Lexington County
School District One

2019–2020
Personal Mobile
Computing Guide

ALL means ALL

EMPOWER ONE
LEXINGTON COUNTY SCHOOL DISTRICT ONE
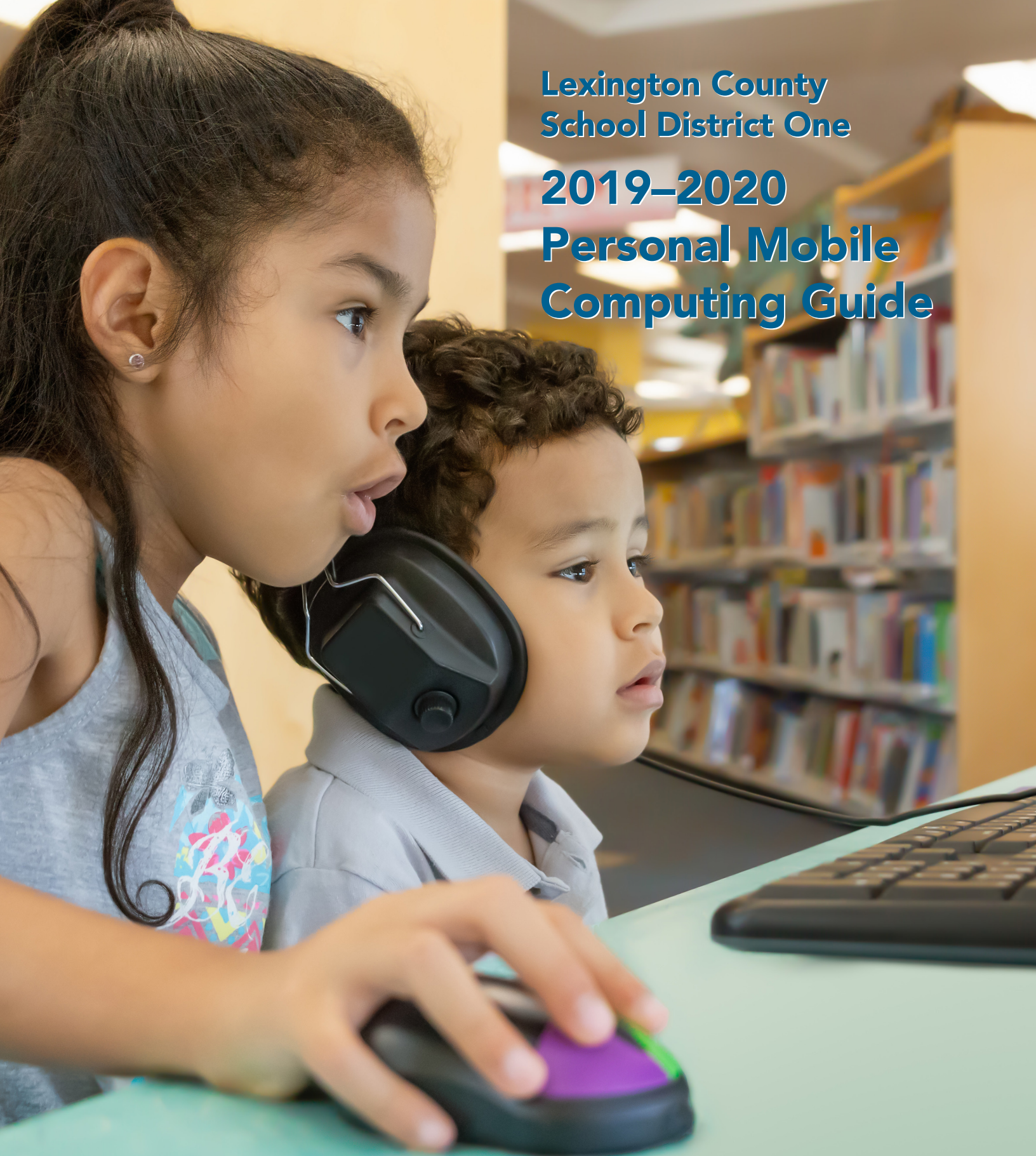
Lexington County School District One provides this guide for students and their parents/guardians. It contains a brief overview of the district's Personal Mobile Computing initiative, forms and other information.

Our Personal Mobile Computing initiative is not about the tool used. It is not about an iPad or a tablet. It is about what Personal Mobile Computing devices enable our students to do. Students electronically complete and turn in assignments, homework, projects or research, while interactive applications help them improve their reading fluency, build mathematics skills or create their own study cards.

We cannot eliminate every textbook as not all textbook publishers provide electronic copies of their textbooks, and that is not our primary objective. Teachers are able to supplement material found in textbooks with information they create using various multimedia or with information available online.

For the most current copy of this handbook, visit the district's website at www.lexington1.net and choose "I AM... A Student" or "I AM... A Parent/ Guardian" then click on the link "Personal Mobile Computing."

If you do not have internet access, all branches of the Lexington County Public Library System provide computers and internet access.

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DISTRIBUTION OF PERSONAL MOBILE COMPUTING DEVICES

Before school administrators can issue a Personal Mobile Computing device to a student, parents/guardians and students must view the informational video, pay for or opt out of the annual Optional Protection Plan, and accept and return the Personal Mobile Computing Device Agreement and Terms and Conditions of Use documents.

The district offers families an option for paying for repairs to a Personal Mobile Computing device called the Optional Protection Plan. This provides a one-time coverage for accidental damage, repair or theft (only if a police report is filed within 72 hours), but the OPP does not cover losing the device. At a cost of $40.00, however, the purchase of the OPP can save parents quite a bit of money on a repair and is a very wise investment.

If the fee creates a financial hardship for the student or parent/guardian, contact your school's administration about payment options. Upon proof of financial hardship, the administration can elect to create a payment plan where the student/parent/guardian can pay the fee through a payment schedule.

Please review the Personal Mobile Computing Device Optional Protection Plan included in this handbook in Appendix B or you can click **here**.

RETURNING PERSONAL MOBILE COMPUTING DEVICES

A student who transfers out of or leaves Lexington County School District One during the school year must return the Personal Mobile Computing device (including power cords, cases and any other district- or school-issued accessories) to school administrators before leaving the school.

If a student does not return his/her Personal Mobile Computing device upon leaving the district, the student will be subject to criminal prosecution or civil liability. The student/parent/guardian will also be required to pay the replacement cost for a new Personal Mobile Computing device.

If a student returns his/her Personal Mobile Computing device and it is damaged, costs for replacement or repairs are the student/parent/guardian's responsibility, unless otherwise covered by the Optional Protection Plan.

PERSONAL MOBILE COMPUTING DEVICE IDENTIFICATION

The district labels each student's Personal Mobile Computing device with an asset tag and a student ID Card. These district labels must not be covered or removed, and must be visible at all times. Personal Mobile Computing devices can be identified by manufacturer's serial number as well as by the Lexington County School District One asset tag.

CARING FOR THE PERSONAL MOBILE COMPUTING DEVICE

The Personal Mobile Computing device is district property. All users will follow these guidelines and Policy IJNDB Use of Technology Resources in Instruction.

Students are responsible for the general care of their school-issued Personal Mobile Computing device. Students must take any damaged Personal Mobile Computing devices or devices failing to operate properly to the school help desk for evaluation and/or repair.

Students are responsible for keeping their Personal Mobile Computing device charged daily and ready for school use.

GENERAL PRECAUTIONS

Carefully insert cords and cables into the Personal Mobile Computing device to prevent damage.

Personal Mobile Computing devices and district-issued cases must remain free of any writing, drawing, stickers or labels that are not the property of or issued by Lexington County School District One. "Skins" and other personalization are prohibited.

Never leave your Personal Mobile Computing device in an unlocked locker, unlocked car or any other unsupervised area. This constitutes neglect of the Personal Mobile Computing device.

CARRYING PERSONAL MOBILE COMPUTING DEVICES

The district provides students with a protective case for their Personal Mobile Computing device. Students must keep their Personal Mobile Computing device inside the protective case at all times.

Students should never use the Personal Mobile Computing device while walking or moving from place to place. The Personal Mobile Computing Device case must remain closed any time the student is in motion.

Removing the Personal Mobile Computing device from the district-issued case is prohibited.

Cases should not hold other objects. Folders, workbooks, etc. should be kept in a book bag or carried separately to avoid placing excessive pressure and weight on the Personal Mobile Computing device screen.

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 or protective case in a way that applies pressure to the screen.

Use only a clean, dry, soft or anti-static cloth to clean the screen.

Do not use cleansers of any type.

Do not bump the Personal Mobile Computing device against lockers, walls, car doors, floors, etc., as it will crack and break the screen.

Do not stand or kneel on the Personal Mobile Computing device or leave the device in a location where it may become damaged.

USING THE PERSONAL MOBILE COMPUTING DEVICE

Personal Mobile Computing devices are intended for use at school each day.

In addition to teacher expectations for device use, students may access school messages, announcements, calendars and schedules using their Personal Mobile Computing device.

PERSONAL MOBILE COMPUTING DEVICES LEFT AT HOME

Students who leave their Personal Mobile Computing device at home are still responsible for completing their daily course work.

If a student repeatedly leaves his/her device at home, the student may be subject to disciplinary action.

PERSONAL MOBILE COMPUTING DEVICES UNDERGOING SERVICE OR REPAIR

The school will issue an equivalent Personal Mobile Computing device to a student whose Personal Mobile Computing device requires repair or replacement. Please note that there may be a delay depending upon the availability of a device.

INTERNET ACCESS AWAY FROM SCHOOL

Outside of school, students may establish Wi-Fi connections with their Personal Mobile Computing device and use the device wherever access is available.

District-issued devices have off-campus filtering that is comparable to on-campus filtering. This filtering is designed to protect students from harmful internet content.

CAMERA USE

The Personal Mobile Computing device comes equipped with a camera. Students will use this only for instructional purposes.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents and students over 18 years of age certain rights with respect to students' educational records including photographs.

You can read more about FERPA on our website. Just choose the "I AM... A Visitor" tab at the top and then choose "Family Educational Rights and Privacy Act". You'll find information about FERPA there.

For this reason, students must obtain permission to publish or make publicly available a photograph or video of any school-related activity. Unauthorized recordings are subject to disciplinary action in accordance with the district's Policy IJNDB Use of Technology Resources in Instruction.

Lexington County School District One retains the rights to any recording and/or publishing of any student or staff member's work or image.

MANAGING YOUR FILES AND SAVING YOUR WORK

SAVING TO THE CLOUD STORAGE

Students should save their work to their Google Drive. This is a cloud storage solution provided to each student as part of Google Apps for Education. It is available on any internet-connected device.

Students may download files to work on them and save them back to the cloud.

Personal Mobile Computing device malfunctions are not an acceptable excuse for failure to submit work.

NETWORK CONNECTIVITY

Lexington District One makes no assurance that the network will be operational at all times. In the rare instance that the network may not be operational, the district will not be responsible for lost or missing data/work.

APPLICATIONS

Lexington County School District One manages Personal Mobile Computing devices so that the devices contain the necessary applications for schoolwork.

INSPECTION

Staff may randomly select students and ask them to provide their Personal Mobile Computing device for inspection. Inspection can include but is not limited to physical or data inspection. Devices are also subject to inspection when turned in for any reason.

PROCEDURE FOR TROUBLESHOOTING

If technical difficulties occur or unauthorized applications are discovered, technology staff may be required to erase or swap out the Personal Mobile Computing device. The school does not accept responsibility for the loss of applications or deleted documents.

APPLICATION UPGRADES

The district will distribute upgraded versions of licensed applications from time to time.

DIGITAL CITIZENSHIP

Digital Citizenship is a concept that helps students understand how to use technology appropriately.

The district expects students to use technology appropriately and responsibly whether for electronic communication or participation.

The district has electronic precautions in place in order for students to participate safely and securely in this environment, and enjoy the privileges of a digital world in an educational setting.

Teachers and staff have different electronic levels of access than those accorded to students, therefore, teachers and staff cannot share their equipment with students.

RESPONSIBILITIES

DISTRICT RESPONSIBILITIES

The school provides internet and internal email access to students.

School staff will help students conduct internet research and ensure student compliance with the district's Acceptable Use Policy (refer to Policy IJNDB Use of Technology Resources in Instruction).

Filtering/blocking of inappropriate internet material is done at the district level.

The district provides cloud data storage for all students.

Lexington County School District One reserves the right to investigate any inappropriate use of resources, and to review, monitor and restrict information stored on or transmitted via Lexington County School District One-owned equipment and resources.

STUDENT RESPONSIBILITIES

Students will abide by the district's Policy IJNDB Use of Technology Resources in Instruction and:

- contact an administrator about any security issue they encounter.

- monitor all activity on their personal account(s).

- always shut down and secure their Personal Mobile Computing device after use to protect their work and information.

- report email containing inappropriate or abusive language or questionable subject matter to a teacher or administrator at school. (Students can only send and receive email within the district. Students cannot email anyone outside the district. They may, however, receive emails from education-related entities that have been intentionally approved by Instruction and configured for use by the district's Information Technology office.)

- report any malfunctioning or damaged mobile device to the school help desk.

- will return their Personal Mobile Computing device to the issuing school on the date they withdraw from school or transfer to another school outside of Lexington County School District One. (This also applies to seniors who leave school mid-year or who graduate.)

PARENT/GUARDIAN RESPONSIBILITIES

Talk to your children about the values and standards you expect them to follow as they use the internet just as you talk to them about their use of all other media information sources such as television, telephone, movies, radio, etc.

All district-issued Personal Mobile Computing devices contain a filter for use at home. Parents are encouraged to monitor student activity at home, especially internet access.

CREATIVE COMMONS COPYRIGHT

At a teacher's discretion, student work may be uploaded to the internet.

The student owns the copyright to his/her original work(s). Students will be encouraged to select one of the Creative Commons Copyright licenses (http://creativecommons.org/licenses/) to include with their work. This license will state how the work can be used by others.

PERSONAL MOBILE COMPUTING DEVICE CARE (GRADES 6–12)

Each student is responsible for maintaining his/her Personal Mobile Computing device. Personal Mobile Computing device batteries must be charged and ready for school daily.

The district provides Personal Mobile Computing device protective cases. These must be kept on the device at all times. Cases must be maintained with only normal wear and no alterations in order to avoid a case replacement fee ($50).

Personal Mobile Computing devices with operational issues or damage must be reported to the school help desk. Lexington County School District One will be responsible for the repair process for Personal Mobile Computing devices. Parents/guardians should not obtain repair services for the Personal Mobile device on their own as this will void the factory warranty.

Students are responsible for charges associated with their Personal Mobile Computing device. Fees for damage or loss are determined by whether or not the Optional Protection Plan was chosen and payment for OPP was received.

If a student has chosen OPP, the cost of the first repair is covered. If the student breaks the device more than once (whether OPP has been purchased or not) the student will pay for subsequent repairs, not to exceed $100.00 per repair.

Stolen or lost Personal Mobile Computing devices must be reported within 72 hours to the school help desk and the local law enforcement authority where the device was stolen or lost. If a device is stolen, the report must be filed within 72 hours or the student is responsible for the entire replacement cost of the device. While OPP does not cover losing the device, it is still important for lost devices to have a police report so that recovered devices may eventually be returned to the district.

PERSONAL MOBILE COMPUTING TERMS AND CONDITIONS

TERMS OF THE PERSONAL MOBILE COMPUTING DEVICE AGREEMENT

Students will comply at all times with Lexington County School District One's Personal Mobile Computing Device Agreement. Failure to comply ends the student's privilege to use the device effective immediately per Policy IJNDB Use of Technology Resources in Instruction.

TITLE

Legal title to the property is with the district and shall at all times remain with the district.

The privilege of use is limited to and conditioned on full and complete compliance with the Personal Mobile Computing Device Agreement.

The student is responsible at all times for the Personal Mobile Computing device's appropriate care and use.

COMPLIANCE

Lexington County School District One reserves the right to retrieve any Personal Mobile Computing device for failure by any student to comply with all terms of the Personal Mobile Computing Device Agreement and/or the Personal Mobile Computing Device Optional Protection Plan.

LIABILITY

Lexington County School District One reserves the right to demand return of the Personal Mobile Computing device at any time.

Failure to return the Personal Mobile Computing device may result in criminal charges brought against the student and/or the person responsible for the Personal Mobile Computing device.

PERSONAL MOBILE COMPUTING DEVICE DISCIPLINE PLAN (GRADES 6–12)

MINOR OFFENSES

- Unauthorized use of internet or computer games

- Downloading inappropriate applications

- Giving out personal information, for any reason, over the internet

- Device absences, including devices not being present at school or device not being charged

The district can use any of the following disciplinary consequences, if applicable, when addressing minor offenses, while taking into consideration the nature of the incident and the student's prior technology offenses:

1. Student Conference	5. In-School Suspension
2. Lunch Detention	6. Saturday School
3. Morning School	7. Out-of-School Suspension
4. After-School Detention	

Technology discipline offenses may also result in restricted use of the Personal Mobile Computing device.

The following system outlines such a process. Minor offenses will be handled on a points system. Each minor offense equals 5 points. Points and consequences are outlined below:

- 10 points = conference with parent

- 15 points = 1 week (5 school days) of checking the Personal Mobile Computing device in and out at the help desk; parent conference

- 20 points = 2 weeks (10 school days) of checking the Personal Mobile Computing device in and out at the help desk; parent conference

- 25 points = 3 weeks (15 school days) of checking the Personal Mobile Computing device in and out at the help desk; parent conference

MAJOR OFFENSES

- Illegal installation or transmission of copyrighted materials

- Bypassing the Lexington County School District One web filter

- Action violating existing board policy or public law

- Deleting district system applications and changing Personal Mobile Computing device settings (exceptions include personal settings such as font size, brightness, etc.)

- Sending, transmitting, accessing, uploading, downloading or distributing offensive, profane, threatening, pornographic, obscene or sexually explicit materials

- Use of chat rooms or sites selling term papers, book reports and other forms of student work

- Spamming (disruptive email, messages including iMessages)

- Gaining access to a staff member's or another student's accounts, files and/or data

- Use of the school's internet, email accounts or devices for financial gain, commercial gain or any illegal activity

- Vandalism (any malicious attempt to harm or destroy the device)

- Transmission or access of obscene, offensive or threatening materials or materials intended to harass or demean

Major offenses may be addressed as follows:

- First Offense — 1–3 days OSS and intervention session

- Second Offense — 3 days OSS and intervention session

- Third Offense — Recommendation for expulsion and appropriate law enforcement intervention, if applicable

The administration reserves the right to handle any of the above actions or any other action determined to be a misuse of technology in the manner they feel is the most appropriate for all concerned. For additional information on acceptable use of technology, please refer to Policy IJNDB Use of Technology Resources in Instruction, Lexington County School District One's Acceptable Use Policy.

MINOR OFFENSES

- Unauthorized use of internet or computer games

- Downloading inappropriate applications

- Giving out personal information, for any reason, over the internet

The district can use any of the following disciplinary consequences, if applicable, when addressing minor offenses, while taking into consideration the nature of the incident and the student's prior technology offenses:

1. Student Conference
2. Student/Parent Conference

3. In-School Suspension
4. Out-of-School Suspension

MAJOR OFFENSES

- Illegal installation or transmission of copyrighted materials

- Bypassing the Lexington County School District One web filter

- Action violating existing board policy or public law

- Deleting district system applications and changing Personal Mobile Computing device settings (exceptions include personal settings such as font size, brightness, etc.)

- Sending, transmitting, accessing, uploading, downloading or distributing offensive, profane, threatening, pornographic, obscene or sexually explicit materials

- Use of chat rooms or sites selling papers, book reports and other forms of student work

- Spamming, disruptive email, messages including iMessages

- Gaining access to a staff member's or another student's accounts, files and/or data

- Use of the school's internet or email accounts for financial gain, commercial gain or any illegal activity

- Vandalism (any malicious attempt to harm or destroy the device)

- Transmission or access of obscene, offensive or threatening materials or materials intended to harass or demean

Major offenses may be addressed as follows:

- First Offense — 1–3 days OSS and intervention session

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TERMS OF USE OF THE PERSONAL MOBILE COMPUTING DEVICE

Middle and high school students will be asked to read and agree to the stipulations set forth in the *Personal Mobile Computing Guide*, Lexington County School District One Acceptable Use Policy and the Terms of Use of the Personal Mobile Computing Device. Students will be asked to electronically agree to the Terms of Use on their school-issued Personal Mobile Computing Device.

- I will take proper care of the Personal Mobile Computing device, power cords and protective case according to the standards outlined in the Personal Mobile Computing Guide and this Terms of Use (TOU) Agreement.

- I will not share my passwords with students or staff.

- I will not loan the Personal Mobile Computing device or power cords to others.

- I will keep food and beverages away from the Personal Mobile Computing device.

- I will not disassemble any part of the Personal Mobile Computing device nor will I attempt to repair the device or have it repaired outside of the District.

- I will not remove district-required applications or extensions or tamper with district web filtering mechanisms.

- I will not install inappropriate applications or extensions on the Personal Mobile Computing device.

- I will not install applications or extensions on the Personal Mobile Computing device that limit or interfere with instruction.

- I will respond to any and all alerts and communications regarding unauthorized applications or extensions in a timely fashion.

- I will protect the Personal Mobile Computing device by carrying it in the protective case provided.

- I will not stack objects on top of the Personal Mobile Computing device nor force it into tight areas.

- I will not leave the Personal Mobile Computing device outside or use it in or near water as it is not waterproof or water-resistant.

- I will save data to the cloud directory specified by the district. (Lexington County School District One will at times reset or replace Personal Mobile Computing devices. All files on the device not saved to cloud or other storage media will be deleted during this process.)

- I will take responsibility for regularly backing up the Personal Mobile Computing device assigned to me. The district is not responsible for lost data and work.

- I understand that any and all applications, data and other information can be cleared off the Personal Mobile Computing device at any time.

- I understand that any inappropriate or unauthorized apps or extensions will be removed.

- I will not place decorations (such as stickers, markings, paint,etc.) on the Personal Mobile Computing device or district-issued protective case.

- I will not deface the serial number, manufacturer labels or district labels on any Personal Mobile Computing device.

- I will follow district policies outlined in the Personal Mobile Computing Guide and the district's Acceptable Use Policy IJNDB.

- I will be financially responsible for all damage to or loss of the Personal Mobile Computing device, protective case, and power cords caused by misuse, abuse, negligence, or intentional damage.

- I will return the Personal Mobile Computing device, protective case and power cords in good working order when requested, including when I leave the district for any reason.

- I will never use the Personal Mobile Computing device while walking or moving from place to place.

- I will keep the Personal Mobile Computing device closed any time I am in motion.

- I understand all Personal Mobile Computing devices are subject to inspection at any time without notice and remain the property of Lexington County School District One.

I agree to the stipulations set forth in the Personal Mobile Computing Guide, the Lexington County School District One Acceptable Use Policy IJNDB and the Terms of Use of the Personal Mobile Computing Device.

GRADES 6–12
PERSONAL MOBILE COMPUTING DEVICE AGREEMENT 2019–2020

Lexington County School District One recognizes that with the implementation of the Personal Mobile Computing Device Initiative, the priority is to protect the investment by both the district and the student/parent/guardian.

An optional non-refundable protection plan is available for $40 per school year for each Personal Mobile Computing device for students and in other situations as needed. Each school year, parents or students (if 18 years of age or older) must make the decision whether or not to purchase this Optional Protection Plan. For new students, this decision must be made prior to receiving their device. Personal Mobile Computing device agreements are valid for one school year, beginning the first day of school through the first ten school days of the following school year.

OPP provides one-time coverage for repair of the Personal Mobile Computing device due to accidental damage. The plan will provide for parts and repairs related to damage incurred as part of that single incident during the coverage period. Any additional repair due to additional accidents and damage will cost the student/parent/guardian the cost of repair, not to exceed $100. OPP does not cover replacement of charging block or power cable.

Any device replacement due to the following will cost the student/parent/guardian the replacement cost (which is $780 for a high school device and $350 for a middle school device):

- Loss which is defined as

  1) the location of the device is unknown/misplaced or

  2) the device cannot be returned to the district for any reason

- Theft without OPP

- Theft with OPP but without a police report filed within 72 hours

- Device damage through misuse, abuse, negligence or intentional damage

THE FOLLOWING RESOURCES ARE AVAILABLE ON THE DISTRICT'S WEBSITE, AT WWW.LEXINGTON1.NET:

- the *Personal Mobile Computing Guide*

- the Terms of Use

- the Optional Protection Plan Agreement form

- Lexington One's Use of Technology Resources in Instruction Policy IJNDB

PERSONAL MOBILE COMPUTING DEVICE OPTIONAL PROTECTION PLAN SCHOOL YEAR 2019–2020

This information is available in the online registration system where parents may choose to purchase the Optional Protection Plan and pay online with a credit card. For students who have not been registered by their parent or guardian in the online registration or who were registered online and OPP was selected but not paid online with a credit card, the Personal Mobile Computing Device Agreement must be signed electronically at the school. Please contact school personnel for more information.

ACCEPTABLE USE POLICY
POLICY IJNDB USE OF TECHNOLOGY RESOURCES IN INSTRUCTION
ISSUED 10/06; REVISED 05/15; REVISED 05/16

Purpose: To establish the board's vision and the basic structure for the use of technology resources in instruction. Technology is a vital part of education and the operation of the district.

In an effort to promote learning and to expand educational resources for students, the district has made arrangements to provide students and staff with access to various types of technology.

The district's goal in providing this technology is to promote educational excellence by facilitating resource sharing, communication and innovation.

Access to technology is a privilege, not a right. With this privilege also comes a responsibility to use this access solely for educational purposes and not for inappropriate purposes.

The district will not tolerate the inappropriate use of technology by any person.

District administrators are directed to develop appropriate guidelines to govern the use of technology, and to implement technology protection measures and safety rules as required by the conditions of eligibility for any federal or state technology funding assistance program.

Adopted 7/27/99; Revised 2/15/05, 10/17/06, 7/21/15, 5/17/16

Legal references:

Federal law:

47 USC Section 254(h) — Children's Internet Protection Act.

The Digital Millennium Copyright Act of 1998, Section 512 — Limitations on liability relating to material online.

S.C. Code of Laws, 1976, as amended:

Section 10-1-205 — Computers in public libraries; regulation of internet access.

Section 16-3-850 — Encountering child pornography while processing film or working on a computer.

Section 16-15-305 — Disseminating, procuring or promoting obscenity unlawful; definitions; penalties; obscene material designated contraband.

APPENDIX D

ADMINISTRATIVE RULE IJNDB-R USE OF TECHNOLOGY RESOURCES IN INSTRUCTION
ISSUED 10/06; REVISED 5/15; REVISED 05/16

DEFINITION

For the purpose of this policy, technology is defined as but not limited to the following:

- collaborative systems including email, cloud storage and document management

- workstations (both desktop and mobile), tablets, smartphones, printers, scanners and peripherals

- local area networks (both wired and wireless), including but not limited to wiring, routers, access points, controllers and all other network equipment

- servers including video servers, file and print servers, database servers, cache servers, web servers and communication servers

- a wide area network linking all LCSD1 sites into one intranet

- voice communication systems to include primary systems, integrated voice response/management systems, automatic dialing systems, voice mail servers, mobile telephones, VOIP phone systems, recording devices and two-way radios

- management systems including data retrieval, device management, grading, instructional, media, textbook, student and food service systems hosted either on- or off-premise

- video systems including but not limited to distance-learning equipment, cameras, video-conferencing systems, web-conferencing systems, intra-district broadcasting, digital signage and all other video equipment

- software applications and mobile apps

- energy management, physical security systems and security monitoring systems including camera surveillance systems

- office copier, faxing, imaging and document management systems

- paging, bell and fire alarm systems

ACCESS

Because technology is a vital part of the educational process and the curriculum of the district, students and staff will be provided access to technology including but not limited to network, internet and email services.

The district intends to promote educational excellence in schools through Collaboration, Critical Thinking, Communication and Creativity, providing access to a diverse array of technological resources.

Through the network and internet, students and staff will have access to the following:

- email services

- collaborative storage and editing systems

- district-provided software applications (this includes all applications provided by vendors as well as in-house-developed solutions), appropriate mobile apps and appropriate digital content

- local, regional, public, state and national library catalogs including reference and research sources

The availability of internet access provides a unique educational opportunity for students and staff to contribute to the district's presence in the global community. This medium of communication provides an opportunity to share information with the community, our nation and the world about the district's curriculum and instruction, school-authorized activities and other related information.

The district provides this instructional resource as an educational tool for staff and students. The smooth operation of technology relies on the appropriate conduct of its users. These guidelines are provided so that students and staff are aware of their responsibilities when using technology. Employees who violate the terms of this administrative rule or who otherwise misuse technology will be subject to disciplinary action. Disciplinary action could include termination of employment. Students who violate the terms of this administrative rule or who otherwise misuse technology will be subject to disciplinary action in accordance with the district's student code of conduct policy (JICDA) and administrative rule (JICDA-R). Violations of federal or state law may subject users (employee or student) to criminal prosecution.

Access to technology comes with the increased availability of material which may not be of educational value in the context of the school setting. The district makes every effort to monitor and restrict access to known objectionable sites and to controversial or inappropriate materials as required by law. Use of technology and/or internet access for any purpose that is inconsistent with the educational mission of the district is strictly prohibited.

For the district to provide network and internet access, all staff and students must take responsibility for appropriate and lawful use of this access. While the schools' teachers and staff will make reasonable efforts to supervise student use of network and internet access, student and parent/legal guardian cooperation is essential in exercising and promoting responsible use of this access.

Upon accepting this policy, each staff member and student will be given network and internet access, and must abide by Policy IJNDB Use of Technology Resources in Instruction. A copy of this policy, or access to this policy, will be provided to parents/legal guardians.

The use of technology for teaching, learning and communication is an expectation and supports the district mission and vision; therefore, teacher, staff and student use of technology is not optional. All users in the district understand they must use technology responsibly and are bound by the terms of this policy and administrative rule.

INTERNET SAFETY POLICY

In compliance with the Children's Internet Protection Act, 47 USC § 254(h), the district uses technology designed to filter and block obscene materials, child pornography and "harmful to minors" materials as defined in CIPA.

For the purposes of this administrative rule, this document is the district's "Internet Safety Policy." This policy includes provisions to address possible access by minors to inappropriate materials on the internet which include but are not limited to: inappropriate usage of email and other forms of direct electronic communication; unauthorized access; and use and dissemination of personal identification information regarding minors; as well as provisions ot implement measures designed to restrict minors' access to potentially harmful materials.

TERMS AND CONDITIONS OF USE

The purpose of the district's technology is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. All use of technology must be in support of education and research, and consistent with the educational objectives of the district.

Individuals must comply with the district's rules and local, state and federal laws. Transmission of any material in violation of any federal or state laws or regulations is prohibited.

At the beginning of each school year, students and staff receive information about the appropriate use of technology, the district network, safety and other issues governing technology use through the district's student/parent handbook, the *Personal Mobile Computing Guide* and the district's employee handbook.

Lexington County School District One requires all users to immediately report technology-related issues or problems. Students are instructed to tell their attending teacher. Employees are instructed to tell their supervisor.

Access to computer systems and networks owned/operated by the district imposes certain responsibilities and obligations on users, and is subject to district policies and local, state and federal laws. This includes access to district-owned networks on personally owned devices.

Acceptable use is always ethical, reflects honesty and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms, and the individual's rights to privacy and freedom from intimidation, harassment and unwarranted annoyance.

RULES GOVERNING USE

Lexington County School District One digital and online content must comply with district policies on FERPA, data privacy and public use of school records.

Lexington County School District One will not be responsible for any obligations resulting from any unauthorized use of the system. This includes but is not limited to copyrighted material, threatening or obscene material, material protected by trade secret, inappropriate materials of any kind or any other illegal act.

Lexington County School District One will involve law enforcement should illegal activities take place.

Lexington County School District One expects users to immediately report if they mistakenly access inappropriate information or images, any message they receive that they feel is inappropriate or that makes them feel uncomfortable, and any possible security problems. By immediately reporting, users protect themselves against allegations that they have intentionally violated the technology acceptable use policy. Students will immediately tell their attending teacher. Employees will immediately notify their supervisor.

Students will not post personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication. Personal contact information includes but is not limited to home address, telephone numbers, school address, etc.

Students will not include their own or other students' data in the process of developing applications, mobile apps or any other type of development. Student data includes but is not limited to name, email address, student schedules, personal contact information, photos, academic information, addresses, teacher identification information, etc.

Students will not use district devices or resources to create, test, promote or distribute student-developed applications unless assigned as part of instruction. Student-developed applications created using district property or resources remain the property of the district.

Users will utilize the system for educational, professional or career development activities only, and only when it is not disruptive and does not interfere with the performance of other responsibilities by the employee or other staff members.

Users will not access or upload inappropriate content to district technology resources.

Users will not connect any personally owned devices to district networks other than district networks specified by the district for usage on personally owned devices.

Users should only join communication groups that are relevant to their educational, professional or career development.

Users will not use district technology to maintain a personal business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district.

Users will not originate knowingly forward emails containing jokes, spam, chain letters, greeting cards for personal purposes, virus notifications, screen savers and other non-educational file attachments.

Users will not attempt to gain unauthorized access to the email system, the district's digital and online content or any other computer systems through Lexington County School District One email and/or internet and/or network access. Users will not make deliberate attempts to disrupt the computer system's performance or to destroy data by spreading computer viruses or by any other means. These actions are illegal.

Users will not attempt to perform functions that exceed their authorized access, share their account information (user ID and/or password) or log in through another person's account or access another person's files without permission. These actions are illegal.

Users will not use defamatory, false, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, bullying, disrespectful, disruptive, racial, violent or any other inappropriate language in public messages, private messages and any material posted on digital and online content. All communications via district digital and online content will comply with the district's technology policy and the district's student code of conduct (JICDA) policy and administrative rule (JICDA-R).

Users will not send harassing email to another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending messages, he/she must stop.

Users will neither use the district system to access sites/material that are profane, obscene or pornographic nor use the system to access sites/material that advocate illegal acts, violence or discrimination toward other people.

PENALTIES FOR IMPROPER USE

Employees who violate the terms of this administrative rule or otherwise misuse technology will be subject to disciplinary action. Disciplinary action could include anything from a warning up to termination of employment.

Students who violate the terms of this administrative rule or who otherwise misuse technology will be subject to disciplinary action. Disciplinary action could include, at a minimum, the loss of technology privileges and will take place in accordance with the district's student code of conduct policy (JICDA), administrative rule (JICDA-R) and the *Personal Mobile Computing Guide.*

Violations of the laws of the United States or of the State of South Carolina may subject users (employee or student) to criminal prosecution.

WARRANTY

The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages suffered by any user. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries or service interruptions caused by the system's negligence, user errors or omissions.

Use of any information obtained via the internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

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.

USER PRIVACY

Email messages and any other electronic files created using district resources or stored district resources are the property of the district.

The district reserves the right to examine, restrict or remove any material that is on or passes through its network, just as it does any other work or material generated at or brought to school or work by staff or students.

Access to electronic information related to any student or staff member will be governed by the same policies that would apply to that information if it were not in electronic form.

PLAGIARISM AND COPYRIGHT

Users will not plagiarize works that they find on the internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user. Users will use proper bibliography formats.

Users will respect copyright laws. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies acceptable use of that work, users should request permission from the owner.

OTHER

Digital and online content reflects an individual's thoughts, interests and activities. Such content does not, in any way, represent individual schools or the district, nor are they endorsed or sanctioned by any individual school or the district.

Given the rapid changes in technology, some of the technical standards outlined in this regulation may require change throughout the year. Such changes will be made with the approval of the superintendent. This regulation may be updated on an annual basis or more frequently, if required.

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References to trademark and brand ownership have been removed for ease of reading but, in all cases, should be taken as read and respected.

Lexington County School District One is committed to a policy of nondiscrimination and equal opportunity for all students, parents/legal guardians, staff, visitors, personnel and community members who participate or seek to participate in its programs or activities. Therefore, the district does not discriminate against any individual on the basis of race, religion, sex (including pregnancy, childbirth or any related medical conditions), color, disability, age, genetic information, national origin or any other applicable status protected by local, state or federal law.

The district will use the grievance procedures set forth in policy to process complaints based on alleged violations of Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments Act of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Age Discrimination in Employment Act of 1967; the Equal Pay Act of 1963; the Genetic Information Nondiscrimination Act of 2008; and Titles I and II of the Americans with Disabilities Act of 1990.

The district designates specific individuals to handle inquiries or complaints. To find out whom to contact and how to contact them, please go to our website at http://www.lexington1.net/contact-us.