



2017-2018
School Year



Greenville County Schools Personal Device Handbook

Overview

Dr. Phinnize J. Fisher Middle School is pleased to be able to provide a personal device for every student to be used in the classroom and at home to enhance the educational experience. Greenville County teachers are preparing students for jobs and careers that will be heavily focused on using technology in order to effectively complete tasks. For students, the ability to use technology efficiently to get work done, creatively to produce work, and effectively to communicate and collaborate with others will be critical to survive the 21st Century workplace.

We live in a century defined by change. Many political and socioeconomic factors that have limited the economies in parts of the world have slowly been removed while huge technological advances have been made, allowing universal access to the flattening power of the Internet. Ubiquitous access to the Internet has shifted the demand on American students to develop skills that prepare them for more than the traditional workplace. Students in America today are no longer alone in competing for jobs in America.

Greenville County believes that it is our responsibility to prepare students for all paths of life, including future education and future careers. We believe we must provide students with the skills necessary to adapt to change in a century that has seen change more rapidly than any previous century.

Goals

It is the goal of Greenville County Schools to prepare students for the future, even though the future is unknown. We must provide students with the tools necessary to adapt and change in a world that changes rapidly. The personalized learning initiative will:

- Extend student learning beyond the walls of the classroom
- Prepare students to be safe, responsible, and innovative digital citizens
- Engage students in real-world problems by collaborating with others in the classroom and across the world
- Enable students to take responsibility for their own learning
- Provide students with the tools to be successful in their future endeavors in higher education and/or careers
- Provide equal access to technology and tools to all students in order to provide equal opportunities for all students

Terms of the Device Lease

Your child is being provided an electronic device by Greenville County Schools for educational use both inside and outside the classroom walls.

The rental payment for the device is an annual payment of \$25.00. The \$25.00 covers accidental damages that may occur while the device is in the possession of the student. It will also cover any stolen devices as long as a police report is provided by the parent/guardian. The payment does not cover lost devices. Current 7th and 8th grade students who have already paid \$25.00 under last year's agreement do not have to pay again. New students and 6th graders must pay the fee annually.

The payment amount is non-refundable if students leave the district. Students transferring to another GCS school within the same school year will not need to make the payment again. Students will not be able to take devices home until the \$25.00 payment is received.

Each year, parents will be asked to complete the Agreement Form at the end of this handbook. Once the agreement is signed and the annual payment received, students can take the devices home.

Replacing Stolen or Damaged Devices

If your device is damaged, please contact your school. In most cases, loaner devices are available for checkout while the device is being repaired. Students are asked to treat the device with care. If your device is stolen, you must contact the police and file a report within 48 hours. The police report will be necessary for the device to be replaced if a device is reported as stolen. If no police report is provided, the replacement of that device will be the responsibility of the parent/guardian.

Procedures for Replacing Damaged Devices

If your device is damaged, please bring it to the Media Center to have it checked and the damages logged. If you have questions about this process, please call the Media Specialist at 864-452-0812. A student whose device must be sent away for repairs will be assigned a loaner device until the damaged device is repaired/replaced. Loaner devices may only be used in the school building and may not be taken home. If the device is permanently damaged through misuse, abuse, or negligence, the full device replacement cost of up to \$700 must be paid before another device can be issued.

Procedures for Replacing Stolen Devices

If your device is stolen, after filing a report with the police, you must contact the Fisher Middle School Main Office at 864-452-0800 to report the theft. At the discretion of the administration, students whose devices have been stolen will be assigned a loaner device until the stolen device can be replaced.

Device Use

The following is important information for students to read and understand before using their devices.

Student Expectations

- Students are required to bring their device to school every day, fully charged. Students who fail to consistently bring their device to school may lose the privilege of taking it home.
- Students may save files to Google Drive or a flash drive and GCS encourages students to back up all work.
- Students should not download any applications unless approved by the teacher.
- Students should not attempt to connect personal accounts (such as iTunes) to the device.
- Students will turn in their device if leaving their school. If a student transfers out of district, his or her device must be returned to the school or it will be reported stolen.

- Devices will be monitored by teachers and administrators for inappropriate content.
- Students are not to download or access inappropriate material at home or at school.
- Students are never to give their login information to other students.
- Students are to remember that if they give their device to others to use, the student is responsible for any content viewed on the device, any material downloaded, and any damage that may occur while it is out of their possession.

Care of the Device

- If the device has a lid or a cover, it should be closed or put on the device in order to protect it.
- Do not place books or other heavy items on the device, as this may cause the screen to crack.
- Do not close the lid on anything, including a pencil, headphones, a hand, or school papers. This may cause damage to the screen.
- Do not use the device around food or liquid. If carrying the device in a backpack, be sure liquid cannot spill on the device.
- Do not leave the device in a hot/cold car for long periods of time. If a device must be left in the car, be sure it is in the shade, out of sight, and the car is locked.
- Be careful when plugging devices in that it doesn't create a tripping hazard.
- Only clean the device screen with a damp cloth. Do not spray or pour liquid on the screen as this may damage it.
- Never leave your device unattended, especially in public areas.

Digital Citizenship

Living and working in the 21st Century requires online responsibility that has not existed for previous generations. The online world contains a wealth of information accessible immediately. Having access to such a wealth of information requires responsibility to use that information as it was intended. Greenville County Schools teaches internet safety and digital citizenship as part of the curriculum for students. Students must learn how to be good citizens in the online world, just like they must learn to be good citizens in the real world. Parents are encouraged to sign digital contracts with their students and to define expectations for how they want their children to behave online.

Digital Citizenship for Students

- **I will respect myself**
 - I will post and view information that is appropriate
 - I will not visit sites that are inappropriate
 - I will use my device for learning
- **I will protect myself**
 - I will never publish personal details of my life online
 - I will never publish personal details of others online
 - I will always lock or shut down and secure my device
 - I will never share my passwords with others
 - I will not attempt to bypass school filters to access content that is blocked by the district
- **I will respect others at all times.**

- I will not bully or harass other people online
- **I will protect others**
 - I will be a good digital citizen and report cyberbullying to an adult
 - I will talk to an adult anytime something online makes me uncomfortable
- **I will respect the intellectual property of others**
 - I will not plagiarize or copy information
 - I will cite all websites, books, media, etc., that I use in projects and presentations
 - I will not illegally download music, videos, or other items

Digital Citizenship Responsibilities for Teachers

- Teachers will discuss school district policies with students each year so students understand expectations
- Teachers will monitor students' online behavior at all times
- Teachers will provide guidance and instruction for students actively involved in the global community
- Teachers will model and hold high expectations for students while sharing and gathering information online

Digital Citizenship Responsibilities for Parents

- Discuss appropriate behavior and practices for technological devices including cell phones
- Closely monitor student online usage for appropriate viewing and sharing of digital information
- Navigate and become familiar with protection measures available to keep your child safe
- Do not rely on computer filters to keep your child safe
- Be aware of what your child is doing on the computer

Email Access

Learning how to communicate electronically is an important skill in the world we live in. All GCS students in Greenville County in grades 3-12 are provided with email accounts. These email accounts may be used to communicate with parents, teachers and students. Students are expected to conduct all communication responsibly and respectfully.

Internet Access

The device your student will be issued has internet access. Students will connect to the school's internet wirelessly. Students are able to connect to home and public wireless access points as well. Parents are asked not to change the internet settings since this may prevent students from getting online at school. Devices should connect to home wireless networks without changing the settings. Parents should also be aware that even though you may not have wireless access at home, many times neighbors have unsecured wireless access points.

Internet Filtering

All school issued devices contain filters to protect students when they are browsing online. Student devices are filtered while students are at home, in public and at school. No filter can block out 100% of inappropriate content so parents are urged to monitor student use.

Expectation of Privacy

The devices students have been issued are the property of Greenville County Schools and are not subject to the same privacy expectations as private property.

While at School

- Teachers and administrators may remotely view and control laptops while in class
- Teachers and administrators may search the device for inappropriate material
- Education Technology Services will have the ability to remotely troubleshoot devices
- Administrators and Education Technology Services may collect devices in order to install software

While Outside the School

- All Internet traffic will pass through the Greenville County Schools' web filters
- Devices connected to the network will receive antivirus and security updates
- Greenville County Schools **will not** access the device's web camera
- Restrictions on the device will block students from accessing certain parts of the device or changing certain parts of the device. Any attempt to override these blocks will result in disciplinary action

Personal Electronic Devices

In many schools, students are able to use their own personal devices (including cell phones) while at school. Even though the student owns the personal device, students are expected to comply with district and school expectations when it comes to using the device.

District Guidelines

1. Personal Electronic Devices (PED's) are only to be used within the established guidelines of each school.
2. Personal Electronic Devices will only be allowed on the Greenville County Schools' protected Guest Network. PED's may not be able to print or access all of Greenville County Schools' internal resources.
3. Students agree to abide by GCS Acceptable Use Policy.
4. All PED's are brought to school at the owner's risk. Neither GCS nor the school is responsible for theft or damage.
5. Greenville County Schools cannot troubleshoot problems with Personal Electronic Devices.
6. Use of the PED for unauthorized activities is prohibited.
7. Teachers and administrators may ban an individual from using a Personal Electronic Device and may confiscate the device if the student is not following the guidelines. Return of the

device and continued use of the device at school is contingent upon the outcome of a meeting with the student, parent, and administrator.

8. Inappropriate use of Personal Electronic Devices is subject to discipline in accordance with the District's Behavior Code, Board Policy JCDA.

Each school will determine the parameters for how the devices will be used within their school.

School Guidelines

Fisher Middle School has implemented a **Bring Your Own Device** policy, which allows students to bring their own cell phones or tablets to school.

- Student use of these devices in the classroom is at the discretion of the teacher.
- During school hours outside of the classroom, students may use their devices as long as they abide by the Acceptable Use Policy they signed at the beginning of the year. There will be no use of personal devices during the dismissal process.
- Devices must be kept silent at all times unless a teacher gives permission for the sound to be turned on.
- Students may not place calls using their personal phone during the school day unless asked to do so by a teacher.
- Students who choose to bring personal devices to school are responsible for the safety and use of those devices. Fisher Middle School will not be held liable for any loss of or damage to devices which are brought to school.
- Students who stay after school for athletics or activities must ask permission of the coach or sponsor to use a cell phone to check on a ride home.

Student Name _____

Agreement Form

Please complete the following form and return it to your child’s school with the \$25.00 payment.

Terms

Upon payment of the \$25.00, parents and students understand the following:

- My \$25.00 payment covers the school-issued device if it is stolen or damaged accidentally.
- If my child’s device is stolen, I must file a police report and present it to the school in order for my child to receive a replacement device.
- The \$25.00 payment does not cover a lost device. If the device is not recovered/found, it is my responsibility to cover the cost at fair market value of up to \$700.
- **If the device is damaged beyond repair, and that damage has occurred through abuse, misuse, or negligence, I must pay the fair market value of the device up to \$700.**
- I have reviewed the Digital Citizenship Contract and Personal Electronic Device Policy with my child.
- I have read the handbook and will follow the policies, procedures and guidelines outlined.
- I understand that if my child is misusing the device, his/her privilege to take it home may be revoked.
- I understand that I must turn the device in at the end of the year or when transferring out of the school. Failure to do so will result in the device being reported stolen.

Parents and students should be familiar with the full Acceptable Use Policy located on the Greenville County School’s website. <http://www.greenville.k12.sc.us/Departments/main.asp?titleid=etsaup>

Parent Signature

Date

Student Signature

Date

I do not want my child to bring his/her device home from school. **I understand that we will be responsible to pay for any necessary repairs.**



Office Use Only

Date: _____

Device Serial Number: _____

Amount Paid: _____

Signature of Person Receiving Money: _____