



# MacBook Air

PARENT / STUDENT GUIDE



## **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.

<b>RECEIVING/RETURNING YOUR MacBook Air</b>	
Distribution	3
Returning MacBook Air Device	3
Identification of MacBook Air	3
<b>CARING FOR THE MacBook Air</b>	
General Precautions	4
Carrying a MacBook Air	4
Screen Care	4
<b>USING YOUR MacBook Air</b>	
MacBook Air Left at Home	4
MacBook Air Undergoing Repair	5
Charging Your MacBook Air Device's Battery	5
Printing	5
Home Internet Access	5
Camera Use	5
Saving to the Network Home Directory	5
Network Connectivity	6
<b>APPLICATIONS ON MacBook Air</b>	
Originally Installed Applications	6
Additional Applications and Personal Information / Property Inspection	6
Procedure for Reloading Applications	7
Application Upgrades	7
<b>DIGITAL CITIZENSHIP</b>	
District Responsibilities	7
Student Responsibilities	7
Parent/Guardian Responsibilities	8
Creative Commons Copyright	8
MacBook Air Care and Repair Fees	8
<b>MacBook Air DAMAGE OR LOSS</b>	
Terms of the MacBook Air Agreement	9
Terms of the MacBook Air Agreement with or without the Protection Plan	9
User Misuse	9
Title	9
Repossession	9
Liability	10
Repair or Replacement Charges	10
<b>MacBook Air PROTECT PLAN COVERAGE</b>	11
<b>STUDENT PLEDGE for Use of the MacBook Air</b>	12
<b>Spartanburg School District Seven ACCEPTABLE USE POLICY</b>	13
<b>Spartanburg School District Seven DISCIPLINE PROCEDURES FOR TECHNOLOGY INFRACTIONS</b>	17



## 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 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 recommended protection plan; and sign and return the MacBook Air Device Protection Plan Coverage and Student Pledge documents before the school can issue a MacBook Air device to a student.**

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

MacBook Air devices (including power cords, protective cover, and any other district- or school-issued accessories) will be returned to each school before the summer break.

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

Students transferring out of or leaving Spartanburg School District Seven during the school year must return the MacBook Air (including power cords, protective cover, and any other district- or school-issued accessories) 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 opts out of the 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, repairs are covered unless the student breaks the device more than once or causes intentional damage, 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, the **Spartanburg School District Seven Acceptable Use Policy** for technology, 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 bump the MacBook Air against lockers, walls, car doors, floors, etc., as it will damage the device.

## 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. Use only Apple manufactured charging cords.

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 keeping their MacBook Air battery 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.

## Charging Your MacBook Air Battery

The MacBook Air must be brought to school each day fully charged. Students must charge their MacBook Air each evening. Repeatedly not charging the battery for school may result in requiring a student 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 known to damage the MacBook Air. The use of knockoff or bootleg chargers will void the Protection Plan Coverage. Typically, a fully charged battery will last the school day depending on the applications in use.

## 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).**

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>.

## 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 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, including music with explicit lyrics, 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

Staff may randomly select students and ask them to provide their MacBook Air for inspection for loss, damage or inappropriate use.

## **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-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.

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 Page 13).

- 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 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 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. This filter protects students from visiting 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.common sense media.org](http://www.common sense media.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 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.

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. **Do not attempt to repair the device on your own.**

Students are responsible for damage to their MacBook Air. Fees for damage or loss will be determined depending on whether the parent chooses the Protection Plan. If a student has purchased the Protection Plan, repairs are covered unless the student damages the MacBook Air more than once, in which case the student will pay for subsequent repairs. If a student opted out of the Protection Plan Coverage and the MacBook Air is damaged when it is returned, that student is responsible for all costs or repairs or replacement.

Stolen or lost MacBook Airs must be reported **within 48 hours** to the school help desk. If the MacBook was stolen then a report should be filed with Spartanburg City Police, Spartanburg County Sheriff's Department, or the local Law Enforcement Agency.

# 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 Protection Plan Coverage are as follows:

- For students in grades 6-12, parents may pay \$50 for a recommended non-refundable annual protection plan for their student's MacBook Air. For students in grades 4 and 5, parents may pay \$25 for an annual protection plan. 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 set-up a payment plan where the student/parent/guardian can pay fees through a payment schedule.
- 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 or any accessories provided by the district.
- The 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 Protection Plan would cover one device replacement in a school year.

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

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:

Liquid Damage/Spills	- \$785
Broken Screen	- \$500
Keyboard (Missing Keys / other damage)	- \$200
Power adapter and cord	- \$60
Protective Cover	- \$50
Re-imaging due to violation of Acceptable Use Policy (see Page 13)	- \$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 take possession of any MacBook Air for failure to comply with all terms of the MacBook Air Agreement and/or the MacBook Air Protection Plan Coverage.

## 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 department 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 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 report with the school resource officer when incidents of theft or vandalism occur on campus.

► **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 incident of loss, 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 and 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 Protection Plan Coverage 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.

# MacBook Air PROTECTION PLAN COVERAGE

Spartanburg School District Seven recognizes with the implementation of the Seven Ignites initiative, the priority is to protect the investment by both the District and the Student/Parent/Guardian. A non-refundable protection plan is available for all student-issued MacBook Air notebook computers. The following information outlines the various aspects of this protection: warranty, accidental damage protection, and recommended protection plan coverage.

## Terms of the MacBook Air Protection Plan Coverage

The MacBook Air Protection Plan Coverage costs \$50 per school year for a student in grades 6-12. For students in grades 4 and 5, the Protection Plan costs \$25 per school year. The plan includes **one** MacBook Air replacement in the event of theft, loss or accidental damage. More than one replacement in the same year will require payment for the full market value of the MacBook Air. The Protection Plan will cover one screen replacement per year due to accidental damage; and repairs for system-related issues or failures occurring from normal use. Any additional non-covered repairs will require the student/parent/guardian to pay the cost of replacement or repair or the full market value of the repair.

The MacBook Air Protection Plan Coverage does not cover intentional damage, or destruction associated with 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 opt for or not opt for the Protection Plan Coverage prior to taking possession of the device. *If the fee creates a financial hardship on the student or parent/guardian, contact your school's administration about payment options. Upon proof of financial need, the administration can elect to create a plan whereby the student/parent/guardian can pay fee through a payment schedule.*

- Yes, I would like to purchase the MacBook Air Protection Plan Coverage. 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 or 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 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 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 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 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, 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) \_\_\_\_\_

Student Name (signature) \_\_\_\_\_  
Date \_\_\_\_\_

# 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

**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







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

