



# eLEARNING

## STUDENT – PARENT HANDBOOK

**#dcsdtransforms**



# eLEARNING

## Student – Parent Handbook

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## WE BELIEVE

- Technology touches almost every part of our lives.
- Technology in the hands of every student can serve as an equalizer, providing all students with access to information and tools that empower them as learners.
- Technology in the hands of every student can increase student engagement and thus student performance, satisfaction, and interest in school.
- Technology in the hands of every student can change the way teachers teach, offering educators effective ways to reach different types of learners and assess student understanding through multiple means.
- Technology in the hands of every student can better equip the workers of tomorrow to investigate and solve real-world challenges similar to those they will experience in the workplace.
- Technology in the hands of every student is one of the largest paradigm shifts in teaching and learning to be experienced by today's educators.
- Effective implementation of a plan to place technology in the hands of every student requires careful planning with a large emphasis on professional development for teachers as they begin their journey down the road to personalized learning in a 1:1 environment.
- Technology infrastructure must be designed and implemented in a manner to allow the seamless implementation of an environment where personalized learning thrives in the Darlington County School District classrooms.

## Overview

Darlington County School District views the use of digital resources as central to the delivery of its educational program and expects that all students will use digital resources as an essential part of their learning experiences. It is the policy of Darlington County School District to maintain an environment that promotes ethical and responsible conduct in all digital resource activities. With this privilege and extraordinary opportunity to explore resources come responsibilities for the parent and for the student.

During student registration and each subsequent yearly update, you are given the opportunity to view the Student/Parent Responsible Use Agreement and during these processes you acknowledge that you understand and accept the information in this document.

Darlington County School District students and families must understand that:

1. All students are allowed access to digital resources unless the school is notified in writing by the parent/guardian.
2. All users of the district network and equipment must comply at all times with Darlington County School District policies IJNDB (Use of Technology Resources in Instruction) , IJNDB-E(5) (Digital Citizenship Contract) and IJNDB-E(6) (Digital Rights). These policies can be found at [http://www.darlington.k12.sc.us/about\\_us/policies](http://www.darlington.k12.sc.us/about_us/policies) .
3. Laptops, iPads and all technology equipment associated with the device are on loan to students and remain the property of Darlington County School District.
4. All users are accountable to all school, district, local, state, and federal laws.
5. All use of the technology equipment and network must support education.
6. Students and families must follow all guidelines set forth in this document and by district staff.
7. All rules and guidelines are in effect before, during, and after school hours for all district laptops, iPads and technology equipment whether on or off the school campus.
8. All files stored on district equipment or on the network are property of the district and may be subject for reviewing and monitoring.
9. The term “equipment” or “technology” refers to laptops, iPads, batteries, power cord/chargers and bag/cases/covers. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook or a school issued calculator.
10. Students are expected to keep the equipment in good condition. Failure to do so will result in bills for repair or replacement.
11. Students are expected to report any damage to their device as soon as possible. This means no later than the next school day.
12. Students who identify, or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
13. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
14. All users are expected to follow existing copyright laws and educational fair use policies.
15. Students may only log in under their assigned Darlington County School District username. Students will not share their password with other students at any time.
16. Students may not loan equipment to any other person for any reason as students are held financially responsible for any loss of components.
17. Any failure to comply with the rules as outlined in this handbook may result in disciplinary action. Darlington County School District may remove a user’s access to the network without notice at any time if the user is engaged in any unauthorized activity.
18. Darlington County School District reserves the right to confiscate the equipment at any time.

## Parent/Guardian Responsibilities for Students with Laptops (Grades 9-12)

Darlington County School District makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the laptops in the home. There are several responsibilities assumed by the parent/guardian. These are outlined below.

### Sign the Student/Parent Responsible User Agreement

- Parent/Guardian Responsibility*** In order for students to be issued a laptop, a student and his/her parent/guardian must acknowledge acceptance of the Student/Parent Responsible Use Agreement. A student will not be issued a laptop until the agreement has been accepted via the Districts Online Registration Portal or a hard copy has been signed by both parent and student and returned to the school.

### Accept Liability

- Student Laptop Insurance***
- All students are expected to pay \$50 each year for laptop insurance. A payment plan is available. All payment plans will span a maximum of 5 months. Payments can be made via the District's online fee system.
  - Laptop insurance covers accidental damage, cracked screens, liquid spills, liquid submersion, theft/burglary/robbery (police report required), fire/flood damage, vandalism, natural disasters, power surge due to lightning, mechanical failure and manufacturer defect. Two claims per year will be covered.
  - Three or more claims within one year will include \$150 deductible fee.
  - The District reserves the right to deny coverage in the event of abuse of the theft/burglary/robbery coverage.

- Parent/Guardian/Student Responsibility***
- The parent/guardian/student are responsible for
- Reporting damage or loss immediately
  - Obtaining police report in the event of theft/burglary/robbery
  - \$150 deductible for each claim after the 2<sup>nd</sup> claim in a year

### Monitor Student Use

- Parent/Guardian Responsibility***
- The parent/guardian must agree to monitor student use at home (if applicable) and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

- Suggestions***
- Investigate and apply parental controls available through your internet service provider and/or your wireless router.
  - Develop a set of rules/expectations for internet use at home. Some websites provide parent/child agreements for you to sign.
  - Only allow internet use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms. Demonstrate a genuine interest in what your student is doing while online. Ask questions and request that they show you his or her work often.

## Support Student Safety

***Shared Responsibility*** For schools and parents/guardians alike, student safety is always a high priority. The precautions described in this section are intended to help students be safe on the path to and from school. Student safety always comes first.

- Safety Tips for Review*** Please review the following safety tips with your student:
- Be aware of your surroundings including people, vehicles, and wheeled devices.
  - Place electronic devices in your pocket or bookbag to avoid distractions while walking.
  - Walk to and from school in groups of two or more.
  - Let someone know when you leave and when you arrive home.
  - Follow the safest route to school. Use main streets; avoid dimly lit areas, alleys, and shortcuts.
  - If someone follows you on foot, get away from him or her as quickly as possible; if someone follows you in a car, turn around and go in the other direction.
  - Always tell a parent, guardian, school official, or trusted adult what happened.
  - Obey the traffic lights and crosswalk signals; Look both ways and never run across the street.
  - If someone demands your laptop or iPad, give it to the person. Report the incident immediately.

## Parent/Guardian Responsibilities for Students with take-home iPads (Grades 3-8)

Darlington County School District makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of iPads in the home. There are several responsibilities assumed by the parent/guardian. These are outlined below.

### Sign the Student/Parent Responsible User Agreement

***Parent/Guardian Responsibility*** In order for students to be issued an iPad to be taken home, a student and his/her parent/guardian must acknowledge acceptance of the Student/Parent Responsible Use Agreement. A student will not be issued an iPad until the agreement has been accepted via the District's Online Registration Portal or a hard copy has been signed by both parent and student and returned to the school.

### Accept Liability

***Student iPad Insurance***

- All students in grades 3-8 are expected to pay \$20 each year for iPad insurance. A payment plan is available. All payment plans will span a maximum of 2 months. Payments can be made via the District's online fee system.
- iPads must remain in the protective case provided.
- Insurance for devices in the protective case will cover accidental damage such as cracked screens.
- Loss and/or theft is NOT covered. Lost or stolen iPads will cost \$150.
- Intentionally damaged cases will cost \$50.
- Intentionally damaged devices will cost \$150.

***Parent/Guardian Responsibility*** The parent/guardian/student are responsible for the cost of repair or replacement at the date of loss if the property is:

- Not returned
- Intentionally damaged
- Damaged because of negligence
- Lost or stolen devices must be reported to school and/or police immediately. In cases involving theft a police report will be required.

### Monitor Student Use

***Parent/Guardian Responsibility*** The parent/guardian must agree to monitor student use at home (if applicable) and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

***Suggestions***

- Investigate and apply parental controls available through your internet service provider and/or your wireless router.
- Develop a set of rules/expectations for internet use at home. Some websites provide parent/child agreements for you to sign.



- Only allow internet use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms. Demonstrate a genuine interest in what your student is doing while online. Ask questions and request that they show you his or her work often.

## Support Student Safety

***Shared Responsibility*** For schools and parents/guardians alike, student safety is always a high priority. The precautions described in this section are intended to help students be safe on the path to and from school. Student safety always comes first.

- Safety Tips for Review*** Please review the following safety tips with your student:
- Be aware of your surroundings including people, vehicles, and wheeled devices.
  - Place electronic devices in your pocket or bookbag to avoid distractions while walking.
  - Walk to and from school in groups of two or more.
  - Let someone know when you leave and when you arrive home.
  - Follow the safest route to school. Use main streets; avoid dimly lit areas, alleys, and shortcuts.
  - If someone follows you on foot, get away from him or her as quickly as possible; if someone follows you in a car, turn around and go in the other direction.
  - Always tell a parent, guardian, school official, or trusted adult what happened.
  - Obey the traffic lights and crosswalk signals; Look both ways and never run across the street.
  - If someone demands your laptop or iPad, give it to the person. Report the incident immediately.

## Parent/Guardian Responsibilities for Student iPads (Grades 4K-2)

Darlington County School District makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of iPads in the home. There are several responsibilities assumed by the parent/guardian. These are outlined below.

### Sign the Student/Parent Responsible User Agreement

***Parent/Guardian Responsibility*** In order for students to be issued an iPad to be used in the classroom (not taken home), a student and his/her parent/guardian must acknowledge acceptance of the Student/Parent Responsible Use Agreement. A student will not be issued an iPad until the agreement has been accepted via the Districts Online Registration Portal or a hard copy has been signed by both parent and student and returned to the school.

### Accept Liability

***Student iPad Insurance***

- All students in grades 4K-2 are issued iPads to be used in the classroom.
- iPads must remain in the protective case provided.
- As long as iPads remain in the protective case, accidental damage such as cracked screens will be covered.

***Parent/Guardian Responsibility*** The parent/guardian/student are responsible for the cost of repair or replacement at the date of loss if the property is:

- Not returned
- Intentionally damaged
- Damaged because of negligence
- Lost or stolen (must be reported to school and/or police immediately. In cases involving theft a police report will be required)
- The cost of a lost or stolen device is \$150.

### Monitor Student Use

***Parent/Guardian Responsibility*** The parent/guardian must agree to monitor student use at home (if applicable) and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

***Suggestions***

- Investigate and apply parental controls available through your internet service provider and/or your wireless router.
- Develop a set of rules/expectations for internet use at home. Some websites provide parent/child agreements for you to sign.
- Only allow internet use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms. Demonstrate a genuine interest in what your student is doing while online. Ask questions and request that they show you his or her work often.

## Support Student Safety

***Shared Responsibility*** For schools and parents/guardians alike, student safety is always a high priority. The precautions described in this section are intended to help students be safe on the path to and from school. Student safety always comes first.

- Safety Tips for Review*** Please review the following safety tips with your student:
- Be aware of your surroundings including people, vehicles, and wheeled devices.
  - Place electronic devices in your pocket or bookbag to avoid distractions while walking.
  - Walk to and from school in groups of two or more.
  - Let someone know when you leave and when you arrive home.
  - Follow the safest route to school. Use main streets; avoid dimly lit areas, alleys, and shortcuts.
  - If someone follows you on foot, get away from him or her as quickly as possible; if someone follows you in a car, turn around and go in the other direction.
  - Always tell a parent, guardian, school official, or trusted adult what happened.
  - Obey the traffic lights and crosswalk signals; Look both ways and never run across the street.
  - If someone demands your laptop or iPad, give it to the person. Report the incident immediately.

## Equipment Rules and Guidelines

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities that students accept when they use district-owned technology equipment. In general, this requires efficient, ethical and legal utilization of all technology resources. ***Violations of these rules and guidelines will result in disciplinary action.*** Students will receive laptop and/or iPad-related training at school during the first weeks of school. Below you will find a summary of the main points of each training topic.

### **Electronic Resource Policy and Responsible Use Procedures**

- General Guidelines*** All use of technology must:
- Support learning
  - Follow local, state, and federal laws
  - Be school appropriate

- Security Reminders***
- Do not share logins or passwords  
*Exception: students are asked to share passwords with parents or guardians*
  - Do not develop programs to harass others, hack, bring in viruses, or change others' files
  - Follow Internet safety guidelines

- Activities Requiring Teacher Permission***
- Using equipment during class
  - Using headphones in class

- Inappropriate Content*** All files must be school appropriate. Inappropriate materials include explicit or implicit references to:
- Alcohol, tobacco or drugs
  - Gangs
  - Obscene language or nudity
  - Bullying or harassment
  - Discriminatory or prejudicial behavior

- Thumb Drives*** All district rules and guidelines apply to any thumb drive plugged in to district equipment

- Self-Service*** All programs and/or apps are available to students through Self-Service, an app/program on the device.

## Equipment Use, Care, and Classroom Routines

- Lockers**
- If laptop or iPad must be stored in lockers, care must be taken to prevent heavy items from being placed/stored on top of the device
- Hallways**
- Keep your laptop or iPad in the district designated protective case or cover at all times.
  - Always use two hands to carry the device.
  - Never leave the laptop or iPad unattended for any reason.
- Classroom Habits**
- Ensure that the laptop or iPad is resting securely on the desk top.
  - Never place your laptop or iPad on the floor.
  - Close the lid of the laptop before standing up.
  - Never leave your laptop or iPad unattended unless you have your teacher's permission to do so. If you walk away from your device, lock the screen before walking away.
  - Follow all directions given by the teacher. Failure to follow district policies and teacher instructions could result in disciplinary action.
- Care of laptop or iPad at school**
- The laptop or iPad stays in the protective cover at all times.
  - The power cord/charger should always be available if/when needed.
  - Charge the laptop or iPad fully at the end of each day. For iPads that are not taken home, the student is responsible for ensuring that the power cord is connected to the iPad in the cart so that it will be charged for the next day.
  - Store the laptop or iPad on a desk or table. Books and/or binders should never be placed on top of a laptop or iPad. If the laptop or iPad is not in use, it should either be stored on top of a desk/table or in the rack under a student desk. A laptop or iPad should never be on the floor!
  - A laptop or iPad should never be open if a student is consuming food or drink.
- Care of laptop or iPad at home**
- The laptop or iPad stays in the protective cover at all times.
  - Charge the laptop or iPad fully each night.
  - Use the laptop or iPad in a common room of the home.
  - Store the laptop or iPad on a desk or table - never on the floor!
  - Protect the laptop or iPad from:
    - Extreme heat or cold.
    - Food and drinks.
    - Small children.
    - Pets.
- Traveling to and from School**
- Completely shut down the laptop or iPad before traveling.
  - Do not leave the laptop or iPad in a vehicle.
  - If ever in a situation when someone is threatening you for your laptop, give it to them and tell a staff member as soon as you arrive at school.
  - Darlington County School District will work in cooperation with the local law enforcement officials if a device is reported stolen.

## *Equipment Use, Care and Classroom Routines (continued)*

- Prohibited Actions** Students are prohibited from:
- Putting stickers or additional markings on the laptop or iPads, bag/cases, batteries, or power cord/chargers.
  - Defacing district issued equipment in any way. This includes but is not limited to marking, painting, drawing or marring any surface of the laptop or iPads.
  - The protective cover for the laptop or iPad should never be removed, for any reason, as doing so will lead to damage to the device for which you will be responsible.

## **Email for Students**

**Purpose** All students are issued an email account. Email allows students to safely and effectively communicate and collaborate with district staff and classmates, giving them an authentic purpose for writing.  
The effective use of email is:

- A 21<sup>st</sup> Century communication tool.
- Used in careers and higher education settings.
- A way to meet the International Society for Technology in Education Student Standards (ISTE-Student Standards).

- Guidelines** Email should be used for educational purposes only.
- And Reminders**
- Email transmissions are monitored by the district to ensure appropriate use. This means that administrators and teachers may check students' email and will be alerted to any inappropriate content.
  - All email and its/their contents are property of the district.
  - Email should only be used by the authorized owner of the account.
  - Students should protect their passwords at all times. Any suspected breach of a student's assigned Darlington County School District account should be reported immediately.

- Unacceptable Use** Non-education related forwards (e.g. jokes, chain letters, images, etc.).
- Examples**
- Harassment, profanity, obscenity, racist terms.
  - Cyber-bullying, hate mail, discriminatory remarks.
  - Email for individual profit or gain, advertisement, or political activities.

## Web Cams

**Purpose** Each student laptop or iPad is equipped with a web cam. This equipment offers students an extraordinary opportunity to experience a 21<sup>st</sup> Century tool and to develop 21<sup>st</sup> Century communication skills.

**Examples of Use** Web cams are to be used for educational purposes only, under the direction of a teacher.  
Examples include:

- Recording videos or taking pictures to include in a project
- Recording a student giving a speech and playing it back for rehearsal and improvement.

**Important Note** Please note that installing Internet calling/video-conferencing software (i.e. Skype) is prohibited on district laptop or iPads. Software for using the web cam is already installed on the district provided laptop or iPad.

## Listening to Music

**At School** Listening to music on your laptop or iPad is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment.

**At Home** Listening to music on your laptop or iPad is allowed at home with permission from parents/guardians.

## Watching Movies

**At School** Watching movies on your laptop or iPad is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment

**At Home** Streaming movies on your laptop or iPad is allowed at home with permission from parents/guardians. **Note: devices are filtered at home with limited access to streaming services.**

## Gaming

***At School*** School Online gaming is not allowed during school hours unless you have been given permission by a teacher. All games must be in support of education.

***At Home*** Online gaming is allowed at home if all of the following conditions are met:

- You have permission from your parent/guardian.
- The content of the game is school appropriate.
- The game is in support of education.
- All school work is complete.
- No download of any kind is needed.

**You are not allowed to load personal software onto your district owned device.**

## Printing

***At School*** Printing from your assigned laptop or iPad while at school is available, but is limited to central locations, such as the Media Center. Always keep printing to a minimum and turn in work electrically whenever possible.

***At Home*** Darlington County School District will not provide technical support for personal/home equipment or use of district issued equipment at home.

## Desktop Backgrounds and Screensavers

***Considerations*** Any images set as the desktop or Home Screen background must be in line with Use of Technology Resources in Instruction guidelines (DCSD Acceptable Use Policy).

- Inappropriate media may not be used as a desktop background. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols will result in disciplinary action and/or loss of laptop or iPad privileges.

## Copyright and Plagiarism

***Considerations*** Students are expected to follow all copyright laws. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (*Title 17, USC*)



## Technology Discipline

### Behaviors and Discipline Related to Student Computer Use

| <b>Tech-related Behavior Violations</b>  | <b>Equivalent “traditional” Classroom Violations</b>                         |
|--|--|
| Email, instant messaging, Internet surfing, computer games (off-task behavior)                           | Passing notes, looking at magazines, games (off-task behavior)               |
| Missing bag/case   | No binder/missing supplies   |
| Cutting and pasting without citing sources (Plagiarism)  | Plagiarism   |
| Cyber-bullying   | Bullying, harassment   |
| Damaging, defacing, or endangering laptop or iPad or accessories   | Vandalism, property damage   |
| Using profanity, obscenity, racist terms   | Inappropriate language   |
| Accessing pornographic material, inappropriate files, or files dangerous to the integrity of the network | Bringing pornographic or other inappropriate content to school in print form |
| Using an electronic resources account authorized for another person                                      | Breaking into or using someone else’s locker                                 |

#### **Tech Violations**

*Behavior unique to the digital environment without a “traditional” behavioral equivalent*

- Chronic, tech-related behavior violations (see above)
- Deleting browser history
- Using electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use
- Making use of the electronic resources in a manner that serves to disrupt the use of the network by others
- Unauthorized downloading or installing software
- Attempts to defeat or bypass the district’s Internet filter
- Modification to district browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity

## Technology Discipline (continued)

**School-Based Discipline** The discipline policies at each school encompass the one-to-one/digital environment. Please reference the materials specific to each school or contact the school directly for details.

**Progressive Discipline** Discipline is progressive. Low-level, first-time infractions will have lesser consequences than infractions that are repetitive or more serious in nature.

### Progressive Discipline Steps Example

*The following are for illustration purposes only. The appropriate progressive discipline steps for the individual would apply.*

- Warning
- In-class consequence
- School-based consequences
- Parent contact
- Administration referral
- Loss of Laptop or iPad for the class period
- Loss of Laptop or iPad or of network access for extended period of time
- Suspension

| Disciplinary Actions for Student Infraction |   |
|---|---|
| First Infraction                            | Verbal Warning  |
| Second Infraction                           | Teacher Call to Parent/Guardian   |
| Third Infraction                            | Detention (or correlating consequence) and Call to Parent/Guardian                      |
| Fourth Infraction                           | ISS and Call to Parent/Guardian OR Overnight Suspension with Parent/Guardian Conference |

**Classroom Interventions** For low-level infractions, classroom interventions will be the first level of discipline. This includes, but is not limited to, verbal warnings, seating changes, and teacher contact with home.

**Consequences**

- The student may be placed in “electronic timeout” which results in restrictions to digital resources available.
- The district may remove a user’s access to the network without notice at any time if the user is engaged in any unauthorized activity.

## Examples of Unacceptable Use

Unacceptable conduct includes, but is not limited to, the following:

1. Using the network for illegal activities, including copyright, license or contract violations
2. Unauthorized downloading or installation of any software including shareware and freeware
3. Using the network for financial or commercial gain, advertising, or political lobbying
4. Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments

5. Vandalizing and/or tampering with equipment, programs, files, software, network performance or other components of the network; use or possession of hacking software is strictly prohibited
6. Gaining unauthorized access anywhere on the network
7. Revealing the home address or phone number of one's self or another person
8. Invading the privacy of other individuals
9. Using another user's account or password, or allowing another user to access your account or password
10. Coaching, helping, observing or joining any unauthorized activity on the network
11. Posting anonymous messages or unlawful information on the network
12. Participating in cyber-bullying or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous
13. Falsifying permission, authorization or identification documents
14. Obtaining copies of, or modifying files, data or passwords belonging to other users on the network
15. Knowingly placing a computer virus on a computer or network
16. Attempting to access or accessing sites blocked by the district Internet filtering system
17. Downloading music, games, images, videos, or other media without the permission of a teacher
18. Sending or forwarding social or non-school related email

### Laptop or iPad Security

***Balanced Approach*** Two primary forms of security exist: Laptop or iPad security and Internet filtering. Each of the Laptop or iPads has security features built directly into the operating system. Darlington County School District strives to strike a balance between usability of the equipment and appropriate security to prevent the units from being damaged or used to cause damage to the district network.

***Laptop or iPad Security*** Security is in place on the Laptop or iPad to prevent certain activities. These include downloading or installing software on the laptop or iPads, removing software, changing system settings, etc.

***Internet Filtering*** Darlington County School District maintains an Internet filtering software package. This program automatically filters all student access to the Internet.

## Damaged Equipment

**Accidental Damage vs Negligence** Accidents do happen. There is a difference, however, between an accident and negligence. The difference between an accident and negligence is a discipline issue, not a difference in financial consequences. Damages caused due to a student's failure to follow the guidelines set forth in this handbook will be deemed negligent.

## Lost or Stolen Equipment

### Lost Equipment

**Reporting Process** If any equipment is lost, the student or parent must report it to the school immediately. Students can let a teacher or administrator know, and the staff member will assist him/her. If it is reported that a student has not brought the device to school for an extended period of time, the school will consider the device to be lost and could charge the student's account for full replacement of the device and its related equipment.

**Financial Responsibility** The circumstances of each situation involving lost equipment will be investigated. Students/parents will be held financially responsible for any lost equipment. After investigation, if a laptop or iPad is deemed lost, the school will make a determination regarding a replacement device.

### Stolen Equipment

**Reporting Process** If equipment is stolen, the school must be notified and a police report must be filed immediately. A copy of the police report must be provided to the school by the student or parent in a timely manner.

**Financial Responsibility** Students/parents will be held financially responsible and will be billed for full replacement costs for stolen equipment. Remember, it is the parent's/student's responsibility to report the theft to the proper police and school authorities immediately upon incident. After investigation, if a laptop or iPad is deemed stolen, the school will make a determination regarding a replacement device.

## Replacement and Repair Costs

**Reporting Process** If equipment is stolen, the school must be notified and a police report must be filed immediately. A copy of the police report must be provided to the school by the student or parent in a timely manner.

- iPad**
- Intentionally damaged case: \$50
  - Lost or stolen iPad: \$150

- Laptop**
- All students are expected to pay \$50 each year for laptop insurance. A payment plan is available. All payment plans will span a maximum of 5 months. Payments can be made via the District's online fee system.
  - Laptop insurance covers accidental damage, cracked screens, liquid spills, liquid submersion, theft/burglary/robbery (police report required), fire/flood damage, vandalism, natural disasters, power surge due to lightning, mechanical failure and manufacturer defect. Two claims per year will be covered.
  - Three or more claims within one year will include \$150 deductible fee.

The District reserves the right to deny coverage in the event of abuse of the theft/burglary/robbery coverage

## Payment Timeline

Parents/guardians/students have 5 weeks to pay laptop insurance (grades 9-12) and 2 weeks to pay iPad insurance (grades 3-8). Any unpaid balances will remain on the student's account in PowerSchool. The school may setup payment plans to clear bills, if needed. Failure to pay any bills or make payments as scheduled will result in loss of privileges such as special treat purchase days, dance or extra-curricular participation. Any unpaid balances related to laptop or iPad damage will be transferred with the student's record in PowerSchool at the end of each school year for long term tracking and collection.

### **DISCLAIMER:**

For the most up-to-date version of this document, please refer to the electronic copy of the DCSD eLEARNING Student-Parent Handbook found on the district website ([www.darlington.k12.sc.us](http://www.darlington.k12.sc.us)). Any changes to policy and/or procedures will be reflected on the online version of this document. Students/Parents may be notified during the course of the year about a change in the handbook but will not receive another hard copy of the document.

### **Terms and Conditions of the Computing Device Agreement:**

Student access to computers is one way that Darlington County School District enhances the learning opportunities for our students. Use of the devices is a privilege. Students who use a computing device at school are expected to follow Darlington County School District's policies, procedures and practices. These are available in hardcopy and on the district web site. It is imperative that the device the student is issued be maintained and handled in a responsible way.

**NOTE:** This form is digitally signed and agreed to by all parents during school registration. By registering your students with Darlington County School District you agree to the terms and conditions detailed in the 1:1 handbook.

Darlington County School District  
120 East Smith Avenue  
Darlington, South Carolina 29532  
(843) 398-5100

## APPENDICES

### eLEARNING DAYS

Valuing instructional time, the eLearning pilot allows Darlington County School District to extend learning into the home and keep everyone safe during inclement weather. The goal is to keep students learning, even when the weather is inevitable. An eLearning day is very similar to a normal school day.

#### **What can I do to make sure my student is successful with their eLearning Day?**

The eLearning Program is new for Darlington County School District and the teachers. Our number one goal with eLearning is to make sure your student continues to learn, and is safe from the hazards of inclement weather. With a new process, there will be many things your student can share about their learning and demonstrate success, but there will also be some areas of improvement for the whole system. When students return to school, there will be an opportunity for the home and students to share, strengths and needs improvement, about the eLearning Day.

#### **How will my students get the eLearning assignments that they need to complete at home?**

Teachers will have eLessons for your student loaded in Schoology, our learning management system for students. Prior to leaving the school building, students will receive the necessary resources to complete their work at home.

Students, grades 3-12, will be able to use Google Docs (create and edit documents, Google Sheets (create and edit spreadsheets), Google Slides (create and edit presentations), and Google Drawings (create and edit diagrams) offline. There will be some lessons that will have videos or other media. Teachers will work with the students to have this information downloaded to their laptop or iPad, prior to leaving the school for the day.

If students do not have the Internet, they can still complete the eLesson(s), and upload/sync their work when they return to school.

#### **How many lessons will my student need to complete?**

PK-2 - Students do not have take-home devices. PK-2 students will bring home an activity packet with checklists. Your student will need guidance from the home to complete the activities.

Elementary 3-5 - Students will have 50 minute lessons from each subject: ELA, Math, Science, and Social Studies.

Middle Students will have one-hour lessons from their core teachers (ELA, Math, Science, and Social Studies).

High - Each teacher will post a one hour lesson, per day, for each class they teach.



## eLEARNING DAYS (continued)

### **How can we work with the teacher?**

Teachers will be available throughout the day via virtual office hours.

Elementary: 9-10:30 am AND 1:30-3:00 pm

Middle and High: 10:30 am - 12 pm AND 3:00-4:30 pm

During these hours, our teachers will be accessible through a line of communication. We recommend that parents/guardians sign up with their students' teacher code or accept an invitation sent to you from the teacher, themselves. Remind, is a user-friendly way for the home to interact with the teacher from home. Remind allows messages to be sent to any device, for free.

If your student is over the age of 13, they will sign up with their teachers at school. If your student is under 13, parents will be the main line/contact of communication.

### **What is my student's responsibility? How long do the students have to make up the eLesson(s) assigned on intermittent weather days?**

Students are expected to complete the eLesson(s) assigned by their teachers. eLearning days are about extending learning outside of the school building and not stopping instruction.

Students have FIVE school days to complete their make up work The FIVE days will begin on the returning day. (Ex: Students return on Monday. The eLesson(s) will be due that Friday.)

### **What if the student does not complete the eLesson(s) on the weather days AND did not complete the work after the five day make up period?**

Students who did not complete the eLesson on the intermittent weather day(s) and five school days have passed, the student will be marked absent.

## Digital Code of Conduct

Students must sign the Digital Code of Conduct each year.

Proper behavior, as it relates to the use of technology, is no different than proper behavior in all other aspects of district activities. All users are expected to use the district technology resources in a legal, responsible, ethical, and polite manner. The digital citizenship guidelines are intended to clarify those expectations as they apply to computer and network usage and are consistent with the Darlington County School Board policy on use of technology resources in instruction (policy IJNDB). A student who knowingly violates any portion of the digital citizenship expectations will be subject to suspension of access and/or revocation of privileges on the district's system and will be subject to disciplinary action in accordance with the school district disciplinary handbook.

Students will practice responsible use of digital information regarding intellectual property, including complying with software licenses, copyright laws, and all other state and federal laws governing intellectual property. See district fair use and copyright guidelines for more information (policy EGAD). Students will practice safe and appropriate online behavior including using professional etiquette while communicating online. Improper use of district technology resources is prohibited including, but not limited to:

- using racist, profane, pornographic, sexually oriented, or obscene language or materials
- attempting to send or sending anonymous messages of any kind
- using the network to access inappropriate and/or harmful materials
- bypassing the district's security measures to access sites that are filtered on the district network
- encrypting communications so as to avoid security review or monitoring by the system administrator
- using the network to provide addresses or other personal information that others may use inappropriately
- purposely engaging in activity that may harass, threaten, defame, slander, libel, malign, or abuse another (individual or group)
- forgery or attempted forgery of electronic messages; attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail
- using the network for illegal purposes, in support of illegal activities, or for any other activity prohibited by district policy or guidelines

Students will use the technology resources in a positive and responsible manner that promotes creativity, innovation, collaboration, communication, critical thinking, and problem solving. Improper use of the district's technology resources is prohibited including, but not limited to:

- using the network for political activity, financial gain, or commercial activity
- attempting to harm or harming equipment, materials, or data
- changing any computer configurations and/or settings
- installing software, including freeware and file sharing services, without permission from permission from the director of technology or his/her designee
- deliberate attempts to degrade or disrupt system performance (may be viewed as violation of district guidelines and possibly, as criminal activity under applicable state and federal laws, including the South Carolina Code of Laws, Computer Crimes Act, Title 16, Chapter 16); includes, but is not limited to, the uploading or creating of computer viruses, malware, or spyware



- streaming media, such as radio, games, video, etc., for non-educational purposes
- proxy sites - bypassing or attempting to bypass the filtering device by using sites such as, but not limited to, proxy sites on the district's electronic communications system
- running security programs or utilities that reveal or exploit weaknesses in the security of a system such as password cracking programs, packet sniffers, or port scanners or any other non-approved programs on district technology resources
- otherwise engaging in acts against the aims and purposes of the district as specified in its governing documents or in rules, regulations, and procedures adopted from time to time

Students will understand the negative impact of inappropriate technology use including online bullying and harassment, hacking, intentional virus setting, invasion of privacy, and piracy of materials such as software, music, video, and other media.

Students will log in to the district network using their own login credentials. Account information and passwords, or similar information used for identification and authorization purposes, must be kept private. Passwords should not be written down and left in a location others may find it. The individual in whose name a system account is issued will be responsible at all times for its proper use.

In order to help preserve both privacy and security, neither still photography nor video capturing is allowed on campus unless directed by a member of a faculty member to meet an educational goal or approved by an authorized member of the administration, faculty, or staff. Both behavioral and legal action may be taken against individuals not respecting the privacy and security rights.

Students will use technology resources cautiously to prevent damage.

System users must maintain their personal files including backing up files and deleting outdated files on a regular basis.

Students are asked to conserve district technology resources (such as network bandwidth and storage) by limiting usage to educational purposes. System users must not degrade the performance of district technology resources (i.e., streaming video, streaming audio, and Internet radio), deprive an authorized district user access to a district resource, obtain extra resources beyond those allocated, or circumvent district computer security measures.

Creative credit and copyright - students have the right to protect their own creative works. Additionally, students must exercise academic integrity in a fair and legal manner when using other people's creative works. Failure to appropriately cite ideas or work other than your own will result in adverse academic and behavioral action. Academic integrity protects against the following:

- Cheating is fabricating written assignments; giving or receiving aid to another student without the consent of the instructor on tests, quizzes, assignments, or exams; or accessing unauthorized teacher's editions or answer keys. Cheating also includes the use of technology such as computers, phones, cameras, or any other device that provides access to unauthorized information related to graded course material, tests, quizzes, assignments, or examinations.
- Double assignments are also a form of cheating. This is defined as an assignment that is used to fulfill the requirements of more than one course without prior approval from all involved instructors.
- Colluding is allowing one's work to be copied or submitted by another student. This applies to individual as well as group work where the students are given individual grades. It also applies to work that is transferred electronically and then submitted by another student. Joint student projects where information is combined for a final product submission are acceptable.

- Plagiarizing is the act of presenting the ideas or works of another person as one's own. This includes presenting information, ideas, phrasing, words, artwork, music, figures, diagrams, graphs, song lyrics, films, maps, illustrations, data, computer programs, emails, CDs, and electronic files from the Internet. All of these must be acknowledged with the proper documentation. The instructor or the school links should be consulted for proper citation practices. All assignments submitted to instructors should contain the proper citation. Plagiarism occurs when a student does one of the following: fails to cite borrowed, quoted, or paraphrased material, even by accident; deliberately intends to deceive through lack of citation; or uses strings of words from a cited source without indicating these words are not his/her own (attempted paraphrase without quotations, even if there is a correct citation).

Carelessly or inaccurately citing quoted or paraphrased material is not plagiarism. This type of error is attributed to style or formatting. For example, if an MLA works cited is submitted instead of an APA, then this is an inaccurate citation. The submitter may lose style or formatting points; however, it is not plagiarism.

We have read and fully understand the responsibilities and consequences outlined the Darlington County School District Digital Citizenship Contract. We agree to the above rules and conditions of the Digital Citizenship Contract. We have discussed the importance of this policy and understand the expectations, responsibilities, and possible consequences associated with the misuse of any technological device at school or school-related events.

|                        |                                      |
|------------------------|--------------------------------------|
| _____                  | _____                                |
| Student name (printed) | Parent/Legal guardian name (printed) |
| _____                  | _____                                |
| Student signature      | Parent/Legal guardian signature      |
| _____                  | _____                                |
| Grade Academic advisor | Date                                 |

## Student iPad User Agreement (4K-8)

Having iPads in my classroom is a great privilege. In order for me to ensure I take care of an iPad properly, I agree to abide by the following rules:

- I will follow the iPad rules of my teacher and school.
- I will use my iPad as an instructional tool.
  - I will only use my district assigned or approved accounts to access resources.
  - My iPad is assigned to me but I recognize it is the property of Darlington County School District.
- I will use my iPad appropriately.
  - I will not take inappropriate pictures or use the internet inappropriately as defined by the Acceptable Use Policy.
  - During iPad activities, I will only use the apps or websites that the teacher has given me permission to use.
  - I will not change the iPad settings without permission.
  - I will not add or delete apps without permission.
  - I will not create passwords on the iPad without permission.
  - I will not copy, change, or delete another student's work.
  - I will turn the iPad screen off when the teacher is talking.
  - I will let the teacher know immediately if there is a problem with an iPad, no matter how minor.
- I will treat my iPad with respect.
  - I will not take an iPad out of its case or leave it unattended on the floor.
  - I will not eat or drink when I am using an iPad.
  - I will be gentle with the iPad so that I do not damage it.
  - I will carry my iPad securely.
  - I will notify my teacher immediately if my iPad becomes damaged
- I will successfully complete requirements for Digital Citizenship.
- **I agree to comply with “device checks” at designated times by bringing the iPad in the case provided for visual verification that the device is still in my possession and in working order.**
- **If I am in Grades 3 through 8, I agree to pay \$20 each year for damage coverage. This fee DOES NOT cover lost or stolen devices.**
- **If I intentionally damage or destroy any iPad or case, my parent/guardian is responsible for the following costs:**
  - Intentionally damaged case: \$50
  - Intentionally damaged iPad: \$150
  - Lost or stolen iPad: \$150



iPAD PROGRAM – IJNDB-E (8)

I understand and will abide by the above iPad User Agreement. I further understand that should I commit any violation, my access privileges may be revoked or restricted and school disciplinary action taken. Darlington County School District has the rights and responsibilities to review any materials on my device.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Called \_\_\_\_\_ Grade \_\_\_\_\_

*My signature indicates I agree with the following:*

- I agree to comply with all expectations and assume all responsibilities outlined above.
- If damage occurs, I will report it IMMEDIATELY.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

FOR OFFICE USE ONLY

Payment Date: \_\_\_\_\_ Payment Type:   Cash   Money Order

Received By: \_\_\_\_\_

## Student Laptop User Agreement (9-12)

### LAPTOP PROGRAM – IJNDB-E (7)

#### Responsibilities and Expectations

##### Students:

- Are required to abide by the DCSD Acceptable Use Policy (IJNDB).
- Will receive a laptop as an educational tool and it should only be used in that capacity.
- Must attend or have attended a designated training program.
- Will successfully complete requirements for Digital Citizenship.
- Are responsible for the care of the laptop issued to them whether in or out of school.
- Are responsible for ensuring the laptop is charged and ready for use every day.
- Are responsible for bringing the assigned laptop to school each day. A computer that is left at home will be treated the same as if textbooks or homework were left at home. **NOSPARE!**
- Are given a power cord and laptop bag or case and must carry the laptop in the school issued bag or case. If the power cord, bag or case is lost, damaged, or stolen, the student will pay for a new one.
- Will lose laptop privileges if the student is responsible for any vandalism, hacking, network disruption, or any actions that disable, damage, or negatively affect the laptop or network in any way.
- Will only use software that is permitted and installed by the school district.
- Will back up all data and have files stored in at least two locations.
- Acknowledge there is no expectation of privacy with files stored on the computers or with websites visited with the laptops. The school district has the right to monitor laptops and/or block access to applications and websites.
- Will NOT loan/borrow laptop, power cord, or bag to/from other students and will NOT share usernames and passwords.
- Will NOT deface laptop by writing on or placing stickers on the outside surfaces. The preferred method of protection is a case that can be purchased for a nominal fee at the school.
- Will report damages IMMEDIATELY to the Media Specialist or designated school personnel.
- Will comply with “device checks” at designated times by bringing the laptop and power adapter in the bag or case provided for visual verification that the device is still in my possession and in working order.
- Will return the laptop, bag and/or case, and power cord at the designated date and time in clean and good condition-



LAPTOP PROGRAM – IJNDB-E (7)

In order for students to be issued a laptop, a student and his/her parent/guardian must acknowledge acceptance of the Student/Parent Responsible Use Agreement. A student will not be issued a laptop until the agreement has been accepted via the Districts Online Registration Portal or a hard copy has been signed by both parent and student and returned to the school. All students must submit this form each year.

- Student Laptop Insurance
- All students are expected to pay \$50 each year for laptop insurance. A payment plan is available. All payment plans will span a maximum of 5 months. Payments can be made via the District’s online fee system.
  - Laptop insurance covers accidental damage, cracked screens, liquid spills, liquid submersion, theft/burglary/robbery (police report required), fire/flood damage, vandalism, natural disasters, power surge due to lightning, mechanical failure and manufacturer defect. Two claims per year will be covered.
  - Three or more claims within one year will include \$150 deductible fee.
  - The District reserves the right to deny coverage in the event of abuse of the theft/burglary/robbery coverage.

- Parent/Guardian/Student Responsibility
- The parent/guardian/student are responsible for
- Reporting damage or loss immediately
  - Obtaining police report in the event of theft/burglary/robbery
  - \$150 deductible for each claim after the 2<sup>nd</sup> claim in a year

This form MUST be signed by student AND parent. Completed form and payment MUST be submitted before laptop will be issued.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_  
Called \_\_\_\_\_ Grade \_\_\_\_\_

*My signature indicates I agree with the following:*  
I am purchasing laptop insurance provided by the DCSD.  
I agree to comply with all expectations and assume all responsibilities outlined above.  
If damage occurs, I will report it IMMEDIATELY.

\_\_\_\_\_  
Student Signature Parent Signature

\_\_\_\_\_  
Date

FOR OFFICE USE ONLY

|                     |  |   |
|---------------------|--|---|
| Payment Date: _____ | Payment Type: <input type="checkbox"/> <input type="checkbox"/> Cash | <input type="checkbox"/> <input type="checkbox"/> Money Order |
| Received By: _____  |  |   |



