# Personalized Digital Learning Student/Parent Guide

## 2016-2017

| E | X | C | E | L |
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| Engage | eXplore | Collaborate | Empower | Launch |

**SPARTANBURG SCHOOL DISTRICT 2**

Scott J. Mercer, Superintendent

http://www.spartanburg2.k12.sc.us/D2DC

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# INTRODUCTION

Spartanburg School District Two provides this Student/Parent Guide to familiarize students and their parents/guardians with the district's personalized digital learning initiative, **EXCEL**! In this guide you will find a brief overview of the initiative, frequently asked questions, forms, and other information. During the 2016–2017 school year, the district will continue EXCEL by focusing on improving differentiation for student learning. We believe the everyday use of an individual device will provide students with the skills they need to support their learning and prepare them for higher education opportunities and for the demands of future jobs. This initiative is not about a specific device; it is about empowering students to enrich their learning—**to EXCEL**—with the advantage of digital tools.

With access to the district-issued iPads, students have current information and a variety of learning tools at their fingertips. They will be able to improve reading fluency, build mathematical skills, and experience content in ways they have not been able to do so in the past. The iPads will be used in conjunction with textbooks and paper and pencil activities. Technology will be used, as appropriate, to augment best instructional practices and create new learning opportunities. Teachers will have another avenue to include multimedia information in lessons and to personalize learning.

# VISION

The vision of Spartanburg School District Two's **EXCEL** Initiative is to transform teaching and learning by **e**ngaging all students in rich, authentic, relevant, personalized digital learning experiences that lead to college and career readiness and enable deeper learning across the disciplines. The district has thoughtfully teamed the rollout of 1:1 devices with an instructional model centered on blended learning. In the blended learning environment, classrooms will be interactive and dynamic, blending the best of teacher talents and technological tools. Our teachers will continue doing what they do best, working directly and closely with individual students and groups of students, while other students in the classroom will be learning using technology and digital content focused on their unique learning needs. Using digital technologies, students will e**x**plore various resources and will also be working **c**ollaboratively, using technology to create products, to conduct research, to develop multimedia projects, and to communicate. Students will be **e**mpowered as they are able to participate in anytime, anywhere learning opportunities and as their individual learning styles and needs are addressed using high-quality, adaptive software programs. Schools no longer need to rely on traditional textbooks as the main centerpiece of instruction but can now use an array of high-quality, digital resources. Teachers can collaborate across time and space to share and develop learning resources. Finally, we will **l**aunch our students towards college and career readiness as they facilitate their own learning, guided by teachers knowledgeable in content, pedagogy, and technology and use real-time, real-world resources to solve problems and address rigorous standards.

> **E**ngaging students in personalized experiences that promote deeper learning across disciplines
> e**X**ploring various technological resources to meet students' individual needs
> **C**ollaborating with others to create projects, conduct research, and communicate
> **E**mpowering students to participate in anytime, anywhere high-quality learning opportunities
> **L**aunching students' learning towards college and career readiness

Dear Parents and Students,

Spartanburg School District Two has been one of the highest performing school districts in South Carolina for many years. The combination of strong families and excellent teachers has worked well for us in terms of outstanding student achievement.

But we cannot rest on our laurels; we must always strive to stay up to date in terms of professional development, curriculum, and instructional tools for our staff and students within the constraints of our budgetary limits. We believe we are at the proper time in our evolution as a school district to embrace this digital conversion with the adoption of a 1-to-1 computer policy for every student in third grade and above.

We have studied districts from around the country, read the research, spoken with practitioners, and attended conferences. We have hired staff with experience in districts that have already travelled this road. Our teachers have been training extensively in how to incorporate these devices into their daily instruction. Our Board is committed to providing the necessary funding to make this goal a reality.

We believe that providing every student an Apple iPad mini will open the world and their learning in ways we have not yet imagined. In our pilot project in selected classrooms around our District last year, we witnessed student engagement to levels only once dreamed of. Our students will be better prepared for college, career, and life when they exit our schools.

With this great gift comes great responsibility; these tools must be cared for properly and used only for good. They cannot be left in the rain, dropped on the ground or tossed on a table. They must be charged each night and brought to school each day. And, while much outstanding and important information is available to students on the Internet, much evil lurks there as well. Acceptable and responsible use is required for them to have the privilege and advantages of a personal device. Students in school systems around the country have risen to this challenge; ours will, too.

The purpose of this booklet and parent information nights that will follow are to outline those procedures and responsibilities and answer questions about the use of these devices and the costs for repair/replacement. This endeavor is a work in progress, and we appreciate your willingness to partner with us as we embark on this most exciting change in education in a generation. If you have any questions, please call your child's school administration or the Spartanburg Two District Office.

It is my privilege to serve as your superintendent in this wonderful place to live, work and go to school.

Sincerely,

Scott Mercer

Scott Mercer

# RECEIVING/RETURNING DISTRICT-OWNED IPADS

## Technology Fee

A mandatory **$35** annual technology fee will be required as a part of the Spartanburg School District 2 (SSD2) digital conversion initiative. Students in the free and reduced lunch program will be charged accordingly.

## Distribution of District-owned iPads

- District-owned iPads will be distributed after each school's District-owned iPad orientation.

- Parents/guardians must attend the orientation, **read the** *Parent and Student Agreement for the Spartanburg 2 EXCEL Initiative* (Appendix A) and *Spartanburg School District Two Acceptable Use Policy* (Appendix B), sign the *2015-2016 Student and Parent/Guardian Agreements for iPad Use* (Appendix C) document, and pay the $35 technology fee before the school can issue a district-owned iPad to a student. Dates and times for these parent orientations will be published ahead of time and several opportunities and times will be offered so that parent work schedules are considered.

- Students in grades 6–12 may take the iPads home during the school year. Students in grades 3 through 5 will use their iPads only at school.

## Return of District-owned iPads

- Students graduating or transferring out of SSD2 during the school year must return the district-owned iPad (including power cords, cases and any other district or school issued accessories) before leaving the school.

- If a student returns his/her district-owned iPad damaged, costs for replacement or repairs are the student's responsibility as per the district's Financial Responsibility and Repair Costs (see p. 9). The district will charge the student the cost of needed repairs, not to exceed the replacement cost of the district-owned iPad.

## Identification of District-owned iPads

- Each student's district-owned iPad will be labeled in the manner specified by the district.
- District-owned iPads will be identified by serial number, as well as by a SSD2 inventory label.

## Apple IDs

Students will sign in using their Apple ID. In 2016, the district will issue a managed Apple ID that contains no commerce capability and limited functionality. Students will use these Apple IDs to access their Cloud Storage as well as use basic features on the iPad. SSD2 will be serving the iPads with various educational apps delivered through our mobile device management system called Airwatch.

# CARING FOR DISTRICT-OWNED IPADS

## Responsibility

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the designated school representative for an evaluation of the equipment at the earliest possible opportunity. The District requires parents to pay the **$35** technology fee. Part of the technology fee will help offset the cost of damage, loss, and theft. In the event the device is lost or stolen while off campus, the student or parent must report the loss to the school and file a report with the School Resource Officer immediately. All losses must be reported within a 48-hour time period. The iPad is the property of SSD2 and all users will follow these guidelines that comply with the district's Acceptable Use Policy (Appendix B).

### Care of Screen

- Screen damage can occur when pressure is applied to the screen. Users must avoid leaning on the device or placing objects in a book bag or protective case in a way that applies pressure to the screen.
- Use only a dry soft cloth or anti-static cloth to clean the screen. Do not use cleaners of any type (e.g., Windex, Greased Lightning, etc.).
- Do not bump the district-owned iPad against lockers, walls, car doors, floors, etc., as the screen will crack or break.

### Appropriate Device Use and Care at School

- Devices should be stored in locked lockers only.
- Devices should be kept in the district issued or principal approved case at all times.
- Never leave the device unattended for any reason.
- Ensure that the device is resting securely on the desktop.
- Follow all directions given by the teacher. Failure to follow SSD2 policies and teacher instructions could result in disciplinary action.
- Books and/or binders should never be placed on top of the device. If the device is not in use, it should either be placed on top of a desk/table. A device should never be on the floor!
- Extreme care should be taken when in close proximity of food or drink.

### Appropriate Device Use and Care at Home

- Students are responsible for keeping their iPad battery charged for school each day. If lost or damaged, it is the student's/parent's responsibility to replace the charger with an Apple brand charger. Do not substitute chargers as off-brand chargers have been known to damage the iPad.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- The device stays in the district-issued or principal-approved case, even while charging.
- Use the device in a common room of the home.
- Place the device on a desk or table – never on the floor!
- Protect the device from
  - Extreme heat or cold.
  - Food and liquids.
  - Small children.
  - Pets.
- Do NOT leave the device unattended in a vehicle.

# USING DISTRICT-OWNED IPADS

### Expectations

- District-owned iPads are intended for use at school each day. Students are responsible for bringing their district-owned iPad to all classes, unless specifically instructed otherwise by the teacher.
- Students may access school messages, announcements, calendars and schedules using their district-owned iPad.

### District-owned iPads Left at Home

Students who leave their district-owned iPad at home are still responsible for completing their daily course work. Repeated offenses may result in disciplinary action and/or limited use of device. This action may include student designation as a "day user" (receive iPad upon arrival to school; return iPad at end of school day).

### District-owned iPads Undergoing Repair

The school may issue a loaner district-owned iPad, if one is available, to a student while his/her district-owned iPad is being repaired.

### Home Internet Access

Students may establish Wi-Fi connections with their district-owned iPads outside of school. Students can then use the mobile computing device wherever access is available.

### Use of Camera

The district-owned iPad comes equipped with both front- and rear-facing camera and video capabilities. **The use of a camera in restrooms, locker rooms, or on the bus is strictly prohibited.** The district reserves the right to remove access to the camera at any time.

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 student privacy and educational records, including photographs. 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* (Appendix B). SSD2 retains the rights to any recording and/or publishing of any student's or staff member's work or image.

Additional information about FERPA can be found in the forms and notices packet distributed at the beginning of school, on the district website, and/or online at www2.ed.gov/ferpa.

# MANAGING FILES AND SAVING WORK

### Saving Student Information

Students will save and back up their work through the district-provided Cloud services. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions may not be an acceptable excuse for not submitting work.

### Network Connectivity

SSD2 makes no guarantee that the network will be available 100% of the time. In the rare case that the school network is down, the District will not be responsible for lost or missing data.

# APPLICATIONS ON DISTRICT-OWNED IPADS

### Originally Installed Applications (Apps)

Applications originally installed by SSD2 on each district-owned iPad must remain on the district-owned iPad in usable condition and readily accessible at all times.

Students may not remove these required applications, and school staff will periodically check district-owned iPads 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 district-owned iPad at the completion of a course. If this applies to an application that students use, the district's Mobile Device Management (MDM) system will re-sync the devices for students in that course.

### Additional Applications (Apps)

Students will be permitted to load additional applications from the district app catalog on their district-owned iPads as long as they do so in accordance with the district's *Internet Acceptable Use Policy* (Appendix B).

### Inspection

School administrators may randomly select students and ask them to provide their district-owned iPad for inspection.

### Procedure for Reloading Applications (Apps)

If technical difficulties occur or illegal software is installed, the iPad will be restored to factory default. The school does not accept responsibility for the loss of any software or documents (including photos and music) deleted due to a re-format and re-image.

### Software Updates

Updated versions of licensed software/apps may be available. Students may be required to perform these updates on their own or be asked to turn the iPad in to district support for maintenance.

## DIGITAL CITIZENSHIP

### Using Technology Appropriately

- Digital citizenship is a concept that helps students understand how to use technology appropriately in a society filled with technology.
- SSD2 expects students to use technology appropriately and responsibly, whether in electronic communication or participation.
- SSD2 has electronic precautions in place in order for students to participate safely and securely in this environment and enjoy the rights of a digital world in an educational setting. (See articles on OnlineOnguard.gov http://www.onguardonline.gov/articles/pdf-0001.pdf.)

### District Responsibilities

- The school will provide students with access to the Internet during the school day.
- School staff will help students conduct research and ensure student compliance with the district's Acceptable Use Policy (Appendix B).
- Filtering/blocking of inappropriate Internet materials is provided when students use their district-owned iPads. SSD2 will provide good faith efforts to filter/block inappropriate Internet materials; however, no firewall is 100% foolproof.
- SSD2 reserves the right to investigate any inappropriate use of resources and to review, monitor and restrict information stored on or transmitted via SSD2 owned equipment and resources.

### Student Responsibilities

Students will abide by the district's Acceptable Use Policy (Appendix B) and:
- contact an administrator about any security issue they encounter.
- monitor all activity on their personal account(s).
- always shut down and secure the district-owned iPad after use to protect their work and information.
- report email containing inappropriate/abusive language or questionable subject matter to a teacher or administrator.
- return district-owned iPad to the issuing school on the date of withdrawal from school or transfer to another school outside the district. This return of the device includes graduating seniors/seniors who leave mid-year.

### Parent/Guardian Responsibilities

Parents should talk to their children about the values and standards they expect them to follow as they use the Internet and other media information sources such as television, telephone, movies, radio, etc.

## Legal Propriety

- Students will comply with trademark and copyright laws and all license agreements (e.g., no music should be illegally downloaded). Ignorance of the law is not immunity. If a student is unsure, he/she should ask a teacher or parent.
- Plagiarism is a violation of the SSD2 Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to SSD2 policy consequences. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.
- All rules and consequences in individual school student handbooks and district policy will also apply to the iPad guidelines.

## Email Use

- SSD2 will provide users with an email account for the purpose of school-related communication. Availability and use of email will be restricted.
- Email accounts should be used with care. Users should not send personal information, should use appropriate language, and should only communicate with others as allowed by SSD2 policy.
- Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

# DAMAGE TO OR LOSS OF DISTRICT-OWNED IPADS

## Terms of the District-owned iPad Agreement

- With the implementation of the Spartanburg 2 EXCEL Initiative, SSD2 has set a priority to protect the investment by both the district and the student/parent/guardian.
- Students will comply at all times with SSD2's Parent and Student Agreement for the Spartanburg 2 EXCEL Initiative (Appendix A) to include the Internet Acceptable Use Policy (Appendix B), and terms of the Financial Responsibility and Repair Costs (see p. 10). Failure to comply ends a student's right of possession, effective immediately.

## Financial Responsibility and Repair Costs

- All students will be charged a $35 annual technology fee.
- The circumstances of each situation involving lost equipment will be investigated.
- As a part of our 1:1 digital initiative, the following repair costs will apply:

| | |
|---|---|
| 1st Incident (accidental) | $25 copay |
| 2nd Incident (accidental) | $25 copay |
| 3rd Incident (accidental) | Cost to repair/replace device (depreciated) as determined by SSD2 |
| Intentional Damage/Neglect | Full repair and/or replacement costs |

## Title

- Legal title to the property is with the district and shall at all times remain with SSD2.
- The right of possession and use is limited to and conditioned on full and complete compliance with the Parent and Student Agreement for the Spartanburg 2 EXCEL Initiative (Appendix A).
- The student is responsible at all times for the appropriate care and use of the mobile computing device.

## Liability

- Spartanburg School District 2 reserves the right to demand return of the district-owned iPad at any time.
- District-owned iPad agreements are good for one year, unless the agreement is terminated earlier.
- Failure to return the district-owned iPad to the issuing school before departure from the district may result in criminal charges brought against the student or parents/guardians and/or the person in possession of the district-owned iPad.
- In the event a district-owned iPad is lost, the student or parents/guardians must report the loss to the school and file a report with the School Resource Officer within 48 hours.
- In the event a district-owned iPad is stolen or vandalized on campus, etc., the student or parent/guardian must report the theft or loss to the school and file a police report with the School Resource Officer.
- Students or parents/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.
- 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.

# DISCIPLINE AND MISUSE

Spartanburg School District 2 views the use of the iPad as central to the delivery of its educational program and expects that all students will use these devices as an essential part of their learning experiences. It is the policy of SSD2 to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege and this extraordinary opportunity to explore technological devices come responsibilities for the parent and for the student.

When signing the *Student/Parent Responsible Use Agreement*, acknowledgement of understanding and acceptance of the information in this document is made by both student and parent/guardian.

## At-Home Responsibilities

The parent/guardian must agree to monitor student use of the device while away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

## Parent/Guardian Monitoring Suggestions

- Investigate and apply parental controls available through your home-based Internet service provider and/or your wireless router.
- Develop a set of rules/expectations for device use at home. Some websites provide parent/child agreements to sign.
- Only allow device use in common rooms of the home (e.g., living room or kitchen) and not in bedrooms.
- Demonstrate a genuine interest in what is being done on the iPad. Ask questions and request to see student work on a regular basis.

## Device Rules and Guidelines

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities students accept when using a district-owned iPad. In general, this requires efficient, ethical, and legal utilization of all technological devices. Violations of these rules and guidelines will result in disciplinary action. Please reference the materials specific to each school or contact school directly for details.

Students will receive device-related training at school on proper use and digital citizenship. Below is a review of the rules and guidelines:

## Electronic Resource Policy and Responsible Use Procedures

### All Use of Technology Must

- Support learning.
- Follow local, state, and federal laws.
- Be school appropriate.

### Security Reminders

- Do not share log-ins or passwords unless asked to do so by a parent/guardian or school personnel.
- Do not develop programs to harass others, hack, bring in viruses, or change others' files.
- Follow Internet Safety guidelines.

### Activities Requiring Teacher Permission During Instructional Time

- Playing content-related games
- Sending email
- Using headphones in class, where related
- Use of camera for pictures or video

### Activities PROHIBITED on School Property

- Instant-messaging (e.g., Face Time, SnapChat, KIK, Yik Yak, etc.)
- Downloading programs, music, games, and/or videos
- Using a Hot Spot or Virtual Private Network (VPN) with a district-owned device

**Inappropriate Content—**All files must be school appropriate. Inappropriate materials include explicit or implicit references to

- Alcohol, tobacco, or drugs
- Gangs
- Obscene language or nudity
- Bullying or harassment
- Discriminatory or prejudicial behavior
- Illegal activities

## Student Email

### Purpose

All SSD2 students are issued an email account. Email allows students to safely and effectively communicate and collaborate with SSD2 staff and classmates, giving them an authentic purpose for writing. Effective use of email is

- A 21st Century communication tool.
- Used in careers and higher education settings.
- A way to meet the National Educational Technology Standards (NETS).

### Guidelines and Reminders

- Email should be used for educational purposes only.
- Student email accounts will not deliver emails to users outside of the school district.
- Email transmissions may be monitored by the school at any time to ensure appropriate use: any school personnel may check students' email.
- All email(s) and its/their contents are the property of the district.
- Email should be used only by the authorized owner of the account.
- Students need to protect their passwords.

**Unacceptable Use Examples**
- Non-education-related forwards (e.g., jokes, chain letters, images, etc.)
- Harassment, profanity, obscenity, racist terms
- Cyber-bullying, hate mail, discriminatory remarks
- Email for individual profit or gain, advertisement, political activities, or illegal activities

## Webcams

**Purpose**

Each student device is equipped with a webcam. This equipment offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills.

**Important Note**

SSD2 retains the rights concerning any recording and/or publishing of any student or staff member's work or image. Students must obtain permission to record, take, or publish a photograph or video of any person. Unauthorized recordings are subject to disciplinary action in accordance with School Board Policy.

## Media/Music/Gaming

- Movies, music, games and other media should not interfere with the learning process.
- Streaming is not allowed because it creates district bandwidth problems. If a certain media is necessary for instructional purposes, it should be downloaded, not streamed.

## Wallpaper

- Any images set as the wallpaper must be in line with the Acceptable Use of Technology Resources Policy. Inappropriate media may not be used as wallpaper. Presence of guns, weapons, pornographic material, inappropriate language, alcohol, drugs, or gang-related symbols will result in disciplinary action.

## Copyright and Plagiarism

Students are expected to follow all copyright laws. Duplication and/or distribution of materials of educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law.

## Technology Discipline

**Behaviors and Discipline Related to Student Device Use**

The following behaviors will be treated as corresponding "traditional" behaviors and appropriate consequences will be assessed by the building administrators:

| TECH-RELATED BEHAVIOR | EQUIVALENT "TRADITIONAL" BEHAVIORS |
|---|---|
| Email, instant-messaging, Internet surfing, games, or any other off-task behavior | Classroom Disruption |
| Removing Case/Damaging or Defacing Device | Defacing School Property |
| Cutting/Pasting without citing sources | Plagiarism |
| Cyber-bullying | Bullying/Harassment |
| Use of profanity or inappropriate language | Inappropriate Language |
| Accessing pornographic material or inappropriate files | Bringing pornographic/inappropriate material to school |
| Accessing files potentially dangerous to network | Vandalism/Technology Policy Violation |
| Using electronic account authorized for another person without permission | Breaking into another student's locker |

The following behaviors could result in the possible loss of device or loss of access to district network:

| **TECHNOLOGY VIOLATIONS (cont'd)** |
|---|
| *Examples of potential behaviors unique to digital environment without "traditional" behavior equivalent* |
| Chronic, tech-related behavior violations (see above) |
| Making use of electronic resources in a manner that serves to disrupt use of network by others |
| Unauthorized downloading or installing software |
| Attempts to defeat or bypass the district's Internet filter |
| Modification to district browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity |

## *School-Based Discipline*

The discipline policies at each school encompass the one-to-one environment. Please reference the materials specific to each school or contact the school directly for details.

# Appendix A:



## Parent and Student Agreement

### Student Pledge for Use of District-Owned iPads

1. I understand that this iPad is the property of Spartanburg School District Two and is on loan to me as long as I am a Spartanburg Two student in good standing.
2. I understand that the district-issued iPad is subject to inspection at any time without notice.
3. I will keep the iPad in a district-issued or principal-approved protective case.
4. I will follow district policies outlined in the EXCEL Parent and Student Guide and the district's Acceptable Use Policy both on and off campus.
5. I will take proper care of the iPad.
6. I will not lend the iPad, charger, and cords to others.
7. I will be accountable for the Pad at all times.
8. I will charge the battery of the iPad daily.
9. I will not leave the iPad in an unsecured location.
10. I will use extreme caution with the iPad around food and beverages.
11. I will not attempt repairs or take the iPad to an outside source for repairs.
12. I will not remove district-required applications nor modify or alter the iOS of any iPad, also referred to as jailbreaking.
13. I will not stack objects on top of the iPad.
14. I will not leave the iPad outside or use it near water.
15. I will save data in a safe and accessible location. Spartanburg School District Two will provide cloud storage for data storage and backup. Students will be responsible for saving and backing up data in the provided cloud storage. (Spartanburg School District Two will, at times, re-sync iPads, which may result in loss of files stored locally on the iPad.)
16. Students are ultimately responsible for saving all their personal files.
17. I will not deface the serial number, manufacturer labels, or district labels on any iPad.
18. I will file a police report with the School Resource Officer in case of theft, vandalism or other violation within 48 hours.
19. I will be responsible for all damage or loss caused by neglect or abuse that is not covered by the school district protection plan.
20. I agree to return the iPad, case and power cords in good working order.
21. I agree to return the iPad, case, and power cords when I leave the district for any reason.
22. I will not take or utilize photos, videos, and/or audio recordings of myself or any other person without permission, nor will I use the above in an inappropriate manner.

# Appendix B:

## Acceptable Use Policy

Issued   6/14

In order to provide for the appropriate use of the Internet in keeping with the district board policy, the following acceptable use policy has been developed. It requires student and parental agreements as well as employee and guest agreements. All computers having Internet access must be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this acceptable use policy will result in revocation of access privileges and for students, could result in disciplinary actions under school discipline codes. Some violations may also constitute a criminal or civil offense and may result in legal actions being taken.

Internet access is free and is a privilege. A responsible user of the Internet and district computer resources may keep access as long as the user is a staff member or student in the district.

A responsible user may use the Internet to do the following.

- Research assigned classroom projects.
- Send electronic mail to other users.

Unacceptable uses of the Internet which could lead to disciplinary actions include, but are not limited to, the following.

- using the Internet for any illegal purpose

- using threatening, impolite or abusive language

- using and distributing vulgar or obscene material

- using or distributing material protected by trade secrets

- violating the rules of common sense or etiquette

- changing computer files that do not belong to the user

- sending or receiving copyrighted material without permission (violation of the copyright law)

- sharing his/her password with anyone

- not reporting an inappropriate site to the teacher or supervisor

- violating the statutes, policies and regulations pertaining to privacy; transmitting telephone numbers or addresses for any reason; posting any personal contact information (school numbers and addresses may be transmitted only with approval of a school administrator)

- reposing (forwarding) personal communications without the author's prior consent

- copying commercial software in violation of copyright laws

- using the networks for financial gain, commercial activity, political activity or any illegal activity

- attempting to log on to the Internet using another person's account information

- attempting to meet with anyone who has been contacted over the network

- joining discussion or chat groups that do not have a legitimate educational function

In addition, actions directed toward computer equipment that could lead to disciplinary or legal actions and that could be considered vandalism covered under the district's disciplinary codes include, but are not limited to, the following.

- any damage to equipment

- any change in Windows or other software files which require a technical services person to restore the system to its original condition

- removing mouse ball and/or mouse

- deliberate erasing or changing data and/or files

- placing foreign objects such as paper clips in disk or CD-ROM drives

- removing or altering placement of keyboard keys

- introduction of a virus or any program which results in damage to the computer software files

- gaining unauthorized access to the district system or any other computer in the district system or going beyond authorized access

- posting chain letters or engaging in spamming; spamming is defined as sending an annoying or unnecessary message to a large number of people

Students in grades K5 through 12 will have access to the district Internet connection only as part of instructional activities scheduled by the teachers. Students and parents/legal guardians must sign the acceptable use agreement in order to gain authorized access to the district Internet connection. Also, staff members and any guest users must sign an acceptable use agreement for access as well. Principals at each school will be responsible for obtaining and filing parental consent forms. A student must have an approved form on file prior to being allowed access to the Internet.

The principal at each school will designate a school level system administrator who will be responsible for coordinating the activities of all authorized users with access to the district Internet connection. Such responsibilities will include, but are not limited to, the following.

- security issues such as user IDs and passwords

- reporting of unintentional access to inappropriate Web sites by users

- reporting of technical problems to the district information management director

- coordination of software installations on the systems, as approved by the district office

Principals at each school must contact the district office for approval before making software and equipment purchases and building modifications to accommodate computer systems.

**Web page guidelines**

Posting of student information

Because of the district's desire to protect its students in the fluid environment of the World Wide Web, the district advocates caution to ensure the privacy of students. However, the district also understands the need to recognize and share student achievement, activities and awards.

No student's email address, personal web address, street address or telephone number will be published on district or school maintained websites/Facebook pages. Otherwise, all other information designated as "directory information" within Administrative Rule JRA-R (Student Records) may be published unless the parent/legal guardian of the student or the eligible student has refused to permit the release of any or all of the categories of directory information pursuant to JRA-R. Permission to publish any other student information, including a student's work, must be obtained on a permission form IJNDB- E(1).

**Legal issues**

Approval

Publication of material or links from pages or sites for the district does not necessarily demonstrate implicit approval by the school or district administration or the board.

Legal guidelines

Any Web page or site author designer or manager for the district must adhere to these guidelines. To protect district staff and to serve as an example to the students, all district Web pages and/or school Web pages will conform to all laws. District staff will randomly monitor Web pages and sites to ensure compliance. No district Web page or school

Web page will be approved that contains content or links that do the following.

- Propagate any particular religious or political belief(s).
- Solicit for any business or commercial enterprise.
- Provide inaccurate information (as can be deemed inaccurate at the time of publication).
- Express opinions regarding board, district or school policies.
- Express any politically biased information or solicitations, related to education or otherwise.
- Exhibit any racial, nationalistic, sexual or ethnic bigotry.
- Exhibit any obscene or pornographic material.
- Provide hyperlinks to commercial or personal Web sites or pages that do not directly and strictly serve the district and/or school missions and the educational needs of students in the district.
- Publish a student's or staff member's personal home address, telephone number or personal Web page address.
- Try to elicit politically motivated content in Web forms except for the specific purposes of sanctioned educational activities.
- Provide hyperlinks to any Web sites or pages related to any of the above-mentioned inappropriate activities.
- Publish any material that would conflict with the policies of the district.

**Responsible parties**

District Web site Webmaster/manager duties

To reduce duplication, error and security concerns, the district Web site will be maintained by at least one main Webmaster and no more than three site managers (assistants). At least one of the Web site managers will be a technology specialist staff member who will provide for the networking needs of the district and school Web sites, including maintenance of all relevant information such as lists of passwords and Webmaster/managers, school site information, etc., as needed. The Webmaster/managers will maintain the district site by performing the following duties.

- Provide guidelines for consistency throughout all districtwide and school Web pages for identification of district Web pages.
- Supervise compliance of these guidelines by school Webmaster/managers.
- Provide informal and random monitoring of all district, school and teacher Web pages for compliance with these Web guidelines.
- Post current district information.
- Develop utilization of new Web technologies that would provide a higher level of service related to the district and school missions.
- Supervise workflow of all districtwide business conducted through the Web site.
- Troubleshoot all districtwide Web pages.
- Supervise troubleshooting for all school Web pages.
- Purge/clear outdated pages as requested by district staff.
- Develop effective training for use of Web technologies in cooperation with staff development directors.
- Publicize the district and school Web sites in search engines and other educational Internet forums.

School principal duties

The principal's focus will be to supervise the educational content of the Web site and pages. The duties listed focus on supervisory and philosophical leadership for the Web site, mainly in directing the efforts of staff regarding the school's mission statement. The principal's duties are as follows.

- Provide a "principal's statement" for his/her school.

- Review, at least randomly and informally, pages on the school Web site for compliance with these guidelines.

- Supervise his/her school's Webmaster/managers.

- Approve/counsel/reject school Web page content when in question.

- Act as liaison for the school with district staff regarding compliance issues.

- Supervise and assure compliance of these guidelines by teachers and students.

- Work with the district Webmaster/manager in maintaining staff compliance with these guidelines.

School Web site manager duties

Each school will initially have one Webmaster/manager. A second manager will be added to aid the main Webmaster/manager as feasible. Together, these managers will maintain their school site by performing the following duties.

- Report to the school's principal.

- Provide consistency for school identification on all school Web pages.

- Post current school information as submitted by teachers and administrators.

- Aid staff in troubleshooting difficulties for all schoolwide Web pages.

- Provide practical guidance to the principal for Web site page issues.

- Purge/clear outdated pages periodically as requested by the principal.

- Report any obvious copyright infringement to the principal before posting.

The Web manager will **not** enforce compliance with these guidelines. His/Her job is to organize and maintain the school's Web site structure and to post pages submitted. The manager may need to edit content of a page to make it load properly. In these situations, the Web manager has the right to edit as needed but should work in cooperation with the submitting staff member.

Instructional staff duties

Each instructional staff member is encouraged to provide and regularly update a Web page for publication on the school Web site. The Web publication's relevance to teaching and guidance, however, must be the guiding principle. Instructional staff duties are as follows.

- Submit educationally relevant, accurate material that complies with these guidelines.

- Edit all content for grammar and spelling.

- Edit for errors and omissions relevant to the content/subject matter being posted.

- Edit for inaccuracies of any kind.

- Acquire proper permissions for any copied items such as graphics, text or otherwise.

- Submit page content and related materials to school site Webmaster/manager for publication in a timely manner.

- Ensure that all Web pages do not contain links to any questionable material or anything that can be deemed in violation of the district's Internet acceptable use policy; district staff will provide instructional staff with the easiest, most effective manner of creating Web pages to minimize teacher time in creation and management of Web pages and sites

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**SPARTANBURG SCHOOL DISTRICT TWO**

# Appendix C:



## 2016-2017 Student and Parent/Guardian Agreements for iPad Use

Student _____   _____   _____
                              *Last Name*                                    *First Name*                         *Grade*

**Please *initial* in the space beside each agreement and *sign* in the signature area below:**

| | |
|---|---|
| ☐ | I have read, understand, and agree to the stipulations set forth in the *EXCEL Student and Parent/Guardian Guide*, Spartanburg School District Two *Acceptable Use Policy*, and *Student Pledge for Use of the iPad*. I understand that my iPad is subject to inspection at any time without notice and remains the property of Spartanburg School District Two. |
| ☐ | I have read, understand, and agree to the financial responsibilities of student iPad use, as written in the *EXCEL Student and Parent/Guardian Guide*, including payment of the $35 technology fee and applicable payments for accidental damage. |
| ☐ | I understand that the student will be taking the device home to assist in educational pursuits. [If you do not agree, please complete a green *Device Day User* form.] |

## *Signatures*

| **Parent/Guardian Name** (Please Print) | Parent/Guardian **Signature** |
|---|---|
| _____ | _____ Date: _____ |
| **Student Name** (Please Print) | Student **Signature** |
| _____ | _____ Date: _____ |

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*This section for use by District Personnel*

Technology Fee Amount Paid:   $35      Other: _____

If applicable:

☐ Submitting "Day User Form" (green form)