

2019-2020
Sevier Middle Technology Forms Packet

Please read the following forms and policies, and then complete the signature page at the back of the packet. **ONLY the signature page and fee needs to be returned to school.** Your student should give the signature page to his/her homeroom teacher. Retain the forms and policies for your information.

Photography and Video Consent

During the current school year, your child's image/photograph or work may be included in a classroom or school project that could be used in one of the following ways, but not limited to:

- Used as a demonstration project/activity in education workshops/classes/conferences
- Posted on the Sevier Middle website or web pages linked from that site
- Appear on a video made during a student presentation of their project
- Videotaped to appear in a school related program to be used by a local television station or school/county project
- Used in a printed publication such as the yearbook, a newspaper or magazine

*While your child's name may accompany the photo, no last name or address will be included with your child's picture when publishing on the Web.

As a parent or guardian of this student, I consent to the use of photographs/videotape taken during the course of the school year for publicity, promotional and/or educational purposes (including publications, presentation or broadcast via newspaper, internet or other media sources.

Chromebook Agreement

I understand that I am being issued a Chromebook to enhance my educational experience; it will be in my possession for use at and/or away from school.

I understand that I am responsible for the equipment issued to me and I will care for the equipment in such a manner as to prevent loss, damage, or theft to the best of my ability. I further understand that:

- The Chromebook is an instructional tool/resource and will be brought to school every day charged and ready for use.
- The equipment should never be left unattended in an unlocked accessible area.
- I will use extreme care and caution in the protection of my designated equipment.
- In the event of damage, loss, or theft of any of the equipment, I am responsible for obtaining an incident specific police report immediately. **In the event of damage, loss, or theft I will notify Mrs. Murphy immediately.**
- I will return the Chromebook and charger to Sevier Middle School on or before the last day of the school term, my last day of enrollment, or immediately upon request at any time, and I shall return the Chromebook and charger in the same condition as it was issued by the school.
- The equipment is the property of the Greenville County School District and I will not remove or alter any district or school labels, markings, or barcodes. The chargers must be returned with the original barcode or the student will be charged for the charger. If I am issued a loaner Chromebook and it gets damaged, I am responsible for the cost of the damages. Loaner Chromebooks are not covered under the accidental damage warranty.
- I will not install, use, operate or maintain the Chromebook improperly, carelessly, in violation of any applicable law, GCSD policy, or in any manner contrary to that contemplated by this Agreement. I will not install any programs or extensions or change District-required settings on the Chromebook
- The use of a Chromebook is a privilege, not a right, for educational purposes. The school may revoke my home use of the Chromebook at any time it deems appropriate. Violation of this Agreement or District policies/procedures may also result in disciplinary action.
- Use of my Chromebook is governed by and subject to the rules, policies, and conditions contained in the Greenville County School District's technology acceptable use policy, and other applicable school and district policies, rules, and guidelines.

Chromebook Technology Fee Payment

An annual Chromebook Technology fee is required. The payment covers **unintentional** damage and theft, but does not cover loss. **The Technology fee must be paid before a student can take the Chromebook home.** The technology fee is based on the student's 2018-2019 school year Pupil in Poverty (PIP) status.

PIP Index	Fee Schedule
Full Pay	\$25
Free	\$5

Responsible Use Procedures 2019-2020

Greenville County School District encourages students to use a variety of technologies to enhance their learning. To ensure the privacy and safety of our students, and to protect data and our resources, we ask parents and students to become familiar with the policy and regulations that have been established for technology use in the district. The district's Acceptable Use Policy (Board Policy and Administrative Rule EFE) is available on the district website, <http://www.greenville.k12.sc.us>, in the Board of Trustees section.

Students must:

1. Respect and protect their privacy and the privacy of others by doing the following:
 - a. Use only assigned accounts and keep passwords secret.
 - b. Keep personal information such as: name, address, phone number, etc., offline.
 - c. Have permission to photograph or videotape other individuals and to subsequently post these images or videos to the Internet.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - a. Observe all network security practices.
 - b. Treat digital technologies with care, report any damages, security risks or violations to a teacher or administrator.
3. Respect and protect the copyrighted/intellectual property of others.
 - a. Cite all sources appropriately.
 - b. Follow all copyright laws.
 - c. Use electronic communication devices appropriately to assure academic integrity.
4. Respect and practice the principles of community.
 - a. Communicate only in ways that are kind, responsible, respectful and lawful.

- b. Use electronic communication devices for schoolwork only.
 - c. Limit the use of Greenville County School District email for school-related email and projects.
 - d. Report threatening or offensive materials to a teacher or administrator.
5. Respect the property of Greenville County Schools.
- a. Do not loan the Chromebook to friends or family members.
 - b. Do not disassemble the Chromebook or case.
 - c. Do not leave the Chromebook in an unsecure location or near water or food.

Consequences to Violations of Student Chromebook Policy

Level 1 Offenses

Level 1 offenses are less serious and **begin with a student and/or parent/guardian conference or call.** However, depending on the frequency, a Level 1 violation may merit a more severe disciplinary action such as the ones set forth below.

Examples of Level 1 Offenses:

- Consecutive failure to bring device to class
- Continuously leaving Chromebook unsupervised
- Repeated failure to charge battery/low battery/dead battery
- Sharing passwords
- Plagiarism
- Defacing computers (e.g., stickers, markers, destruction of ID/serial number)
- Removing District labels or tags
- Clearing web browser history
- Creating, accessing, downloading, or distributing non-educational materials (e.g., games, music, videos, images) without permission
- Accessing/participating chat rooms, chat documents, bulletin boards, or blogs, without teacher/administration permission
- Failure to follow teacher directives
- Failure to be polite and courteous digital citizens
- Intentional possession of another student's device
- Horseplay (running, throwing, kicking, mishandling, etc.)

Violations of these policies may result in one of the following, but not limited to these disciplinary actions:

- Student/Parent Conference or Call
- Principal's Detention
- Suspension (ISS or OSS)
- Restitution (money paid in compensation for loss or damage)

- Removal of unauthorized files and folders
- Restriction of the Internet privileges
- Restriction of District-issued device

*****Three (3) Level 1 Offenses may result in restriction of Internet privileges and/or restriction of District-issued Chromebook**

Level 2 Offenses

Level 2 offenses are more serious and **begin with a required parent/guardian conference, restriction of the Internet and/or District-owned Chromebook privileges, and an OSS placement.** However, depending on the frequency, a Level 2 violation may merit a more severe disciplinary action such as the ones set forth below.

Examples of Level Offenses:

- Downloading, posting, or distributing material that:
 - Are harmful or prejudicial to others (e.g., defamatory or libelous)
 - Are profane, pornographic, obscene, or sexually explicit (e.g. photos, music, images, videos)
 - Are illegal (e.g., copyrighted materials)
 - Refers to weapons, alcohol, drugs, guns, gangs
 - Constitutes gambling
 - Are restricted
- Engaging in online activity that threatens, intimidates, bullies, harasses, discriminates, or defames
- Intentionally destroying hardware or software
- Engaging in theft (intentional possession of another student's device)
- Engaging in any illegal activity
- Harming or destroying another user's data
- Creating or sharing a computer virus
- Disrupting the network or the educational process
- Hacking into someone else's account

Violations of these policies may result in one of the following, but not limited to these disciplinary actions:

- Student/Parent Conference or Call
- Principal's Detention
- Suspension (ISS or OSS)
- Restitution (money paid in compensation for loss or damage)
- Removal of unauthorized files and folders
- Restriction of the Internet privileges
- Restriction of District-issued Chromebook
- Court referral/Criminal charges
- Alternative School Placement
- Expulsion

If a violation of the Student Chromebook and Acceptable Use Policy violates other rules of the student handbook, consequences appropriate for violations of those rules may also be imposed.

*If a student's internet privileges are restricted, this means that for the period of the restriction the student may only access Internet while at school and under teacher supervision. The Chromebook will remain at school.

**If a student's District-Issued Chromebook privileges are restricted this means that for the period of the restriction, the student may only use his/her Chromebook while at school and under teacher supervision.

General Rules: If there is a repeated occurrence of a Chromebook not being usable for the school day, i.e. not being charged, then the administration reserves the right to make the student a day user for a length of time to be determined by the administration.

Technology Agreement Forms Signature Page 2019-2020

This form must be signed and returned to Sevier Middle School
before a student can take the Chromebook home.

Consent to Photography or Video

____ Yes, I give consent for Sevier Middle to photograph/record my child for school purposes and/or at school events.

____ No, I **do not** authorize Sevier Middle to photograph/record my child for any event—including the yearbook

Chromebook Agreement and Technology Fee Plan

My signature below indicates that I have thoroughly and completely read and understand the Chromebook Agreement and Technology Fee Plan. I understand the Chromebook Agreement and Technology Fee Plan can be found in full on the school web page or I can request a paper copy be sent home with my child. I understand if the Technology Fee is not paid, my student cannot take the Chromebook home. I agree to the terms and conditions as such. I agree to fully cooperate with the property loss reporting requirements and with the property loss incident investigations should one occur.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Responsible Use Form

My child and I have read and agree to the Greenville County School District Responsible Use Procedures. I give permission for my child to receive a Chromebook through Sevier Middle School and understand that the Chromebook is the sole property of Greenville County Schools and Sevier Middle School.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Consequences for Violations to the Student Chromebook Policy

My child and I have read and agree to the terms outlined in the Consequences for Violating the Student Chromebook Policy.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____
