



2014-2015  
School Year



# Greenville County Schools

## Personal Device Handbook

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### Overview

Greenville County Schools is pleased to be able to provide a personal device for every student's use 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 technology. 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 21<sup>st</sup> Century workplace.

We live in a century defined by change. Many political and socioeconomic factors that have limited the economies of 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, especially careers that do not exist currently. 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

The Dell laptop computer ("device") issued to the student is the property of the Greenville County School District. This device is on loan to the student and must be used in accordance with the following policies and procedures, the Greenville County Acceptable Use Policy, and any applicable laws. Use of this device, as well as access to the network, the internet, and e-mail are a privilege, not a right. **These items are provided for educational purposes only and are intended to support the learning objectives of Greenville County Schools.**

The insurance premium for the device is an annual payment of \$25.00 (make checks payable to Sevier Middle School). The insurance covers accidental damages that may occur while the device is in the possession of the student. It may also

cover any stolen devices as long as a police report is provided by the parent/guardian. The insurance does not cover a lost device or the power cord.

The insurance premium is non-refundable. Students transferring to another Greenville County 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 insurance premium is paid in full and the Agreement Form is signed by the students' parent/guardian.**

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 device home.

## **Replacing Stolen or Damaged Devices**

If your device is damaged, please contact Mr. Falls at 864-355-8484. 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, but if no police report is provided, the replacement of that device will be the responsibility of the parent/guardian.

### **Procedures for Replacing Damaged Devices**

The student is responsible for maintaining a 100% working device at all times. The student shall use reasonable care to ensure the device is not damaged (refer to Care of the Device).

- In the event of damage, the student and parent/guardian will be billed for losses not covered by warranty or insurance.
- Once the loss has been covered a replacement will be issued.

### **Procedures for Replacing Stolen Devices**

- If the device is lost or stolen, parents/guardians must immediately report the loss or theft to the local police, and Greenville County Schools.
- The student/parent/guardian must report theft (or suspected theft) of the device, loss of the device, or damage to the device to school personnel (Mr. Falls at 864-355-8484) immediately.
- If reported by a student, a parent/guardian will be notified.
- Parents/guardians may be directed to contact the local Police or the Greenville County Sheriff's Office and provide a copy of the report to Mr. Falls at Sevier Middle School.
- In the event the device is lost or stolen, the student and parent/guardian may be billed the full cost of replacement, \$911.
- Once the loss has been covered, a replacement device will be issued.

### **Procedures for Replacing Damaged, Lost or Stolen Power Cords**

- In the event the power/charging cord is damaged, lost or stolen, the student and parent/guardian will be billed the full cost of replacement at \$35.00.

## **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 are responsible for saving or backing up their documents. Students may save files to the device but students should be aware that if a device is stolen, lost or damaged, files may be lost. Most devices will connect

to the student's home directory and Greenville County Schools encourages students to back up all work to the student home directory.

- 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. Students will be issued another device if they enroll in another Greenville County School if available. If student transfers out of district, devices must be turned in or they will be reported as 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.
- Each device is assigned to an individual student. Students should never "swap" or "share" their device with another student. If a student gives 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.
- Devices should be in a student's possession, or secured in their designated charging area at all times.
- If a student is participating in an activity that is not conducive to using their device (i.e. field trip, assembly, etc.), they are required to leave their device in their designated charging area (cart) or locked in their locker. This practice also applies after school during sports practices, musical rehearsals, or other after-school activities. If any student needs help finding a secure place after school, he/she should ask the teacher/sponsor of the activity or put the device in a secure area.
- Always keep the device secure, in your arms or in your cinch bag, as you are walking in the building.
- Students who do not take their device home may pick up their device from the designated charging area (cart) each morning, and are required to return their device to the charging area at the end of each day. Students are responsible for making sure their device is plugged in for recharging each night.
- Teachers will establish standards for device use in their respective classrooms. Devices are to be used only on school-related activities in the classroom. File sharing must be approved and directed by the teacher.
- Students are not allowed to download or install software, music or video files including MP3, AVI, MPEG, MP4 (or similar types), interactive online games nor play music (audio CD's, online music sources, etc.) on the District owned device.
- No online chatting at school, or downloading of chat software unless required by a specific assignment and under a teacher's supervision.
- Only Greenville County Schools email addresses are allowed. No web-based email accounts are allowed (Hotmail, yahoo mail, etc.).

## **Care of the Device**

- Protect the device screen from damage from pointing, poking, or other abrasions. Do not place any foreign objects on the keyboard (such as a pencil, pen, etc.) that could be smashed into the monitor screen when the top is closed. Do not place books or other heavy items (musical instruments, sports equipment, etc.) on the device as this may also cause the screen to crack.
- If the device has a lid or a cover, it should be closed or put on the device in order to protect it.
- Students may not deface the device in any way. This includes but is not limited to marking, painting, drawing, marring, adhering stickers or other personalization on any surface of the device. Students must use the provided bar code sticker for identification of their device.
- Devices should be protected from the weather, water or other liquids, food, and pets. Students should never eat or drink while using their device or use their device near others who are eating or drinking. 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 site 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 static-free soft cloth. Do not spray or pour liquid on the screen as this may damage it.
- Never leave your device unattended, especially in public areas.
- While turned on, devices should never be placed in a carrying case, on or under soft items such as pillows, chair or sofa cushions, or blankets. This will cause the device to overheat and will result in damage to the device.
- Students are encouraged to help each other in learning to operate their device. However, such help should be provided with voices and not hands. Students should operate their own device at all times.

## **Digital Citizenship**

Living and working in the 21<sup>st</sup> Century requires online responsibility that did not exist 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 child and to define expectations for how they want their children to behave online. Although the device your child has is filtered, the potential for inappropriate content always exists.

### **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 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

## 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 do the same while students are at home.

## 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 devices 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 School's 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

## School Guidelines

- Parents/guardians will be given their child's login name and password so they can supervise the student's use of the device at home.
- When at home, use of the device will still be subject to the Greenville County Acceptable Use policy. All district-issued devices contain a filter for use at home. Parents are encouraged to monitor student's activity at home, especially their Internet access even with the district's filter in place. It is recommended to supervise all use in a common family area.
- Parents/Guardians need to monitor their child's activity and talk openly with your child about your expectations in regard to where, when, how long, and for what activities the device is used just as you talk to them about

their use of all other media information sources such as television, telephone, movies, radio, etc. These conversations are very important and if held regularly could focus on learning and could be a very positive experience. Students will be using their devices for a variety of interesting tasks. Ask them to show you some of the things they are doing.

- Students and parents/guardians understand that the Greenville County School District does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is at school, the district is not able to monitor student usage of the device while at home. It is the parent/guardian's responsibility to supervise the information that a student is accessing from the Internet while at home.
- Students should never share personal information about themselves or others while using the Internet or email. This includes a student's name, age, address, phone number, or school name.
- Parents/guardians and students are required to read and agree to the Greenville County Acceptable Use Policy **prior to receiving the device.**
- Students should be aware that Internet access and email, and other media that are accessed, created, or stored on their device is the sole property of Greenville County Schools. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, for any reason.

### **Consequences of Inappropriate Use**

The use of any district technology is a privilege and not a right. Students are expected to use their device in accordance with these Policies and Procedures, the Greenville County Acceptable Use policy, and any applicable laws. Failure to use this device in an appropriate manner will result in the following consequences, as determined by the staff and administration of the Greenville County School District.

- Limitation or cancellation of student use or access privileges, including the privilege of taking the device home.
- Suspension from school.
- Expulsion from school.
- Civil or criminal liability under applicable laws.

### **Problem Reporting**

- Any malfunction of the hardware or software should be reported to Mr. Falls at 864-355-8484. When a system has to be rebuilt, the device will be returned to the student with the operating system and the original software only.
- If you need technical assistance with software or hardware, problems should be reported immediately to Mr. Falls at 864-355-8484.
- If the device is damaged or not working properly, it must be turned in to the school for repair or replacement. Parents/guardians are not authorized to attempt repairs themselves, nor contact any other individual or business for repair.
- Never attempt to repair a device yourself.
- If a program hangs or freezes, you can probably fix the problem by restarting the device (save your work first). The staff will help to the best of their ability.