

# Technology Handbook and Agreement for All Students

## Introduction

Allegheny County Schools (ACS) is committed to educating all children to be productive workers, responsible citizens, and lifelong learners, enabling them to be globally competitive and prepared for life. We are pleased to offer students of the ALLEGHANY COUNTY SCHOOL system access to the district computer network resources, internet access, and communications. This tool has become a vital part of our instructional program and is used daily in classrooms throughout our system. Students and their parents/guardians should review this document and understand that the use of online (Internet) resources has become a standard method of delivery for instructional materials as well as required State tests. Therefore, students must have access to these resources for full participation in the educational process. Any questions or concerns about our computer network or access should be referred to your school's principal. A copy of the board policies regarding student access to networked informational resources are available on the Allegheny County Schools District website, [www.allegheny.k12.nc.us](http://www.allegheny.k12.nc.us).

## General Network Use

The network is provided for students' instructional use. Access to network services is a privilege and is given to students to use in a considerate and responsible manner. Students are expected to utilize good behavior on school networks just as they are in a classroom or a school hallway. As such, general school rules apply for behavior/communications and users must comply with district standards and honor agreements they have signed. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers or district-issued software will always be private.

## Internet Access and Communications

Access to the Internet will enable students to use thousands of libraries and databases. Within reason, freedom of speech and access to information will be honored. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in place and eliminates most of the inappropriate material, but no filtering system is capable of blocking 100% of the inappropriate content available on the Internet.

### I. Terms of Device Use

#### A. Terms of Use

1. Legal title to the property (device) is with Allegheny County Schools. A student's right of possession and use is limited to and conditioned upon full and complete compliance with the board policies and completion of the following:
  - a) Orientation meeting
  - b) Return of signed Device Agreement by both the parent/guardian and the student.
  - c) Technology Fee of \$30 will be charged at the issue date. This is the insurance for the device to be fixed if any issues arise.
2. Students may be subject to loss of privileges, disciplinary action, and/or legal action in the event of intentional damage and/or violation of policies and guidelines.
3. A student's possession of the device terminates no later than the last day of the school their senior year unless there is a reason for earlier termination by the District (e.g., drop-out, expulsion and transfer to another school).

B. Damage or Loss

1. ACS will provide Accidental Damage Maintenance for student devices which will cover the device for the school year. The policy will cover no more than 2 incidents.
2. There will be a cost for the loss of charging adapters.
3. The student and/or the student's parent/guardian shall be responsible for compensating the school district for any losses, costs, or damages or more than 2 incidents per year). The student and/or parent/guardian is liable for replacement(s) costs resulting from loss, intentional damage, and/or neglect as outlined in this document (see section XIII). Replacement and repair cost(s) will be based on fair market value as described in the table below.
4. If unapproved changes or software installs are made to the device, the device will be re-imaged, and the student will be charged a \$25 re-imaging fee.

**\*\*Records of losses and/or damages will be maintained by the District Technology Department  
Purchase price of devices and replacement costs vary from year to year**

**Total device replacement when lost or stolen:**

Age of Device	Value
1 year or less	100%
2 years	75%
3 years	50%
4 years	25%

C. Repossession

1. ACS reserves the right to repossess the device at any time if the student does not fully comply with all the terms of this agreement.

D. Appropriation

2. Failure to return the property in a timely manner and the continued use of it for unrelated school purposes may be considered unlawful appropriation of Allegheny County School's property.

**II. General Care of the Devices**

- A. Students are responsible for the devices they have been issued. It is their device to use until they graduate from Allegheny High School. **Devices must be brought to school each day fully charged and ready for classroom use.** Devices in need of repair or damage must be reported to the teacher or school technician. It will be the responsibility of the student to contact onsite technical support.
- B. Technical support will determine whether the device can be repaired onsite or if a loaner should be issued. Loaner devices are also covered by all rules and regulations as outlined in this document.
- C. Guidelines to follow:
  1. Always remove any items on the device before closing the lid before moving your device.
  2. For prolonged periods of inactivity, you should shut down completely before closing the lid. This will help to conserve the battery. All machines need to be completely powered off at the end of the use to allow synchronization and to prevent devices from overheating.

3. Please be aware that overloading the device bag will damage the device. Take precautions when placing the device bag on a flat surface. Never sit on the device bag.
4. When using the device, keep it on a flat, solid surface so that air can circulate. For example, using a device while it is directly on a bed or carpet can cause damage due to overheating.
5. Liquids, food, and other debris can damage the device. You should avoid eating or drinking while using the device. DO NOT keep food or food wrappers in the device bag.
6. Take extreme caution with the screen. The screens are very susceptible to damage from excessive pressure or weight. In particular, avoid picking up the device by the screen or placing your finger directly on the screen with any force.
7. Allow your battery to completely drain. Dimming the LCD brightness of your screen will extend the battery run time. For help, consult a technician.
8. Never attempt to repair or reconfiguration of the device. Under no circumstances are you to attempt to open or tamper with the internal components of the device. Nor should you remove any screws - doing so will render the warranty void.
9. Take care when inserting cords, cables, and other removable storage devices to avoid damage to the device ports.
10. Do not expose your device to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the device.
11. Do not write, draw, paint or place stickers/labels on your device or bag. Remember the devices are the property of Allegheny County Schools but are your property during your four years of high school at Allegheny High school.
12. Keep your device away from magnetic fields, which can erase or corrupt your data. This includes but is not limited to large speakers, amplifiers, transformers, and old-style television sets.

### III. Cleaning Your device

- A. Routine maintenance on devices is suggested. You are encouraged to perform simple cleaning procedures as outlined below:
  1. Always disconnect the device from the power outlet before cleaning.
  2. Never use liquids on the device screen or keyboard.
  3. Clean the screen with soft, lightly dampened, lint-free cloth, or use anti-static screen cleaners or wipes.
  4. Wash hands frequently when using the device to avoid buildup on the touchpad. Grease and dirt can cause the cursor to jump around on the screen.
  5. Clean the touch-pad with a slightly dampened cloth.

### IV. General Security

- A. Never leave your device unattended or unsecured.
- B. During or after-school, you are still expected to maintain the security of your device. Unsupervised devices will be confiscated by staff, and disciplinary actions may be taken.
- C. Each device has several identifying labels (i.e., ACS asset number, the serial number connected to student name). Under no circumstances are you to modify or destroy these labels.

### V. General Use of the Device

- A. Students are issued devices and are required to bring their devices to school each day with a fully charged battery or the device charger.
- B. Be mindful not to cause a tripping hazard when it is necessary to plug in your device.

- C. Avoid using your device in areas that may lead to damage or theft. Do not use your device around sporting activities or events.
- D. Devices are not allowed on overnight trips or field trips without the expressed written approval of the lead chaperone and the parent/guardian.
- E. \*Device USE IS NOT PERMITTED IN THE DINING AREA (CAFETERIA) DURING
  - 1. LUNCH PERIODS. The device may be used in designated commons areas (away from food or drink) during this time.
  - 2. Device sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.
- F. Do not delete any folders or files that you did not create or that you do not recognize. The deletion of files could result in a computer failure and will interfere with your ability to complete classwork.
- G. Student devices will be subject to routine monitoring by teachers, administrators, and technology staff.
- H. Students will provide access to any device computer and/or accessories that they have been assigned upon the district's or school's request. An individual search of the device and other stored student files may be conducted if there is suspicion that policies or guidelines have been violated.
- I. Device use in ISS will be determined by the principal
- J. Device personalization (screensavers, backgrounds, skins, etc.) must not violate Alleghany County Schools Technology Policies posted on Alleghany County School website.

#### **VI. Email**

- A. Email transmissions and transmitted data stored on servers shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
- B. Students will abide by all email guidelines as outlined in the ACS Board Policies.

#### **VII. Virus Protection**

- A. All devices have virus protection software installed. The virus software will be updated automatically through login to the district network. Do not remove or add any virus protection software.

#### **VIII. Internet Access/Filtering**

- A. As required by the Children's Internet Protection Act, a current filtering solution (Fortigate) is maintained by the district for school use on this device, the district cannot guarantee that access to all inappropriate sites will be blocked. It is the responsibility of the user to follow guidelines for appropriate use of the network and the Internet. ACS will not be responsible for any problems suffered while on the network or the Internet. Use of any information obtained through the Internet is at the user's own risk.

#### **IX. Login Procedures**

- A. Students will log in with the school-issued username and password and login to ACS whether at home or school.
- B. DO NOT share passwords. Students are responsible for anything done using their login.

#### **X. Copyright**

Compliance with federal copyright law is expected of all. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Text

(including email and Web information), graphics, art, photographs, music, and software are examples of the types of works protected by copyright. Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law.

## **XI. Inappropriate/Unacceptable Use**

**Tier 1: Inappropriate Use:** Includes but not limited to:

- ❖ Sending, receiving, displaying or accessing defamatory, offensive, profane, sexually-oriented racially offensive or illegal materials
- ❖ Sharing personal information on websites (full name, address, phone number, identifiable photos) without permission from a teacher, parent, or guardian.
- ❖ Unauthorized access; damaging or modifying devices, computer systems or computer networks
- ❖ Intentionally wasting limited network resources (streaming content without permission)
- ❖ Using any browser other than a browser that has been installed by ACS
- ❖ Using devices not assigned to you (Teachers may allow students to look on with another student for instructional purposes only)
- ❖ Videoing or taping on school property is not permitted when not related to an assignment
- ❖ Emailing or chatting during class (when not related to an assignment)
- ❖ Profanity
- ❖ Gaming during instructional time
- ❖ Do not do anything to the technology that will permanently alter it in any way. This includes painting or adhering stickers to the device itself. (voids warranty)
- ❖ Do not remove any serial numbers or identification placed on the technology.
- ❖ Do not leave the device in a vehicle.
- ❖ Do not expose your device to rapid temperature fluctuations.
- ❖ Do not leave your devices unattended.
- ❖ Do not place heavy materials, such as books, on top of your device or keyboard.
- ❖ Do not leave the device outside or use near water such as a pool.
- ❖ Do not place your device in a stuffed backpack or carrying bag not designed to protect the device.
- ❖ **Do not share your password with anyone.**

**Tier 2: Unacceptable Use:** Includes but not limited to:

- ❖ Pornography (real-life or cartoon) Pornography can be a felony offense and if so will be turned over to authorities.
  - Possession
  - Manufacturing – using a camera or creating pictures/movies
  - Distributing – sending/sharing with others
- ❖ Images of Weapons
- ❖ Gang Related Files
- ❖ Bootleg movies or music
- ❖ Logging into a device/application using someone else’s login
- ❖ Cheating
- ❖ Using a device to plan a fight, cause harm or commit a crime
- ❖ Profanity directed to the faculty or staff
- ❖ Threats and/or cyberbullying
- ❖ Employing the network for commercial purposes, financial gain or fraud
- ❖ Attempting to access websites blocked by district policy including the use of proxy services, software, or websites. The use of keylogging devices/software is prohibited.

- ❖ Violating copyright laws
- ❖ Bullying, harassing, insulting or attacking others

***Discipline Consequences will be as directed by the ACS Student Code of Conduct and the School-Wide Positive Behavior Intervention Support Plan at the student's home school.***

**PARENT OR GUARDIAN** (If the student is under the age of 18, a parent or guardian must also read and sign this agreement.) As the parent or guardian of this student, I have read this document and Allegheny County Public Schools *Technology Policies (10000)* posted on Allegheny County Website. I understand that the use of the Internet and technology resources is a standard part of the instructional process and is considered the same as using a textbook or any other resource to enhance or deliver instruction. Furthermore, I understand that my child may be issued an email account, access to learning networks, and/or given access to other specific online content in order to support the instructional process as is age and/or grade level appropriate. I further understand that access to the Internet and the use of school owned technology resources are intended for educational purposes only. I also recognize that even though Allegheny County Public Schools uses appropriate Internet filtering software, it is impossible to restrict access to all inappropriate materials, and I will not hold the school system responsible if my child accesses or acquires such materials on the network. I accept responsibility for my child's compliance with the Acceptable Use Policy. I give my consent for school district personnel to monitor my child's school issued email account as well as my child's internet activity on school owned computers and the school network.

I have read to my child (or they have read), and understand, and will abide by the Allegheny County Public Schools *Student Internet Safety and Acceptable Use of Technology Resources Policy (10100/10200/10226)*. Students understand that should they commit any violation of this policy, their access privileges may be revoked, and school disciplinary action and/or legal action may be taken. Students further understand that they will be issued an email account and/or other online tools, that they should use them appropriately and in accordance with Policy (10100/10226).

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_