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***ACPSD***  
***PERSONALIZED, DIGITAL***  
***LEARNING INITIATIVE***



## **Aiken County Public School District Mission**

The Mission of Aiken County Public Schools, the emerging premier school district, is to cultivate future-



Parents/Guardians and Students,

Greetings!

On behalf of Aiken County Public Schools, I am excited to share this guide so that students and their personalized, digital learning initiative Learning Virtually Everywhere. This guide contains a brief overview of the initiative, frequently asked questions, forms and other information.

On April 21, 2020, the Board approved a visionary digital one-to-one learning initiative designed to transform teaching and learning inside and outside of the classroom. This plan includes equipping students in grades 5K -12 with a Laptop device to enhance teaching and learning and to prepare students with 21st Century skills needed to be successful in college and careers while providing students and teachers the opportunity to extend teaching and learning beyond the traditional classroom. It is critical for the students of today to become proficient in communication, collaboration, critical thinking, and creativity. Additionally, one-to-one technology provides students with a powerful educational tool that not only raises engagement and excitement for learning, but also provides students access to the vast global network of information available online. As stated in our mission, we continue to focus our efforts on providing a more personalized learning experience where instruction addresses higher order thinking, mastery and self-paced learning - all while focusing on critical skills like research, writing, communication and content.

We recognize that student online safety is a priority. Therefore, all devices access the Internet through the , which is designed to block inappropriate content. Even when students access the filter. Additionally, only teacher-recommended, district- approved applications, websites,



# **RECEIVING/RETURNING YOUR Laptop**

## **Distribution of Laptop**

Laptop devices (including power cords and protective covers) will be distributed at the beginning of each school year. During the 2020-2021 school year, this timeline was altered due to the COVID-19 pandemic and the receipt of devices.

ACPSD students are distributed laptops to use for classroom instruction and will be allowed to take the device home to complete learning activities in grades 6-12. Laptops are equipped with tracking capabilities, which are utilized for loss prevention. Before the device goes home, we ask parents to attend a Laptop orientation at school; however, we realize that some schedules might not allow for this.

To make this process easier, schools will send the following information:

- Parent Laptop Orientation dates, times, and locations
- Technology Fee Information
- Student Pledge for Use of Laptop (sign and return)

## **Please sign and return the Student Pledge.**

Each year students will be assessed a Technology Fee of \$50.00 for use of the Laptop. Students who qualify as a Pupil in Poverty (PIP) will have their fee waived. Please refer to page 14 for specific information regarding what the Technology Fee covers.

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

## **Returning Laptop**

Students will return their Laptop device (including power cords, protective cover, and any other district- or school-issued accessories) to their school before any extended breaks unless specified by the school or school district.

Students leaving Aiken County Public School District or transferring within the district during the school year must return the Laptop (including power cords, protective cover, and any other school-issued accessories) before leaving the school.

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

## **Identification of Laptop**

will be labeled in the manner specified by the district. Laptop devices will be identified by Serial Number as well as Aiken County Public School District Inventory Label.

## **CARING FOR THE LAPTOP**

The Laptop is district property. All users will follow these guidelines, the

## **USING YOUR Laptop**

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

In addition to using their Laptop for classroom learning activities, students may access school messages, announcements, calendars and schedules in and outside of scheduled classroom time.

### **Laptop Left at Home**

Students who leave their Laptop at home are still responsible for completing their daily course work. Repeated offenses may result in disciplinary action.

### **Laptop Undergoing Repair**

The school may issue a loaner Laptop to a student while his/her device is being repaired. A loaner may not be immediately available.





## **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 all ACPSD students. Internet access will be provided

**Parent/Guardian Responsibilities**

## Misuse or Devices Not Covered by Technology Fee

Students are responsible for the entire cost of repairs to Laptops that they damage due to negligence or intentional misuse, abuse or damage, regardless of whether they were assessed a technology fee.

Estimated Repair Pricing for Deliberate Damage or Neglect:

Liquid Damage/Spills	- \$550
Broken Screen	- \$150
Keyboard (Missing Keys / other damage)	- \$100
Power adapter and cord	- \$45
Protective Cover	- \$25
Re-imaging due to violation of Acceptable Use Policy (see Page 13)	- \$15

## Legal Considerations

### Title

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

### Parent/Student Guide and

### Laptop

### Repossession

Aiken County Public School District reserves the right to take possession of any Laptop at any time for failure to comply with all terms of the **Laptop Parent/Student Guide, Aiken County Public School** and/or the **Laptop Protection Plan Coverage**.

### Liability

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



## **Technology Fee**

With the distribution of Laptops to ACPSD students, a major priority is to protect the investment of both the District and the Student/Parent Guardian. An annual \$50.00, non-refundable technology fee will be assessed to students who are

## PARENT / STUDENT GUIDE

### **STUDENT PLEDGE FOR USE OF Dell Laptop**

1. I will take proper care of my Laptop.
2. I will not loan my Laptop or charger to others.
3. I will be accountable for my Laptop at all times.
4. I will charge my Laptop battery daily.
5. I will not leave my Laptop in an unlocked vehicle.
6. I will keep food and beverages away from my Laptop.
7. I will not disassemble any part of my Laptop or attempt repairs.
8. I will not remove district-required applications.
9. I will protect my Laptop by carrying it properly and not removing the protective cover.
10. I will not stack objects on top of my Laptop.
- 11.

**AIKEN COUNTY PUBLIC SCHOOL DISTRICT**

**ACCEPTABLE USE POLICY**

**Policy IJNDB-R Use of Technology Resources**





## ACPSD Personalized Digital Learning PARENT/STUDENT GUIDE

issues in accordance with Internet safety standards and grade bands published on the state department of education website.



## ACPSD Personalized Digital Learning PARENT/STUDENT GUIDE

termination if circumstances so warrant. Students who violate the terms of this administrative rule or who otherwise misuse their access to the Internet also will be subject to disciplinary action in accordance with the district's code of student conduct to include suspension or expulsion if circumstances so warrant. Violations of the laws of the United States or the State of South Carolina also may subject the user to criminal prosecution. If a user incurs unauthorized costs, the user, as well as the user's parents/legal guardians (if the user is a student) will be responsible for all such costs.

Issued 11/12/96; Revised 5/26/98, 1/8/02, 5/22/12



**Policy IJNDB Use of Technology Resources**

Issued 8/15

**Introduction**

Each employee, student, or non-student user of an Aiken County Public School District (ACPSD)



**Annual responsibilities and information security awareness**

Staff members will review the Information Security Awareness materials presented on the ACPSD website annually.

**Prohibited use of ACPSD resources**

The following uses of ACPSD computer resources by staff members are prohibited at all times:

- unauthorized or excessive personal use - any personal use should not interfere with or impair an employee's job performance
- infringing upon the intellectual property rights of others or violating copyright laws
- unauthorized advancing of personal profit
- furthering political causes in violation of board policy or the State Ethics Act
- uploading or transferring out of the district's direct control any software licensed to the district or data owned by the district without explicit written authorization; failure to observe copyright or license agreements can result in disciplinary action from ACPSD or legal action by the copyright owner
- unauthorized use of resources (including, but not limited to, servers, networks, computers, and printed output) to reveal confidential or sensitive information, student data, or any other information covered by existing district, state, or federal privacy or confidentiality laws; regulations; rules; policies; procedures; or contract terms
- downloading software unless it is required to complete their job responsibilities and is approved and implemented by Educational Technology (ET)
- bypassing or attempting to bypass any of the district's security or content filtering safeguards
- accessing or attempting to access resources for which an employee does not have explicit authorization by means of assigned user accounts, valid passwords, file permissions, or other legitimate access and authentication methods
- granting another individual access to any district accounts that have been authorized to a specific user or using another individual's district-authorized accounts, user ID, and/or passwords (specific exceptions are allowed for ET personnel for authorized system operations and maintenance)
- allowing another person to use a district system under his or her login
- adding, modifying, repairing, removing, reconfiguring, or tampering with any device on the network infrastructure
- bypassing or attempting to bypass any of the district's security or content filtering safeguards, including the use of cellular or external Internet connectivity not through the district's network (the use of a "hot spot," for example)
- allowing non-district persons permission to use district-assigned information systems on district equipment taken off-site
- sharing the password of the unique ACPSD user ID or allowing this password to be used to access other third party websites or applications by another person
- the use of any tools that can be used for "computer hacking," as defined in the South Carolina Computer Crime Act (may not be possessed on school property, on any district premise, or run or loaded on any district system without expressed written permission from ET)
- violating any state or federal law or regulation, board policy, or administrative rule



**Sensitive information**

ACPSD employees who have or may have access to personally identifiable student records will adhere to all standards included in the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPPA), Children's Online Privacy Protection Act (COPPA), and other applicable laws and regulations as they relate to the release of student information.

Employees may not disclose sensitive or personally identifiable information regarding students to individuals and/or parties not authorized to receive it. Authorization to disclose information of a student to individuals and/or parties must strictly adhere to regulations set forth in the FERPA. Information contained in these records must be securely handled and stored according to ACPSD directives, rules, and policies and if necessary destroyed in accordance with state information retention standards and archival policy.

**Granting access to secure locations**

Staff members may only grant access to sensitive and secure areas including, but not limited to, server rooms and wire closets, after verification with ET of the credentials and need for access of the person requesting access. These spaces may not be used to store or house unauthorized equipment or items.

**Limited personal use**

ACPSD does not grant any ownership, privacy, or expectation of privacy in the contents of any message, including email or other Internet activities involving ACPSD resources or equipment.

Personal use is prohibited in the following circumstances:

- It interferes with the use of IT resources by the district.
- Such use burdens the district with additional costs
- Such use interferes with the staff member's employment duties or other obligations to the District.
- Such use includes any activity that is prohibited under any district (including this policy), board policy, or state or federal law.

**Email maintenance**

Each district email user is responsible for the content of all text, audio, or image that he/she places or sends over the Internet or district email systems.

While the email system has unlimited storage, the district cannot guarantee that any particular email or emails will not be lost due to computer or human error. District employees should back up or store any critical emails. Examples of storing emails are printing, saving to other document types (such as PDF), or archiving messages in off-line email folders. An employee must preserve all emails and other relevant records related to an incident that is subject to litigation once that employee is made aware of the legal action.



**Consequences**

Employees who violate this administrative rule may be subject to discipline including and up to termination. Incidents should be reported to an employee's supervisor and directly to the ET Help Desk (the work order system). Suspected criminal activity must be immediately reported to law enforcement.





**Education, supervision, and monitoring**

It will be the responsibility of all district school staff to make a reasonable effort to educate, supervise, and monitor appropriate usage of online computer network access to the Internet in accordance with this policy and corresponding administrative rule, CIPA, COPPA, and the Protecting Children in the 21st Century Act.

**Personal safety**

The following list is considered precautions taken by ACPSD to ensure the safety of their students, employees, and other individuals:

Students will not post or email personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication.

Students will not agree to meet with someone they have met online without their parent/legal guardian's approval.

Students will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

Employees will report any concerns related to their use of technology to their immediate supervisor.

**Expectation of privacy**

Individuals should not have an expectation of privacy in the use of the district's e4 11(t)-6(r)7(at)5(i)-4(v)11(e r)-5(ul)6(e,





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[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.

Federal Cases:

