



Kemper County School District
Distance Learning Policy

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Policy Overview v1.0

This handbook is intended to provide essential information about the use of student Devices issued by KCSD. The one-to-one student and teacher program provide exciting learning opportunities that incorporate the use of technology in the classroom and at home.

Please read the following important guidelines in this handbook. It is important that parents/guardians and students understand and abide by the policies and procedures outlined in this handbook.

The following conditions are a summary of some of the most important concepts outlined in this handbook:

- KCSD issues Devices to students for educational use only.
- The Device comes with a built-in camera that should only be used for educational endeavors as instructed by a teacher. See page 6 for details.
- The fees associated with damaging or losing the Device and/or peripheral items are listed on page 4.
- KCSD Devices and peripheral items not returned when students leave for the summer or transfer/withdraw from a campus may be considered stolen. Theft charges may be filed. See pages 1-2 for details.
- Internet content is monitored and filtered on all KCSD computers. This includes use at school and off campus. See page 7 for details.
- Certain activities are monitored and filtered when students are logged in to a KCSD G Suite for Education (GSFE) account, even when logged in on personal devices. Students should log out of the KCSD GSFE account when it is no longer in use to avoid unintentional monitoring and filtering of activities on the personal device. See page 7 for details.
- Parents/guardians are ultimately responsible for all activities involving the Device and peripheral items while the student is off campus. See page 3 for details.
- If a Device or peripheral item needs to be repaired or is lost, the student must report the need for repair or replacement to the Technology Department as soon as possible. The student's report must be filed, and the required paperwork completed within 5 school days from the time of breakage or loss. See page 4 for details.
- This handbook should be read carefully by students and parents/guardians. The agreement form included in this Device Handbook is a copy of what you and your student must sign prior to the student receiving the Device and peripheral items. See pages 17 and 18 for details.

Terms of KCSD Device Use

Acceptable Use: All students must comply at all times with the KCSD Student Guidelines for Acceptable Use of Technology found in the Appendix of this Device Handbook and the KCSD Student Handbook, along with the other guidelines outlined in this Device Handbook. Failure to comply may result in disciplinary action and could also result in suspension or termination of access to the Device and other District technology resources effective immediately.

Liability: If the Device or a peripheral item is accidentally damaged, lost, or stolen, the parent/guardian may be responsible for the cost of repair or the replacement value on the date of loss.

In the case of theft, the parent/guardian or the student must immediately file a report with the appropriate authorities and notify the Technology Department. If the Device is lost or damaged due to an intentional act (or failure to act) or gross negligence, the parent/guardian will be responsible for the cost of repair or replacement. Devices and peripheral items not returned at the end of the school year or when a student transfers/withdraws from a campus may be considered stolen. The District may involve legal authorities in recovering District property and theft charges may be filed.

Repossession: If the student and/or parent/guardian does not timely and fully comply with all terms of this handbook and the attached agreement form, KCSD reserves the right to come to you to pick up KCSD property at anytime.

Scheduled Evaluations: Devices and peripheral items may be evaluated each nine weeks and also randomly checked to verify the condition and compliance with district policy.

KCSD Device Guidelines

- Only KCSD Devices may be connected to the Wireless network. Students may not bring in or set up their own networks. Personal device(s) (i.e. smartphone, iPad, Kindle, etc.) may only be connected to the Kemper Device network; however, KCSD Devices may not be connected to the KemperGuest network.
- Students have no expectation of privacy in any content, material, or other information stored on, accessed, or transmitted from, or used with the Device, whether at school or home. The Device belongs to KCSD, and appropriate district and school officials may monitor a computer or access its contents at any time, for any reason, without notice.
- If technical issues arise, students must notify a teacher or the Technology Department immediately.
- Each device is identified by a specific number and assigned to an individual student. To ensure that a student always has his or her assigned Device, students should not remove the identification tag on the Device.
- Devices shall not be left in unsupervised areas. Unsupervised areas include but are not limited to the school grounds and campus, the commons, the cafeteria, locker rooms, the library, unlocked classrooms, hallways, and any place outside of school that is not the student's home (e.g., in a vehicle). Any computer left in these areas will be collected by staff and taken to the Technology Department. Disciplinary action may be taken for leaving a Device in unsupervised areas.
- Files may not be deleted by anyone other than the original creator/owner of the file. The deletion of certain files can affect the performance of the Device and can interfere with the student's ability to complete classwork, which may affect the student's grades.
- Only the Technology Department shall provide service to a KCSD Device. No outside computer services shall be used for any type of repairs or maintenance.
- District installed settings shall not be deleted or altered including resetting the device to factory default or placing the Device in developer mode. Adjusting the settings on any Device, yours or someone else's may result in disciplinary action.
- All use of the Internet must comply with district guidelines, policies, and applicable law. Log files are maintained on each Device with a detailed history of all Internet sites accessed and are subject to review by the district, regardless of whether the sites are accessed by the authorized student user or another person.
- All Device files are subject to review by the District. Disciplinary action may be taken for violations of district guidelines and the district may report violations of law to appropriate law enforcement authorities.

- Parents/guardians and students should be aware that certain activities are monitored and filtered when students are logged in to a KCSD G Suite for Education (GSFE) account, regardless of the device used to log in. If a student logs in to his or her KCSD GSFE account on a non-KCSD device (e.g., a personal computer at home, cell phone, etc.), he or she must log out of the GSFE account when it is no longer in use. Failure to do so could result in unintentional monitoring and filtering of activities on the non-KCSD device for non-school purposes by the student or other individuals.

Student Responsibilities

As the primary users, students have specific responsibilities when using their KCSD-issued Devices:

- At all times, students are responsible for their assigned Device and peripheral items, whether at school or home.
- Students are responsible for bringing their Device fully charged to school every day. Devices should not be charged while they are inside of their case.
- Students must use only their assigned login credentials and accounts.
- Students should not loan their Device or peripheral items to another student for any reason.
- Students may not play games, load, or download any software, music pictures, etc. on the Device unless instructed by a teacher to do so.
- When a Device or peripheral item is damaged, lost, or stolen, the student must immediately notify the Technology Department and submit the required paperwork no later than 5 school days after the discovery of the issue or incident.
- Do not hack or reset your Device.
- Do not download unauthorized extensions or other unauthorized software or play games.
- **If a student adds any unauthorized items to the Device, the student will be required to return the Device. The student must pay \$15.00 to reset the Device, or the district may place certain restrictions on the student's use of or access to district technology resources.**
- Students shall use the Device's camera responsibly and with good judgment, as required under District policies and the Student Handbook.
- Use your cloud storage (Google Drive) responsibly.
- If you must leave your Device unattended, make sure it is in a secured location (i.e. locked classroom or locker).
- Do not place decorations (stickers, markings, writing, etc.) on the Device or a KCSD-issued case.
- Do not use any inappropriate images or media as a screensaver or background.
- Do not log into your personal Google account on the Device or use someone else's login on the Device or any other device.
- Do not add a credit card or set up Google Wallet to make any purchase, such as music or unapproved apps/extensions.

Parent Responsibilities

- Parents/guardians are responsible for monitoring their student's use of the Device and peripheral items while at home and away from campus at all times.
- **Parents/guardians must review with their student the Student Guidelines for Acceptable Use of Technology found in pages 12-14 of this Device Handbook and in the KCSD Student Handbook, and at <https://kemper.msbaolicy.org/DistrictHome/tabid/803/Default.aspx>**
- Parents/guardians are responsible for monitoring their student's activities on the Internet regularly.
- Parents/guardians should regularly inspect their student's device and peripheral items and encourage them to report items that need to be fixed.

- Parents/guardians should ensure that their student returns the Device and all peripheral items at the end of the school year or when their student withdraws from a KCSD campus.

Repair Costs

All Devices and peripheral items are issued in good working order. Students are expected to keep the Device and all peripheral items in good condition. Failure to do so may result in out-of-pocket costs summarized in the tables on page 4, disciplinary action, and suspension or termination of access to the Device, and other District technology resources. KCSD reserves the right to monitor incidents of loss/damage to the Device or peripheral items during the school year and take appropriate action in response to excessive or repeated incidents of loss/damage. All monies owed must be paid in full before a Device or any peripheral items will be issued. The District reserves the right to withhold instructional materials, other technological equipment, and a student’s records until all Device and/or peripheral item monies owed are paid in full.

The table below represents the estimated charges for each occurrence of loss and certain types of damage. They are not all-inclusive and are subject to change.

Item	Cost*
Display (Monitor)	\$225.00-\$250.00
Keyboard	\$30.00-\$40.00
Chromebook	\$300
IPad	\$350
Windows Laptop	\$800

*cost of each item varies with specific Device models

Reporting Damage/Loss/Theft

Students will have 5 school days after an incident, or discovery of an incident, to report any damage, loss, or theft to their Building Administrator. Students will be required to answer a series of questions to help gather more information about what happened and/or what is wrong with their Device or peripheral item and provide a case number, if applicable. If the device was damaged/destroyed in an incident off-campus, the student will need to provide a case number from the appropriate authorities (for example, if the device is damaged/destroyed in a fire, the fire department case number should be provided). After the student has turned in a Work Order Request, the student should back up any items on the Device, if possible, and bring the Device and/or peripheral item to the Technology Department.

Upon receipt of a damaged Device or peripheral item, KCSD will evaluate the internal and external condition and functionality of the device and determine what repairs are necessary. With the sole exception of damage to a device that is within the coverage provided under this policy, KCSD will charge the student for any parts needed to repair the Device or peripheral item at the manufacturer’s cost, which is subject to change by the manufacturer at any time.

If a student thinks that their Device or a peripheral item is lost or stolen on campus, they need to go to the Technology Department and fill out a “Missing Device Report” within 5 school days. If a student thinks that their Device or a peripheral item is lost or stolen off-campus, they need to immediately file a report with the appropriate authorities and then go to the Technology Department and fill out a

“Missing Device Report” (including a case number from the appropriate authorities) within 5 school days.

If a student knows that their Device or peripheral item has been damaged, lost, or stolen and already has a case number from the appropriate authorities, they need to go to the Technology Department and fill out a “Missing Device Report” within 5 school days.

The District may issue a replacement Device or peripheral item to the student, if available.

When at all possible we will use all available methods to locate and recover the Device.

Failure to timely and properly report damage, loss, or theft (including, when applicable, filing a report with the appropriate authorities and providing a case number to KCSD) impairs KCSD’s ability to take appropriate responsive action and seek available remedies for lost, stolen, or damaged/destroyed devices.

Care of the Device and Peripheral Items

Students are responsible for the general care of their Device and all peripheral items. Devices and/or peripheral items that are broken or fail to work properly must be taken to the Technology Department within 5 school days. Please follow these precautions:

- Do not place food and/or liquids near the Device or any peripheral item.
- Do not stack any objects on top of the Device.
- Never attempt to repair or reconfigure the Device or any peripheral items.
- Do not write, draw, stick, or adhere anything to the Device or any peripheral item.
- Do not decorate the Device or any peripheral item using markers, personalized stickers, etc.
- Keep the Device and other electronic storage media away from electromagnetic fields, such as stereo speakers, that can erase or corrupt your data.
- Do not expose the Device or any peripheral item to direct sunlight, extreme temperatures, or ultraviolet light for extended periods of time.
- Do not leave the Device or peripheral items in any vehicle.
- Do not obstruct the Device’s vents, and do not place the Device on surfaces such as paper or carpet while it is turned on or charging.
- Devices are not to be used on KCSD buses.
- When walking from class to class, the Device must be properly closed and stored in the KCSD-provided case.
- Do not charge the device while it is inside of the case.
- Do not leave a power cord plugged into the Device while in a backpack. This may cause damage to the Device and poses a safety hazard.

Specifics on the Device

The following sections cover specific information on the Device and KCSD policies and procedures.

A. Screen Care

The Device screen is particularly sensitive to pressure. Extreme care must be taken to protect the screen from damage.

- Do not place anything on top of the Device or lean on it when it is closed.
- Do not place anything in the case that may press against the cover of the Device including paperwork.
- Do not poke the screen with anything. Your finger is the only means that should be used to interact with the Device.
- Do not place anything on the keyboard before closing the lid (*i.e.*, pens, pencils, paper clips, stapled papers, etc.).
- Do not use any cleaning solution to clean the screen. Common cleaners such as Windex and 409 will damage the LCD screen. If your screen needs to be cleaned, please stop by the Technology Department.

B. Camera

The Device comes with a built-in camera. When the camera is in use, an indicator light will illuminate. The Device camera should only be used for educational endeavors as instructed by a teacher. The Device camera shall not be used for inappropriate or unsafe activities, including, but not limited to:

- Taking photos or recording videos on campus (unless directed by a teacher for instructional purposes);
- Taking photos or recording videos of inappropriate, obscene, or other illegal material or content;
- Posting photos or videos online or sending photos or videos via email, etc., especially to a stranger (unless directed by a teacher for instructional purposes);
- Taking and/or manipulating photos or videos for non-educational purposes or to embarrass others; or
- Video chatting (unless directed by a teacher for instructional purposes). Improper use of the Device camera may result in disciplinary action, suspension, or termination of a student's use of the Device or other district technology resources and may be reported to law enforcement.

C. Ethics/Legal

Students will have access to many types of online media and are expected to comply with trademark and copyright laws as well as license agreements.

- Plagiarism (representing someone else's works or ideas as your own), whether from a book, another student's paper, the Internet, or another source, is dishonest. Students shall not copy or reproduce the work or material of another unless expressly permitted. If the use of another's material is permitted, all sources used should be cited and within the guidelines for the type of media used.
- Use or possession of hacking software is strictly prohibited.
- Possession or transmission of any material that is in violation of any federal or state law is unacceptable conduct. This includes, but is not limited to confidential information, copyrighted material, threatening, obscene, or pornographic material or material that is harmful to minors, and computer viruses.
- Violation of applicable state or federal law may result in disciplinary action by the District, and KCSD may report such violations to law enforcement and assist law enforcement authorities as necessary to investigate such violations.

D. Security

Various security measures are used on KCSD Devices. Security measures are not only used to protect KCSD assets, but measures are also taken to protect KCSD students. Security is in place on each system to prevent certain activities and certain types of downloads (including extensions and apps). There are also built-in layers of protection against malware and security attacks on the Device. See Student

Responsibilities on Page 3 for additional information.

E. Filtering

Internet filtering software automatically filters all access to the Internet through district technology resources. While at home, Internet content will continue to be filtered while students are logged in to their KCSD GSFE account on the Devices provided by the district, to access the Internet. Since no filtering software can filter 100% of improper content, parents/guardians are responsible for monitoring their child's access to the Internet when the student is at home.

****Students who log in to their KCSD GSFE account on a non-KCSD device will continue to be filtered and monitored as long as they are logged in. Students must log out of their KCSD GSFE account before others use the non-KCSD device to ensure that their Internet use will not continue to be filtered and monitored.*

F. Power Management

In an effort to continue best practices with energy conservation, power management software is installed on all KCSD-issued devices. Power management software is activated approximately two hours after the school day ends and runs until approximately an hour before the school day starts. During this timeframe, if a student leaves his or her device inactive for more than 15 minutes, a 15-minute countdown will start. If the device is still inactive after the countdown completes, the device will be powered off to conserve energy. KCSD is committed to conserving energy on campuses and educating the community on best practices for energy conservation at home.

G. Online Resources

Students will be expected to use some online resources as part of their course curriculum under the supervision and guidance of their teachers. These tools may include Schoology, G Suite for Education (GSFE), Google Classroom, and others. Please see section L on page 8 for more information on GSFE. tools are hosted on the Internet, making some student work and information relating to students visible to parents/guardians, relatives, and in some circumstances, other Internet users around the world. When using online resources, safeguards are in place to protect and assure the safety of students. In some instances, individual or identifiable profiles may be used that are open to the public. Public viewing or commenting might occur on district-approved sites. Classroom lessons or projects may require certain student information to be made available on the Internet. The use of these tools must be in accordance with KCSD's policies and procedures, including, but not limited to, the KCSD Acceptable Use Policy.

H. Internet Access at Home

KCSD is not responsible for providing Internet access outside of designated KCSD facilities. In order to access the Internet from home, you must have an Internet service provider. If you have an existing wireless access point, the Device can join your home wireless network.

I. Returning Items

The Device and all peripheral items, such as the power adapter, case, and battery are required to be returned at the end of the school year or when a student transfers/withdraws from a KCSD campus. Failure to return the Device or any peripheral item may result in a hold being placed on a student's records. If a student has a hold placed on them due to not returning the Device or a peripheral item, they may return the Device or peripheral item or pay the replacement cost to clear the hold. However,

once KCSD has handed out Devices to students the following school year, students can no longer return the item to clear the hold. At this point, the student must pay the replacement cost to clear their hold.

J. Contesting Charges

Charges will be assessed to students when a Device not covered under this policy or a peripheral item collected is damaged. Damaged items are available for a parent to review for one week after the student has transferred/withdrawn or the school year ends (whichever is earlier). After that, the damaged items will be repaired, destroyed, or disposed of properly and there will not be an avenue for the parent to contest the damage.

K. Repair Downtime

KCSD is committed to student use of technology to aid academic success. When a student's Device is being repaired, there are several options available for continued use of technology:

Network Cloud Storage (KCSD Google Drives):

All students have a Google Drive in which to store digital files. Students should save important work in their Google Drive so that they can access their work from any computer connected to the Internet.

Classroom Computers

Each classroom has desktop computers that are available for student use.

Device/Peripheral Item Replacement

If a student's Device or a peripheral item is damaged, it will be repaired or replaced as quickly as possible. If available, a replacement Device or peripheral item may be issued. The policies outlined in this handbook also apply to replacement Devices and peripheral items. A replacement Device or peripheral item may not be provided if the damage or loss is determined to be intentional or the result of gross negligence.

L. G Suite for Education (GSFE)

Students will receive access to G Suite for Education (GSFE) through individual, District-provided GSFE accounts. GSFE is a suite of products (word processing, spreadsheets, presentations, etc.) that enables collaboration with other students in real-time and provides a place to store documents in a cloud environment. Access to these documents and files is available from any device that has access to the Internet. The use of GSFE may require the collection of students' personal information for the purpose of providing GSFE services to KCSD and its students. Google's information practices regarding GSFE may be found at <https://www.google.com/edu/trust>.

M. General Disclaimer

PLEASE NOTE THAT KCSD MAKES NO REPRESENTATIONS, WARRANTIES, OR OTHER GUARANTEES, EXPRESS OR IMPLIED, REGARDING THE CONDITION, OPERATION, OR FITNESS OF ANY DISTRICT TECHNOLOGY RESOURCES, AND KCSD EXPRESSLY DISCLAIMS ANY SUCH REPRESENTATIONS, WARRANTIES, OR OTHER GUARANTEES. WITHOUT LIMITING THE FOREGOING, KCSD DOES NOT WARRANT THAT DISTRICT TECHNOLOGY RESOURCES (OR USE OF SUCH RESOURCES) WILL BE UNINTERRUPTED, ERROR-FREE, OR FREE OF LATENCY OR DELAY, OR THAT ANY DISTRICT TECHNOLOGY RESOURCES WILL MEET ANY STUDENT'S OR PARENT'S NEEDS OR REQUIREMENTS, OR THAT ANY DISTRICT TECHNOLOGY RESOURCES WILL PREVENT UNAUTHORIZED ACCESS BY THIRD PARTIES.

1:1 Program Definitions

One-to-One (also abbreviated 1:1): a program where the ratio of students to computers is one to one.

Acceptable Condition (see 19 TAC § 66.1310): Electronic instructional materials are considered to be in acceptable condition if: (1) all components or applications that are a part of the electronic instructional materials are returned; (2) the electronic instructional materials perform as they did when they were new; (3) the electronic instructional materials do not contain computer code (e.g., bug, virus, worm, or similar malicious software) that has been designed to self-replicate, damage, change, or otherwise hinder the performance of any computer's memory, file system, or software; and (4) the electronic instructional materials have not been installed with plug-ins, snap-ins, or add-ins without the prior approval of the district. Technological equipment is considered to be in acceptable condition if: (1) the equipment is returned with the software and hardware in their original condition unless the district authorized changes; and (2) the physical condition of the equipment is fully usable as it was originally intended to be used.

Products We Use

App: Application, or App, is a program that is installed on a Device.

Chrome: the browser students will use to explore the Internet.

CIPA Filter: monitoring software that allows teachers to view and take control of student Devices as well as interact with them via polls, etc.

Extension: an add-on component that enhances the Chrome browser.

G Suite for Education (GSFE): the set of applications that students will use on their Device. Each student will receive a KCS D issued GSFE account. **Google Classroom:** a specific GSFE app that will be used as an LMS system.

Google Drive: cloud-based storage that is accessible from any device with Internet access where students can save their files. It connects directly to the Google suite of products.

Power Management: software activated after school hours to help students conserve energy by turning off their computers after periods of inactivity.

Respondus: a “lockdown browser” that forces students to only have the assessment browser open when taking a test using their device.

Work Order System: the online system where you can submit a Work Order Request (WOR) for a damaged or malfunctioning device. The Work Order System is only available while you are on a KCS D campus.

Hardware

Identification Tag: identifies to whom the Device is issued, and it must remain intact at all times. A label with the student name is adhered to the Device and a card with the student name is placed inside of the case. Both tags must remain intact.

Lenovo 11e: The Device model that students have at the majority of our 1:1 intermediate and elementary campuses.

Peripheral Items: power adapter, case, internal batteries, and other KCSO-issued components or accessories used with the Device.

Power Adapter: each student is provided one power adapter. Please make sure to keep track of your power adapter. If you lose it, you are responsible for paying the cost of replacing it. Device chargers are engraved with a unique number. Do not tamper with this number.

Wireless: wireless access is available outside all KCSO buildings if you do not have wireless access at home; you can also connect to most public Wi-Fi networks.

People

Technology Department Office: a centrally located room where students can bring a device after completing a Work Order Request to get service and help with their Device.

Technician: a lead technician is stationed at each Technology Department and is available to assist students and teachers with technology requests and repairs. The fastest way to get your problem resolved is to turn in a Work Order Request online and then bring it to the Repair Center.

Appendix

The KCSD Student Guidelines for Acceptable Use of Technology Resources can be found in the KCSD Student Handbook and on the website at

<http://www.kemper.k12.ms.us/Default.asp?PN=DocumentUploads&L=1&DivisionID=13123&LMID=564321>. They are included as pages 13-16 of the Device Handbook for convenient reference.

Acceptable Use Policy

The Acceptable Use Policy for Kemper County School District is a legal and binding document. Each user that accesses the computer system and related technologies will be informed that he/she is accessing the property of the Kemper County School District and it is intended for educational purposes. Users agree to the terms and conditions of the Internet Acceptable Use Policy. Users agree to avoid any violation of state or federal laws. Users are alerted that they are entitled to no expectation of privacy in their use of this computer and access to the Internet, and related technologies. Users' computer usage and Internet access may be monitored at any time for unacceptable and illegal use. Cyberbullying through the use of the Internet and related technologies to harm other people in a deliberate, repeated, and hostile manner will not be tolerated. The Acceptable Use Policy must be dated and signed annually by the student, student's parent, and any teacher, administrator, staff, parent, or community member using computers on campus.

Overview

The Kemper County School District is compliant with the Children's Internet Protection Act (CIPA). CIPA is a federal law enacted by Congress in December 2000 to address concerns about access in schools and libraries to the Internet and other information. Among many other things, it calls for schools and libraries to have in place electronic filters to prevent children from accessing and viewing inappropriate Internet content. For any school or library that receives discounts for Internet access or for internal connections, CIPA imposes certain requirements. The Kemper County School District receives these discounts for Internet Access through the E-Rate program and is therefore in compliance with CIPA.

Personal Safety

- Users will not disclose, use, disseminate or divulge personal and/or private information about himself/herself, minors, or any others including personal identification information, etc.
- The Kemper County School District will not disclose personal information about students on websites – such as their full name, home, or email address, telephone number, and social security number.
- Users will immediately report to the Kemper County School authorities any attempt of other Internet users to inappropriate conversations, personal contact, or cyberbullying.

Illegal and/or Unacceptable Usage

- User agrees not to access, transmit or retransmit any material(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of local, state, or federal law or regulations and/or school district policy.
- User shall not access, transmit, or retransmit threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and/or any other material that is inappropriate to minors. Users shall not transmit or retransmit copyrighted materials unless authorized. Users shall not plagiarize copyrighted materials.

- User shall not access, transmit, or retransmit any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.
- Users shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.
- User shall not access, transmit, or retransmit language that maybe considered offensive, defamatory, or abusive.
- Users shall not access, transmit, or retransmit information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
- Users shall not access, transmit, or retransmit information that harasses another person or causes distress to another person.
- Users shall not access the Internet and related technologies to engage in cyberbullying by harming other people in a deliberate, repeated, and hostile manner.

System Resource Limits

- The user shall only use the Kemper County School District system for educational and career development activities and limited, high-quality self-discovery activities as approved by Kemper County School District faculty for a limited amount of time per week.
- The user agrees not to download large files unless it is absolutely necessary. If absolutely necessary to download large files, the user agrees to download the file at a time when the system is not being heavily used.
- The user agrees not to post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to large numbers of people).
- The user agrees to immediately notify his/her teacher or school administrator should users access inappropriate information. This will assist in protecting the user against a claim of intentional violation of this policy.

User Rights

- Users shall have the responsibility to use computer resources for academic purposes only. Therefore, as mandated by **CPA** filtering will be utilized on all computers accessing the Internet. The only exception will be for academic research by a staff member with the approval of the school administration.
- Kemper County School District will fully cooperate with local, state, or federal officials in any investigation related to illegal activities conducted through the user's Internet account.
- Under no conditions should a user provide his/her password to another person or use another person's password.
- Users should not expect files stored on a school-based computer to remain private. Authorized staff will periodically inspect folders and logs of network usage will be kept at all times. Routine review and maintenance of the system may indicate that a user has violated this policy, school codes, municipal law, state law, or federal law. Parents of minor users shall have the right to inspect the contents of the user's files.

- Individual schools within the district may create additional guidelines and procedures consistent with this policy. Such guidelines and procedures will be appropriate for the electronic information resources being used and the students served at the school.
- The use of the Internet is a privilege, not a right. Unacceptable and/or illegal use may result in denial, revocation, suspension, and/or cancellation of the user's privileges, as well as disciplinary action imposed by school officials.
- The school district may include a process for the student to appeal the decision to deny, suspend, revoke, or cancel Internet privileges.

Consequences for Failure to follow Terms and Conditions of AUP

- There will be consequences for any user who fails to follow the Kemper County School District and school guidelines and policies.
- The consequences may include paying for damages, denial of access to technology, detention, suspension, expulsion, or other remedies applicable under the school disciplinary policy, and state or federal law. At the discretion of Kemper County School District, law enforcement authorities may be involved and any violations of state and/or federal law may result in criminal or civil prosecution.

Signatures

- I have read the Kemper County School District Internet Appropriate Use Agreement. I understand and will abide by the terms and conditions as stated.
- I understand that some Internet violations are unethical and may constitute a criminal offense resulting in legal action. I understand that access to the Internet will be supervised by Kemper County School District personnel and that provisions of the agreement will be reviewed with students. I further understand that the Kemper County School District is not responsible for the actions of individual users or the information they may access.

Employee, Student, or Community Member Name (please print)

Employee, Student, or Community Member Signature

Date

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for the guidance of Internet use – setting and conveying standards for my daughter or son to follow when selecting, sharing, or exploring information and media.

Parent Name (please print) _____

Parent Signature _____

Name of Student (please print) _____

Date _____

KCSD Device Parent/Student Agreement Form 2020-2021

I have read the terms set forth in the KCSD Student Device Handbook. I understand and will comply with all of the conditions outlined within. Parents, please read and initial the following:

- I understand that my student must report any needed repairs, loss, or damage to the Device or any
- peripheral items (including a case number) within 5 school days from time of occurrence, otherwise I may be liable for any cost incurred by the district to repair or replace the Device or peripheral items.
- I have received and understand that I am bound by the terms and conditions stated in the KCSD Student Device Handbook.
- I understand that if I fail to return the Device or any peripheral items at the end of the school year or upon transfer or withdrawal from a KCSD campus, district records may be withheld, and I may be reported to law enforcement.
- I understand that the Device and all peripheral items must be maintained and returned to KCSD in Acceptable Condition (as that term is defined in the KCSD Student Device Handbook).

**Kemper County School District
Agreement to Borrow Equipment
Release of Liability**

I, _____, am borrowing the following electronic device from the Kemper County School District.

The usage period for my electronic device is from August 10, 2020 to May 26, 2020. I understand that it is my responsibility to pick up the electronic device and return it to the same location at the end of my usage period unless otherwise agreed by both parties. I agree to return the electronic device to the Kemper County School District in the same condition that it was in on the day I obtained it, normal wear and tear excepted.

I understand that there is no upfront charge for the use of the electronic device. However, in the event that the electronic device is lost or destroyed during my usage period, I agree to replace the electronic device at 100% of the current cost of a replacement device of the same specifications or greater. Also, if the electronic device is damaged during my usage period, I agree to have the electronic device fixed or replaced. If I do not repair or replace the electronic device, I authorize Kemper County School District to add the fee to my child's student record. I agree that the fee assessed due to damage or loss will remain on my child's record until paid.

The Replacement cost of the devices are:

- Chormebook \$300
- IPad - \$350
- Windows Laptop - \$800

Student Information

School Site: _____
Student's Name: _____
Student's Grade: _____

Parent/Guardian Information

Parent/Guardian Name (Print): _____
Address: _____
Phone Number: _____
Parent/Guardian Signature: _____
Date: _____

Electronic Device/Site Level Information

Make: _____
Model: _____
Serial Number: _____
Fixed Asset Number _____

Condition (circle one) Excellent Good Fair

Issued by: _____

Date: _____

Administrator's Signature: _____

Date: _____

REFUSAL OF RECEIPT OF DEVICE

I understand by refusing this device, my child will not receive a device from KCSD.

Parent/Guardian Information

Parent/Guardian Name (Print): _____

Address: _____

Phone Number: _____

Parent/Guardian Signature: _____

Date: _____