MacBook Air

PARENT / STUDENT GUIDE

SEVEN
IGNITES
Empowering minds through technology.

7 **Spartanburg**
School
District **SEVEN**

District Technology Vision

Spartanburg School District Seven envisions providing a technologically rich environment that will provide global access to education resources and information, foster critical thinking skills and creativity through digital technology, provide a medium for collaboration, and prepare our students for tomorrow's world. We also envision an atmosphere for the classroom that will allow teachers to integrate technology to support learning across the curriculum, to engage all students in the learning process, and to utilize available information to improve student achievement.

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 ~ *Seven Ignites* ~ designed to transform teaching and learning inside and outside of the classroom. District Seven has equipped students in grades 2 -12 with a MacBook Air and K-1 classrooms with iPads. 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.

Seven Ignites 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. One to one 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. It 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.

Student online safety is a priority. All devices 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 runs through the district's filter. Additionally, only teacher-recommended, district-approved apps, websites and programs are accessible on students' devices.

We are proud our Board supports our district's continuing efforts for innovation. This, along with the joint efforts of our IT team, faculty, and administration have initiated a profound classroom switch and empowered every student in every classroom.

I am proud to report that in the face of this continuous change, our students continue to demonstrate academic excellence. I look forward to the next part of the journey!

Sincerely,

Russell W. Booker, Ph.D.
Superintendent

RECEIVING/RETURNING YOUR MacBook Air

Distribution of MacBook Air

MacBook Air devices will be distributed at the beginning of each school year.

Students in grades 2-12 are distributed MacBooks to use for classroom instruction. Students in grades 4-12 are also permitted take their MacBook home to complete learning activities. Before the device goes home, we ask parents to attend a MacBook orientation* at school; however, we realize that your schedule might not allow for this.

To make this process easier for you, your school will send you the following information:

- MacBook Orientation
- Optional Protection Plan (indicate yes/no, sign and return)
- Student Pledge for Use of MacBook (sign and return)

Please review these documents and indicate whether you plan to purchase the optional MacBook Protection Plan. Please sign and return the Student Pledge as well.

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

*If you have previously attended an orientation you are not required to attend; however, please sign and return all applicable forms.

Returning MacBook Air

Students will return their MacBook Air (including power cords, protective cover, and any other district- or school-issued accessories) to their school before any extended breaks.

Financial responsibility for loss or damage of a MacBook Air device is determined by whether the parent/student purchased the MacBook Air Protection Plan Coverage.

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

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

If a student does not purchase the MacBook Air Protection Plan Coverage 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, one repair per year is covered unless the student causes intentional damage, in which case the student is responsible 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, the **Spartanburg School District Seven Acceptable Use Policy**, and the **Discipline Procedures for Technology Infractions**.

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

Students must take any damaged MacBook Air or one that is not operating properly to the school help desk for evaluation and/or repair. **Students are NOT to attempt any repairs to the device.**

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 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 use cleansers of any type.

General Precautions

Keep all liquids or drinks away from your MacBook.

Use care not to bump your MacBook into lockers, walls, car doors, floors, etc., as it will damage the device.

Carefully insert cords and cables into the MacBook Air to prevent damage. ONLY use "official Apple chargers". Do not use substitute chargers as these have been known to damage the MacBook Air. The use of knockoff or bootleg chargers will void the Protection Plan Coverage.

MacBook Airs must remain free of any writing, drawing, stickers or labels. The district-issued protective cover, which shall not be removed by the student, may not 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 bringing their MacBook fully charged for school each day.

Carrying Your MacBook Air

The district provides students with protective covers for the MacBook Air. These covers provide sufficient device protection during normal, everyday use.

When not using their device in the classroom for instructional purposes, students must safely secure their MacBook Air inside their backpacks or close the lid and carry with two hands.

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 in and outside of scheduled classroom time.

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 device is being repaired. A loaner may not be immediately available. Students who do not have a protection plan will not be permitted to take the loaner home for the remainder the school year.

Printing

Students can print from their MacBook Air. Staff will give students information about printing from their 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.

Under the Family Educational Rights and Privacy Act (FERPA), 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 Page 13).

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.

Saving Student Work

Since limited storage space is available for students to save files on their MacBooks, Microsoft OneDrive will be used to provide cloud storage for students which is accessible from school or any location via the Internet. Students can work online or offline and save their work back to the cloud. Mechanical failure, reimaging the device, or accidental deletion could result in loss of student work. It is each student's responsibility to ensure that his/her work is backed-up to OneDrive.

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, as well as make new applications available in the software kiosk.

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 that students use, technology staff may need to 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 and updates 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 may load additional applications on their MacBook Air from the kiosk. Teachers and administrators are provided with a tool (rubric) and other guidelines for determining appropriate applications and may request applications for instructional purposes.

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 (i.e. music with explicit lyrics) or illegally obtained material (i.e. pirated music, movies, video games, etc.), will result in disciplinary action.

Spartanburg School District Seven will not be responsible for loss of purchased digital content or other personal material loaded onto the MacBook Air when the device needs to be updated or reset.

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

At any time, authorized staff may ask students to provide their MacBook Air for inspection for loss, damage or inappropriate use.

Procedure for Reinstalling 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-imaging.

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 understand what students/children/technology users should know in order to appropriately use technology. Digital Citizenship is more than just a teaching tool; it is a way to prepare students/technology users for a society filled with 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 in grades 3-12. Internet access will be provided while on school campuses.

The District provides Internet filters that block large numbers of inappropriate websites, both while the student is at school and at any location their MacBook is connected to the Internet. However, no filter is 100% effective and students are not permitted to intentionally search for inappropriate content nor intentionally attempt to bypass the filter. If a student inadvertently encounters inappropriate content, they should report it to their teacher or school administrator immediately.

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

Student Responsibilities

- Abide by the district's **Acceptable Use Policy** (see Page 11) and **Student Pledge for Use of MacBook Air** (see Page 10).
- Contact an administrator about any security issue they encounter.
- Monitor all activity on their personal account(s).
- Always shut down and secure their device after use to protect their work and information.
- Report any digital content containing inappropriate or abusive language or questionable subject matter to a teacher or administrator at school.
- Return their MacBook Air to their 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

We encourage parents to talk with their children about the values and standards you expect them to follow as they use the Internet, just as you talk to them about their use of all other information sources such as social media, 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 Internet filter. This filter protects students from visiting many harmful websites; **however, the most important filter is parental supervision**. Parents should monitor student activity at home and are encouraged to talk with their children about Internet safety and to stay involved in their children's online world. The district recommends Common Sense Media at www.commonsensemedia.org to learn more about keeping children safe in the digital world.

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 Repair and Replacement Costs

MacBook Repairs

Malfunctioning or damaged MacBook Airs must be reported to the school help desk. Spartanburg School District Seven is responsible for repairing MacBook Airs that malfunction. **Students may not attempt to repair the device on their own**.

Students are responsible for damage to their MacBook Air. Fees for damage or loss will be determined based on whether the parent chooses the **MacBook Protection Plan**. If a parent has purchased the Protection Plan, one repair per year is covered. Students will be charged for any additional repairs. **If a student does not purchase the MacBook Protection Plan and the MacBook Air is damaged, the student is responsible for all repair costs or replacement.**

Repair or Replacement Charges

Failure to purchase the MacBook Air Protection Plan Coverage will result in repair or replacement charges. Students will be charged the full replacement cost of the MacBook if the device is deliberately damaged or vandalized. **Full cost of replacement is $850.**

Terms of the MacBook Protection Plan

Terms and conditions that apply to the MacBook Air Protection Plan are as follows:

• For students in grades 6-12, parents may pay $50 to insure the first MacBook and $25 for each additional protection plan for siblings in grades 6-12.

• For students in grades 4 and 5, parents may pay $25 for an annual protection plan.

• The administration can set-up a payment plan where the student/parent/guardian can pay fees in monthly installments.

• The MacBook Air 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, protective cover or charger.

• The MacBook Air Protection Plan covers one accidental breakage per school year.

• In the event of an accident that results in the total loss of the MacBook Air, the Protection Plan would cover one device replacement in a school year.

Misuse or Devices Not Covered by a Protection Plan

Students are responsible for the entire cost of repairs to MacBook Airs that they damage due to negligence or intentional misuse, abuse or damage.

Estimated Repair Pricing for Deliberate Damage or Neglect:

Liquid Damage/Spills	- $500-$800
Broken Screen	- $500
Keyboard (Missing Keys / other damage)	- $200
Power adapter and cord	- $45
Protective Cover	- $50
Re-imaging due to violation of Acceptable Use Policy (see Page 13)	- $15

Legal Considerations

Title

Legal title to the MacBook Air is held exclusively by the district at all times.

The student's right to use the MacBook Air is conditional based on complete compliance with the **MacBook Air Parent/Student Guide** and **Spartanburg School District Seven's Acceptable Use Policy**.

Repossession

Spartanburg School District Seven reserves the right to take possession of any MacBook Air at any time for failure to comply with all terms of the **MacBook Air Parent/Student Guide**, **Spartanburg School District Seven's Acceptable Use Policy** and/or the **MacBook Air Protection Plan**.

Liability

Failure to return the MacBook Air to the issuing school or department may result in criminal and/or civil complaint brought against the student and/or the person in possession of the MacBook Air.

Lost, Stolen or Vandalized MacBooks

▶ **In the event of loss:**

In the event a MacBook Air is lost by a student on or off campus, the student or parent/guardian must report the loss to the school within 48 hours.

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

In the event a MacBook Air is stolen or vandalized on campus, the student or parent/guardian must report the theft or loss to the school within 48 hours. The school resource officer will assist filing a report in the appropriate manner

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

Students or parent/guardians must file a police report with local law enforcement within 48 hours when an incident of theft or vandalism occurs off campus and provide a copy of the completed police report to the school administration.

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

If an incident of theft or vandalism 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.

MacBook Air PROTECTION PLAN COVERAGE

With the distribution of MacBooks to students in grades 2-12, a major priority is to protect the investment of both the District and the Student/Parent/Guardian. A yearly, non-refundable protection plan is available for all students in grades 4-12 who are issued MacBook Air device to take home.

Terms of the MacBook Air Protection Plan

For students in grades 6-12, parents may pay $50 to insure the first MacBook and $25 for each additional protection plan for siblings in grades 6-12.

For students in grades 4 and 5, the Protection Plan costs $25 per school year.

The Protection Plan includes one repair and/or replacement of **one** MacBook Air per school year in the event of theft, loss or accidental damage. One-time repairs include one screen replacement due to accidental damage and repairs for system-related issues or failures occurring from normal use. If the MacBook Air must be repaired or replaced more than once in the same school year, the student is responsible for the full cost of repair/replacement.

The MacBook Air Protection Plan Coverage does not cover intentional damage or destruction associated with negligence and/or misuse of the device. Students will be responsible for the entire cost of replacement or repair in these instances.

Student/Parent/Guardian must make the decision to purchase the MacBook Protection Plan. *If the fee creates a financial hardship for the student, contact your school's administration about payment options. Upon proof of financial need, the administration can elect to create an installment plan that allows for monthly payments.*

☐ Yes, I would like to purchase the MacBook Air Protection Plan. My full payment of $25 (grades 4 and 5) or $50 (grades 6-12) is attached.

☐ Yes, I would like to purchase the MacBook Air Protection Plan Coverage. My first payment of _____ is attached.

☐ No, I choose not to purchase the MacBook Air Protection Plan Coverage. I accept all financial responsibility for the entire cost of repair/replacement of the device.

Parent/Guardian Name (print)_____

Parent/Guardian Name (signature)_____ Date_____

Student Name (print)_ _____

Student Name (signature)_____ Date_____

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 to others.
3. I will be accountable for my MacBook Air at all times.
4. I will charge my MacBook Air 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 or attempt repairs.
8. I will not remove district-required applications.
9. I will protect my MacBook Air by carrying it properly and not removing the protective cover.
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 cloud 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.
14. I will not remove 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 notify my school 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, protective cover, 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 (print)_____

Parent/Guardian Name
(signature)_____Date_____

Student Name (print) _____

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 the 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 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 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 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 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 by 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.

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 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).

SPARTANBURG SCHOOL DISTRICT SEVEN
DISCIPLINE PROCEDURES FOR TECHNOLOGY INFRACTIONS

The discipline procedures for technology infractions are designed as a guide to assist with the misuse of technology. This document can be used in conjunction with the Student Discipline Code of Conduct. The administration reserves the right to handle actions mentioned in the document or any other action of misuse of technology in the manner they feel is most appropriate.

Level 1 Infractions
- Unauthorized or inappropriate written/oral communication, use of e-mail, web sites, apps or social media
- Unauthorized use of Internet
- Cheating (also see district student code of conduct)
- Illegal installation or transmission of copyrighted materials
- Downloading unauthorized applications
- Negligent care of device
- Unauthorized transmission of personal information over the Internet

Level 1 Consequences may include but are not limited to the following:
- Classroom warning/ Student conference
- Loss of device
- Parent contact
- Referral to administrator
- After school detention
- Lunch detention
- In school suspension
- Out of school suspension
- Suspension with recommendation for expulsion and forfeiture of device

Level 2 Infractions
- Sharing, using or modifying someone else's user name and password
- Negligent care/vandalism (minor) of device resulting in damage
- Unauthorized changing of software/hardware configuration
- Taking pictures, audio, video without subject's or school's permission
- Sending, transmitting, accessing, uploading, downloading or distributing obscene, offensive, profane, threatening, cyberbullying, pornographic, obscene, or sexually explicit materials intended to harm or demean staff or students
- Deletion, examination, copying, or modifying of files/data/device settings belonging to other users, including staff, students and district
- By-passing the Web filter

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Level 2 Consequences may include but are not limited to the following:
- Classroom warning/ Student conference
- Loss of device
- Parent contact
- Referral to administrator
- After school detention
- Lunch detention
- In school suspension
- Out of school suspension
- Suspension with recommendation for expulsion and forfeiture of device
- Restitution in vandalism cases
- Reimbursement to district for actual loss, damage or repair

Level 3 Infractions
- Any activity that voids the device, service agreement, software license or warranty such as but not limited to jailbreaking or rooting (process of hacking a device to bypass digital rights management software)
- Pornography
- Cyberbullying
- Vandalism (major) such as any malice attempt to harm destroy district owned device or theft
- Sending, transmitting, accessing, uploading, downloading or distributing obscene, offensive, profane, threatening, cyberbullying, pornographic, obscene, or sexually explicit materials intended to harm or demean staff or students
- Deleting district system applications and unauthorized changing of settings
- Use of school/district's Internet or e-mail accounts for financial gain or personal gain, or any illegal activity
- Any use that violates local, state and/or federal laws or regulations

Level 3 Consequences may include but not limited to the following:
- Loss of device
- Parent contact
- Referral to administrator
- After school detention
- In school suspension
- Out of school suspension
- Suspension with recommendation for expulsion and forfeiture of device
- Restitution in vandalism cases
- Reimbursement to district for actual loss, damage or repair