



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

The Mission of Aiken County Public Schools, the unifying agent of new horizons and extraordinary possibilities, is to ensure all students thrive as ~~fratally~~ <sup>future</sup>, globally mindful, and productive citizens through a responsive and inclusive school system ~~templished~~ <sup>tinguish</sup> by

High quality and student-centered learning experiences

Transformative, stakeholder partnerships

A culture of purpose, innovation, and excellence

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

The School District of Aiken County believes that technology is a critical component of education and provides innovative technological resources for all students and staff. The mission of the Aiken County Public Schools Technology Department is to accommodate and support all the district's integrated technology initiatives in the most secure, timely, and ~~effective~~ <sup>effective</sup> way.

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Parents/Guardians and Students,

Greetings!

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

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

We recognize that student online safety is a priority. Therefore, all devices access the Internet through the district's web filter, which is designed to block inappropriate content.

## ACPSD PERSONALIZED-DIGITAL LEARNING PROGRAM

Personalized, digital learning in Aiken County expands classroom instruction through digital experiences guided and supported by teachers. Students benefit from premier instruction, which is achieved by blending face-to-face, classroom-based learning with digital extension opportunities via one device for every student to ensure equitable access.

ACPSD's Personalized Digital Learning program fosters student choice, creativity, collaboration, and connectivity to pave the way for future-ready global citizens.

### Choice

Student choice is more than just allowing students to choose a topic. It involves empowering students through the entire learning process. When students have voice and choice on demonstrating mastery of learning, intrinsic motivation to learn is increased. This includes instruction that offers multiple modalities for students in how they obtain and demonstrate their understanding of knowledge and skills.

### Collaboration

Collaboration provides opportunities for students to learn and grow by working with others. It fosters interpersonal skills.

# **RECEIVING/RETURNING YOUR Laptop**

## **Distribution of Laptop**

## **CARING FOR THE LAPTOP**

The Laptop is District property. All users will follow these guidelines, the **Aiken County Public School District Acceptable Use Policy** (pp.16-25), and the **ACPSD Code of Conduct**.

Students are responsible for the general care of their school-issued Laptop.

Students must take any damaged Laptop or one that is not operating properly to the school for evaluation and/or repair. **Students are NOT to attempt any repairs to the device. At the elementary level, students should work with their teacher to complete a Student Laptop Work Order Form and submit to the designated individual at each school.**

### **Screen Care**

Screen damage will occur when pressure is applied to the screen. Users must avoid leaning on the top of the device or placing objects in a book bag in a way that applies pressure to the screen.

Use only a dry, soft cloth or anti-

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

### **Laptop Left at Home**

Students who leave their laptop at home are still responsible for completing their daily course work. The school district **DOES NOT** have loaner devices to issue to students for this purpose. Please make sure to charge your device and bring it daily. Bringing your charged device and power cord daily is part of being prepared for class and is similar to having your textbook and other necessary supplies. Repeated offenses may result in not being prepared for class and will be subject to disciplinary action.

### **Laptop Undergoing Repair**

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

### **Home Internet Access**

Students may establish Wi-Fi connections with their Laptop outside of school.

### **Camera Use**

The Laptop



## **APPLICATIONS On Laptop**

### **Originally Installed Applications**

The applications originally installed by Aiken County Public School District on each Laptop must remain on the device in usable condition and readily accessible at all times.

You may not remove these required applications, and staff will periodically check devices to ensure that students have not removed them. The school may also add other applications periodically, as well as make new applications available on laptop

Some licenses for applications require that the application be deleted from the laptop at the completion of a course. If this applies to an application that students use, technology staff may need to remove the devices of the students in that course.

### **Additional Applications and Personal Information/Property**

Aiken County Public School District will sync or re-image Laptops so that the devices contain the necessary applications and updates for schoolwork. This may be done periodically throughout the year and at the district's discretion. **Syncing and/or re-imaging may result in the loss of personal applications, personal information, and personal property (such as music).** Consequently, students who have such material on the laptop should be sure to have a backup of the data.

Aiken County Public School District will not be responsible for loss of purchased digital content or other



## Laptop Repair and Replacement Costs

### Laptop Repairs

Malfunctioning or damaged Laptops must be reported to the school. Aiken County Public School District is responsible for repairing Laptops that malfunction. **Students may not attempt to repair the device on their own.**

Students are responsible for damage to their Laptop. A technology fee of \$50 will be assessed annually to cover any accidental damage. Students identified as financially disadvantaged based on South Carolina Department of Education guidelines (PIP Index) have their fee waived. If a student's technology fee is paid, one repair per year is covered. Students will be charged for any additional repairs. **If a student is assessed a fee and does not pay the fee while the Laptop is damaged, the student is responsible for all repair costs or replacement. If a student who is waived the fee causes deliberate damage to the device, the student will be responsible for the cost of the replacement or repairs.**

### Repair or Replacement Charges

Failure to pay the assessed Technology fee will result in repair or replacement charges. Students will be charged the full replacement cost of the Laptop if the device is deliberately damaged or vandalized. **The full cost of replacement is \$550.**

### Technology Fee Information

Information about what the Technology Fee covers is as follows:

Students will be assessed a \$50 technology fee to cover one instance of lost charger, replacement cover, or accidental damage. Students identified as financially disadvantaged based on South Carolina Department of Education guidelines (PIP Index) will have their fee waived. **If a student causes deliberate damage to a device or in cases of negligence, a student will be responsible for covering the cost to repair/replace the device.**

The administration can set up payment plan where the student/parent/guardian can pay fees in monthly installments.

The technology fee covers parts and repair for system-related issues or failures occurring from normal use. It does not cover intentional damage, damage that is a direct violation of the Digital Learning Parent/Student Agreements, or damage associated with misuse of the Laptop, protective cover, or charger. This includes accidental damage caused by food and/or liquids.

The technology fee covers one accidental breakage per school year.

In the event of an accident that results in the total loss of the Laptop, the technology fee would cover one device replacement in a school year, unless the loss is a result of direct violation of the Digital Learning Parent/Student Agreement.

### Misuse or Devices Not Covered by Technology Fee

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

• <b>Liquid Damage/Spills</b>	<b>\$550</b>
• <b>Broken Screen</b>	<b>\$175</b>
• <b>Keyboard (Missing Keys / other damage</b>	<b>\$50</b>
• <b>Palm Rest (damage)</b>	<b>\$25</b>
• <b>Power adapter and cord</b>	<b>\$25</b>
• <b>Hinges (damage)</b>	<b>\$25</b>
• <b>Top Cover (damage)</b>	<b>\$25</b>
• <b>Bottom Cover</b>	<b>\$25</b>
• <b>DN in (Power Port damage)</b>	<b>\$25</b>
• <b>Audio Port (damage)</b>	<b>\$25</b>
• <b>System Board (damage)</b>	<b>\$175</b>
• <b>Protective Cover</b>	<b>\$25</b>

## **Lost, Stolen or Vandalized Laptops**

**In the event of loss:**



## **Digital Learning Parent-Student Agreement FOR USE OF Dell Laptop**

1. I will take proper care of my Laptop.
2. -2. 2.

**AIKEN COUNTY PUBLIC SCHOOL DISTRICT ACCEPTABLE USE  
POLICY**

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





## ACPSD Personalized Digital Learning PARENT/STUDENT GUIDE

### **Penalties for improper use**

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

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

## ACPSD Personalized Digital Learning PARENT/STUDENT GUIDE

### Policy IJNDB Use of Technology Resources

Issued 8/15

#### Introduction

Each employee, student, or non-student user of an Aiken County Public School District (ACPSD) information system is expected to be familiar with and follow the expectations and requirements of this policy and corresponding administrative rule. The purpose of this policy is to ensure that individuals are aware of their responsibilities regarding the Internet and related technology and equipment. This rule also helps ensure the safety and privacy of current and former employees and students.

#### Legal Requirements

ACPSD is committed to complying with applicable information security requirements and relevant information security standards and protocols. These requirements include, but are not limited to, the following:

- The Family Educational Rights and Privacy Act (FERPA)
- Children's Internet Protection Act (CIPA)
- Individuals with Disabilities Education Act (IDEA)
- Children's Online Privacy Protection Act (COPPA)
- Health Insurance Portability and Accountability Act (HIPPA)

Users of ACPSD's network are required to adhere to state and federal law as well as board policy. Any attempt to break those laws or policies through the use of ACPSD networks may result in discipline or litigation against the offender(s) by the proper authority. ACPSD will provide any information necessary in order to fully cooperate with the appropriate authorities in the civil and/or criminal process.

#### Acceptable Use

ACPSD provides computer, network, email, and Internet access to individuals as part of the learning environment. The use of these resources is a privilege and not a right. While these systems have the power to deliver a vast number of resources to classrooms and enhance education, their effectiveness depends on the responsible and ethical use by every individual. Violation of this administrative rule will result in the loss of this privilege and may result in discipline or litigation in accordance with policy and state and federal law.

#### Employee acceptable use

This section is dedicated to providing ACPSD employees with guidance of acceptable use of the district's

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### Annual responsibilities and information security awareness

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

### Prohibited use of ACPSD resources

## ACPSD Personalized Digital Learning PARENT/STUDENT GUIDE

### **Sensitive information**

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

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

### **Granting access to secure locations**

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

### **Limited personal use**

ACPSD does not grant any ownership, privacy, or expectation of privacy in the contents of any message,

## ACPSD Personalized Digital Learning PARENT/STUDENT GUIDE

### Consequences

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

### **Student Acceptable Use**

This section is dedicated to providing ACPSD students with guidance of acceptable use of the district's information technology resources including, but not limited to, the following:

the internet, intranet, email, and portals, including Office 365 and student management systems  
personal devices not owned by the district, but present on district property  
district assigned computing devices such as personal electronic devices, laptops, and desktops  
the district's network and supporting systems and data transmitted by and stored on the ACPSD systems

### Compliance with copyright laws

Students are to follow copyright laws at all times. Students should refer all questions regarding copyright concerns to administrators and/or qualified staff or faculty at their school.

### Filtering and monitoring computer resources

The district takes reasonable precautions by using filtering software to keep inappropriate Internet sites and email out of the classroom. The district strongly adheres to the guidelines set forth by COPPA and CIPA when installing filtering/monitoring software devices on district equipment. The district does not necessarily supervise individual email accounts.

The district reserves the right to review any email sent or received using district equipment and/or email accounts.

Students must adhere to the behavior expectations while using technology and email including, but not limited to, those expectations contained in board policy.

Technology is constantly changing and evolving. Due to the nature of the Internet, online communications, and evolving technology, the district cannot ensure or guarantee the absolute safety of students during the use of technology, including email and the Internet. Parents/Legal guardians and students should contact the school immediately with any concerns related to the use of technology and the school should contact ET via the Help Desk.

**Prohibited uses of ACPSD resources**

ACPSD Personalized Digital Learning PARENT/STUDENT GUIDE  
**ACPSD Internet Safety and Other Terms of Use**

**General access**

In compliance with the Children's Internet Protection Act ("CIPA"), the district uses technological devices



## ACPSD Personalized Digital Learning PARENT/STUDENT GUIDE

Adopted 11/12/96; Revised 1/8/02, 5/22/12, 8/25/15

### Legal references:

#### Federal Law:

Children's Internet Protection Act of 2000, [47 U.S.C.A. Section 154](#)(  
The Digital Millennium Copyright Act of 1998, [17 U.S.C.A. Section 512](#) Limitations on liability relating to material online.

#### S.C. Code, 1976, as amended:

[Section 101](#)-205 - Computers in public libraries; regulation of Internet access.

[Section 163](#)-850 - Encountering child pornography while processing film or working on a computer.

[Section 1615](#)-305 - Disseminating, procuring, or promoting obscenity unlawful; definitions; penalties; obscene material designated contraband.

[Section 5919](#)-90 - General powers and duties of school trustees.

#### Federal Cases:

Purdham v. Fairfax Co. Sch. Bd., 637 F.3d 421, 427 (4th Cir. 2011).

### Policy IHAJ Computer/Technology Literacy

Issued 1/02

**Purpose:** to establish the board's adherence to the computer/technology literacy requirement for the district's students.

The primary goal of computer/technology studies is to develop technologically literate citizens. However, these studies do not exist in a vacuum -- the district must use educational technology to support curriculum and instruction. The board believes that students, teachers, media specialists, counselors, administrators, managers, and others should have access to technological resources and should have the ability to use those resources at the time and place of need.

The board of education will ensure that students enroll in computer science to acquire a unit prior to graduation, as required by state regulations.

NOTE: See policies IJKA - Technology Resource Selection and Adoption and IJNDB - Use of Technology Resources in Instruction for policy on resources, Internet, acceptable use, user responsibility, etc.

Adopted 1/8/02