

# APPENDIX D: SPARTANBURG SCHOOL DISTRICT SEVEN MacBook Air DISCIPLINE PLAN

**Minor Offenses**

- Illegal installation, transmission or use of copyrighted materials
- Unauthorized use of Internet or computer games
- Downloading inappropriate applications
- Giving out personal information, for any reason, over the Internet

**The district can use any of the following disciplinary consequences when addressing minor offenses, while taking into consideration the nature of the incident and the student's prior technology offenses:**

1. Student Conference
2. Lunch Detention
3. After-School Detention
4. In-School Suspension (ISS)
5. Saturday Detention
6. Out-of-School Suspension (OSS)

**Technology discipline offenses may also result in restricted use of the MacBook Air. The following system outlines such a process.**

- conference with parent
- 5 days of checking the MacBook Air in and out at the help desk and parent conference
- 10 days of checking the MacBook Air in and out at the help desk and parent conference
- 15 days of checking the MacBook Air in and out at the help desk and parent conference

**Major Offenses**

- Bypassing the Spartanburg School District Seven Web filter
- Action violating board policy or public law
- Deleting district system applications and changing of MacBook Air settings (exceptions include personal settings such as font size, brightness, etc.)
- Sending, transmitting, accessing, uploading, downloading, or distributing obscene, offensive, profane, threatening, pornographic, obscene or sexually explicit materials
- Use of chat rooms or sites selling term papers, book reports and other forms of student work
- Spamming (disruptive email, messages including iMessages)
- Gaining access to another student's accounts, files and/or data
- Use of the school's Internet or email accounts for financial gain, commercial gain or any illegal activity
- Vandalism (any malicious attempt to harm or destroy the personal mobile computing device)
- Transmission or access of obscene, offensive or threatening materials or materials intended to harass or demean (includes cyberbullying)

**Major Offenses may be addressed as follows:**

First Offense:   2 - 5 days OSS and mandatory parent conference

Second Offense: 10 days OSS and district level hearing

Third Offense:  Recommendation for expulsion and appropriate law enforcement intervention, if applicable

The administration reserves the right to handle any of the above actions or any other action determined to be a misuse of technology in the manner they think is the most appropriate for all concerned. For additional information on acceptable use of technology, please refer to the Spartanburg School District Seven Technology Acceptable Use Policy.

Spartanburg School District Seven does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) has been designated to handle inquiries regarding the nondiscrimination policies: Director of Personnel and Pupil Services, 610 Dupre Drive, Spartanburg, SC 29307, (864) 594-4400.

# NOTES