

SOCSD Technology Handbook



Contents

District Mission	4
District Vision	4
District Beliefs	4
What does 1:1 mean in Starkville Oktibbeha Consolidated School District?	4
What does 1:1 not mean in Starkville Oktibbeha Consolidated School District?.....	4
TECHNOLOGY AND INSTRUCTION/ELECTRONIC INFORMATION RESOURCES (IJ).....	6
Terms	6
Title	6
CHILDREN’S INTERNET PROTECTION ACT (CIPA) POLICY - Acceptable Use (IJB).....	7
Introduction	7
Definitions.....	7
Access to Inappropriate Material	7
Inappropriate Network Usage	7
Education, Supervision and Monitoring	8
Responsible Use of Technology Procedures.....	9
INTERNET ACCESS	9
TECHNOLOGIES COVERED.....	9
EMAIL	9
SOCSD NETWORK RULES.....	9
ACCEPTABLE USES OF THE TECHNOLOGY (not all inclusive)	10
UNACCEPTABLE USES OF THE TECHNOLOGY (not all inclusive).....	10
USE OF OUTSIDE EMAIL CLIENTS & STIPULATIONS FOR USING DISTRICT EMAIL CLIENT AS DISTRICT REPRESENTATIVE (Teachers, Administrators, Managers, etc.).....	11
FILTERING.....	11
WORKSTATION MONITORING	12
SECURITY	12
ONLINE ETIQUETTE	12
PLAGIARISM	12
PERSONAL SAFETY.....	12
DIGITAL CITIZENSHIP	13
Online behavior.....	13
Personal information	13

Parent Guide.....	13
CYBER BULLYING	13
SOCIAL MEDIA.....	14
LIMITATION OF LIABILITY	14
LOSS, THEFT OR FULL DAMAGE	14
REPOSSESSION	15
TERMS OF AGREEMENT	15
UNLAWFUL APPROPRIATION	15
HELP AND SUPPORT	15
USE OF PERSONAL LAPTOPS AND TABLETS	15
At School	15
At Home	16
Device Replacement and Repair Costs	16
Using Copyrighted Material (IJC)	17
FAIR USE	17
EMPLOYEE LIABILITY FOR VIOLATION.....	17
DEVICE DISTRIBUTION	18
Elementary Devices.....	18
PreK-5th.....	18
Secondary Devices	18
6th-7th	18
8th-12th.....	18
TECHNOLOGY ACCEPTABLE USE CONSENT FORM.....	19

District Mission

The mission of the Starkville Oktibbeha Consolidated School District is to achieve excellence by facilitating the discovery and development of each student's **passion, purpose, and potential**.

District Vision

Expect excellence every day.

District Beliefs

- We believe excellent public schools are the heart of a thriving community.
- We believe excellent teachers are essential for student success.
- We believe diversity is a strength and shall be embraced, recognized, and celebrated.
- We believe problem solving, critical thinking and creativity cultivate life-long learners.
- We believe quality education fosters leadership and develops good citizens.
- We believe our schools must be safe, welcoming, and respectful to all.
- We believe engaging our families and community is vital to ensuring each student's growth.
- We believe that health and wellness are foundational to success.

What does 1:1 mean in Starkville Oktibbeha Consolidated School District?

Our 1:1 program means that each student in our district has access to a device. The Equity in Distance Learning Act of 2020 (EDLA) has allowed federal funds to be used to purchase enough devices for all students to use in the district.

Our 1:1 program means that SOCSO educators have convenient access to devices whenever needed for students in their classrooms. Teachers no longer need to checkout devices or borrow from other classes. This will allow for easy integration of technology at a grab and go convenience in the classroom.

Our 1:1 program means students are more accountable for their responsible use of technology. This will be seen by students carefully carrying the devices, making positive cyber-related decisions, and utilizing the device for learning.

What does 1:1 not mean in Starkville Oktibbeha Consolidated School District?

Our 1:1 program means that our students have access to a device when needed, not all the time. Our teachers will allow students to access their devices when it is appropriate for learning in the classroom. George Couros's statement in the book, *Innovator's Mindset*, best describes our district's view of our teachers and their use of

technology in the classroom. Couros says, *“Technology will never replace great teachers, but technology in the hands of a great teacher can be transformational.”*

Our 1:1 program means that our teachers choose tools and resources that are appropriate for content, grade level, and student outcomes. These tools and resources can include a variety of educational opportunities including manipulatives, technology, or hands-on projects.

TECHNOLOGY AND INSTRUCTION/ELECTRONIC INFORMATION RESOURCES (IJ)

Students may use the Internet to participate in distance learning activities, to ask questions of and consult with experts, to communicate with other students and individuals, and to locate additional educational resources.

The Starkville Oktibbeha Consolidated School District (SOCSD) school board expects that library media specialists and teachers shall work together to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals. However, the Internet is a fluid, global environment in which information is constantly changing, thereby making it impossible to predict with certainty what information students might locate. Availability of information to students on the Internet does not imply endorsement by this school district.

Administrative guidelines for student exploration and use of electronic information resources shall address issues of privacy, ethical use of information with respect to intellectual property, illegal uses of networks, and conditions of usage. In developing such guidelines, the administration will strive to preserve student rights to examine and use information to meet the educational goals and objectives of this school district.

The guidelines shall include language affirming that:

1. Students have the right to examine a broad range of opinions and ideas in the educational process, using and exchanging information and ideas on the Internet.
2. Students are responsible for the ethical and educational use of their own Internet accounts.
3. Students have a responsibility to respect the privacy of other Internet users.

Terms

All users of district provided laptops, tablets, or other computing devices will comply at all times with the SOCSD technology policies and procedures. Failure to abide by board policy and administrative regulation governing use of the district's system may result in the suspension and/or revocation of system access. Additionally, student violation may result in disciplinary action up to and including suspension, expulsion and notification of law enforcement. Staff violation may also result in disciplinary action up to and including dismissal. Fees or other charges may be imposed.

Title

The district has legal title to the property at all times. The user's right of possession and use is limited to and conditioned upon full and complete compliance with this agreement, and SOCSD policies and procedures.

CHILDREN’S INTERNET PROTECTION ACT (CIPA) POLICY - Acceptable Use (IJB)

It is the belief of the Starkville Oktibbeha Consolidated School District (SOCSD) that the use of telecommunications, including the Internet, in instructional programs is an educational strategy which facilitates communication, innovation, resource sharing, and access to information. Use of the Internet must be in support of education and research and consistent with the educational mission, goals, and objectives of the school district.

Introduction

It is the policy of the SOCSD to: (a) prevent user access over its computer network to transmit or receive inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with CIPA. [(CIPA Pub. L. No. 106-554 and 47 USC 254 h)].

Definitions

Key terms as defined in CIPA.

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, other forms of electronic communications, and access to inappropriate information.

Specifically, as required by CIPA, blocking shall be applied to visual depictions of material deemed obscene, child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the SOCSD online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by CIPA prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking’, and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the SOCSD's staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, CIPA, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Instructional Technology & Distance Learning or designated representatives. The SOCSD or designated representatives will provide age-appropriate training for students who use the SOCSD Internet facilities. The training provided will be designed to promote compliance with the E-rate requirements of CIPA and the SOCSD's commitment to:

1. The standards and acceptable use of Internet services as set forth in the SOCSD's acceptable use policy;
2. Student safety with regard to:
 - a. safety on the Internet;
 - b. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - c. cyber bullying awareness and response.

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policy. In order for a student to gain access to the Internet, the student and student's parent(s)/guardian(s) must sign an Internet Access Agreement.

Responsible Use of Technology Procedures

INTERNET ACCESS

Starkville Oktibbeha Consolidated School District (SOCSD) provides the privilege of Internet access to district faculty, staff, students, and occasionally guests. Each user, as well as a minor's parent or guardian, voluntarily agrees to release, hold harmless, defend, and indemnify, the SOCSD, its officers, board members, employees, and agents, for and against all claims, actions, charges, losses or damages which arise out of the user's use of the SOCSD network, but not limited to negligence, personal injury, wrongful death, property loss or damage, delays, non-deliveries, mis-deliveries of data, or service interruptions. SOCSD will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through the user's Internet account.

Access will be restricted as required to comply with the Children's Internet Protection Act. Web browsing may be monitored and records retained to ensure compliance. Users are expected to respect the web filter and shall not attempt to circumvent the filter when browsing the Internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit a technology work order to review the site.

Each user acknowledges that the information available from other websites may not be accurate. Use of any of the information obtained via the Internet is at the user's own risk. SOCSD makes no warranty of any kind, either expressed or implied, regarding the quality, accuracy or validity of the data on the Internet.

TECHNOLOGIES COVERED

SOCSD may provide the privilege of Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, email, and more. The Acceptable Use Policy applies to both District-owned technology equipment utilizing the SOCSD network, the SOCSD Internet connection, and/or private networks/Internet connections accessed from District-owned devices at any time. This AUP also applies to privately-owned devices accessing the SOCSD network, the SOCSD Internet connection, and/or private networks/Internet connections while on school property or participating in school functions or events off campus. SOCSD policies outlined in this document cover all available technologies now and in the future, not just those specifically listed or currently available.

EMAIL

Employee and student SOCSD email is the property of SOCSD. SOCSD does not archive employee or student email. It is the responsibility of the employee and student to maintain this email account appropriately.

SOCSD NETWORK RULES

- The person to whom an SOCSD network account is issued is responsible at all times for its proper use.
- Any inappropriate use may result in the cancellation of the privilege of use, and/or disciplinary action. Consequences for any user who fails to comply with SOCSD and school guidelines 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.

- Any district employee who uses the SOCS D network inappropriately is subject to disciplinary action, including dismissal.
- Under no conditions should a SOCS D network user give their password information to another user nor allow another user to utilize their account unless speaking directly to a technology department employee who is assisting them.
- Users will immediately report to school district authorities any attempt by other network users to engage in inappropriate conversations or personal contact.
- Any non-standard software that is needed to perform a specific job function will need to be brought to the attention of the Technology Department. Those applications shall be the sole responsibility of that office and if the application interferes with any required programs, applications, and utilities, it should not be used and if in use, it may be disabled.

ACCEPTABLE USES OF THE TECHNOLOGY (not all inclusive)

A responsible user of the technology will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that they are expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher, administrator, or other staff member if they see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use District technologies at appropriate times, in approved places, for educational pursuits.

This is not intended to be an exhaustive list. Users should use their own good judgment when using SOCS D technology.

All users are responsible for keeping backups of important data. If a device has to be repaired there may be a need to reset it to the original setting. The technology department will not be responsible for any user data that may be lost as a part of this process.

UNACCEPTABLE USES OF THE TECHNOLOGY (not all inclusive)

- Violating any state and/or federal law (i.e., copyright laws).
- Using profanity, obscenity, or other language that may be offensive to others.
- Making personal attacks on other people, organizations, religions, or ethnicities.
- Accessing, downloading, storing, or printing files or messages that are sexually explicit, obscene, or that offend or tend to degrade others. The administration invokes its discretionary rights to determine such suitability.
- Not respecting the privacy of a person by posting personal contact information, such as work/home address, telephone, e-mail, photographs, or names, without obtaining prior permission from the person affected.
- Student information shall be posted only with written parent/guardian permission.

- Forwarding personal communication without the author’s prior consent.
- Using the Internet for commercial purposes, financial gain, personal business, producing advertisement, business service endorsement, or religious or political lobbying is prohibited.
- Destroying or altering the files of another user.
- Viewing or taking the files of another user.

USE OF OUTSIDE EMAIL CLIENTS & STIPULATIONS FOR USING DISTRICT EMAIL CLIENT AS DISTRICT REPRESENTATIVE (Teachers, Administrators, Managers, etc.)

Use of “Internet mail” by students, staff, and faculty such as Yahoo mail, Gmail, and POP3 accounts provided by their “home” Internet service providers is allowed at this time.

The SOCSO does not block use of Internet mail accounts, but any “OFFICIAL” communications, e.g., Teacher to Parent, Teacher to Student, Staff to Staff, must be via the district’s e-mail system. This includes, but is not limited to teachers who guide extracurricular activities such as Clubs, Choirs, Bands, Athletics, and the like.

FILTERING

An Internet filter is in place for SOCSO. This filter is a critical component of the SOCSO district network as well as Children’s Internet Protection Act (CIPA) compliance since it allows valuable online Internet access while restricting access to specific unwanted material in the following categories:

- Pornography
- Gambling
- Illegal Drugs
- Online Merchandising
- Hate Speech
- Criminal Skills
- Alternative Journals
- Other Undesirable Materials

This filter is updated on a daily basis in order to restrict access to the above items.

Filtering is not a 100% foolproof way of limiting access to appropriate sites. Inappropriate sites are added to the Internet daily. Inappropriate hits are logged along with the date/time and the IP address of the workstation making the request.

Attempts to bypass the school Internet filters is in violation of this acceptable use policy and will be subject to disciplinary action that may include denial of access to technology, detention, suspension, expulsion, termination of employment or other remedies applicable under the school disciplinary policy, and state or federal law.

WORKSTATION MONITORING

All data transferred and/or transmitted over the SOCS D network can be monitored and recorded at any time. All data transferred or transmitted over the network can be tracked and identified, and originating users can be held liable if their use of the network violates any established policy, regulation, or law. Any data stored on district-owned equipment may be archived and preserved by the district for an indefinite period. Such data includes, but is not limited to E-mail, text documents, digital photographs, music, and other digital or electronic files. If a particular workstation continues to try to connect to an inappropriate site, that workstation will be remotely monitored and the individual using that workstation will be reported to the Principal of the school and the SOCS D District Administration.

SECURITY

Users are expected to take reasonable safeguards against the transmission of security threats over the SOCS D network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origins. Users should never share personal information.

If users believe a computer or laptop they are using might be infected with a virus, they should alert the Technology Department. Users should not attempt to remove the virus themselves or download any programs to help remove the virus.

ONLINE ETIQUETTE

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use known or trusted sources when conducting research via the Internet.

Users should remember not to post anything online that they would not want students, parents, teachers, or future colleges or employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended.

PLAGIARISM

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online.

Information obtained via the Internet should be appropriately cited, giving credit to the original author.

PERSONAL SAFETY

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the

personal information of themselves and others. Users should never agree to meet in person someone they meet online without parental permission.

If users see a message, comment, image, or anything else online that makes them concerned for their personal safety or the safety of someone else, they should immediately bring it to the attention of an adult (teacher or administrator if at school, parent if using the device at home).

DIGITAL CITIZENSHIP

Online behavior

- Students will use an ethical approach when using the device to interact online. This includes posting of content including another student or staff member.
- Students will not engage in any activity on a device that violates school rules or local, state, or federal laws.

Personal information

- Assume the information you post or send can be viewed by people for whom it was not intended. If information about you is posted by a fellow student without your permission, ask a teacher or administrator for help.

Parent Guide

- Talk to your children about values and the standards that your children should follow on the use of the Internet.
- Be an active participant in your child's digital life. Have them show you what sites they are navigating to, what apps they use, and what they are working on.
- The following resources will assist in promoting positive conversation(s) between you and your children regarding digital citizenship:
 - NetSmartz: <http://www.netsmartz.org/Parents>
 - Common Sense Media: <http://www.commonsensemedia.org/blog/digital-citizenship>

CYBER BULLYING

Cyber bullying including, but not limited to, harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking will not be tolerated. Users should not send emails or post comments with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted individual and create for the targeted individual a hostile school environment.

Engaging in these behaviors or in any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action described in SOCS D Policy IJB – CIPA Policy - Acceptable Use. In some cases, cyber bullying can be a crime. Users should remember that online activities can be monitored.

All students will be educated about appropriate online behavior, including interacting with other persons on social networking websites and in chat rooms, and cyber bullying awareness and response.

SOCIAL MEDIA

The District has a policy that addresses Social Media, which applies to all employees and students. By signing the Acceptable Use Policy, users are acknowledging they have read and agree to abide by the Social Media guidelines. See SOCSO Policy GABBA- Social Media Websites.

LIMITATION OF LIABILITY

SOCSO will not be responsible for damage or harm to persons, files, data, or hardware.

While SOCSO employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

SOCSO will not be responsible or liable for, financially or otherwise, unauthorized transactions conducted over the SOCSO network.

Violations of this policy may have disciplinary consequences, including:

- Suspension of network, technology, or computer privileges;
- Notification of parents;
- Detention or suspension from school and school-related activities;
- Employment disciplinary action up to and including termination of employment;
- Legal action and/or prosecution.

LOSS, THEFT OR FULL DAMAGE

If a device is stolen, the employee or parent/guardian (in the case of a student) should immediately notify the school administration. At that time, the user or the parent/guardian will be required to file a police report. Once a police report has been filed, the district, in conjunction with the local law enforcement agency may deploy locating software to aid authorities in recovering the device. It is imperative that a lost or stolen device be reported immediately. If the stolen device is not reported **within three calendar days** to a district school administrator, the employee or parent/guardian will be responsible for full replacement cost.

If a device is damaged, lost or stolen as a result of irresponsible behavior, the user or the parent may be responsible for the full replacement cost. The user or the parent/guardian will be responsible for full replacement cost of the device if not reported to district personnel within three calendar days of missing or damaged device. In the event that a device is damaged, lost or stolen, the user will be assessed a deductible for the repair or replacement of the device for the first occurrence per device. A chart listing replacement cost is included in the SOCSO Technology Handbook.

Students or employees who leave the district during the school year must return all devices and additional accessories to the school administrator.

REPOSSESSION

If the user does not fully comply with all terms of this Agreement and the SOCS D Technology Handbook, including the timely return of the property, SOCS D shall be entitled to declare the user in default and come to the user's place of residence, or other location of the property, to take possession of the property.

TERMS OF AGREEMENT

The user's right to use and possession of the property terminates no later than the last day of enrollment unless earlier terminated by SOCS D or upon withdrawal from SOCS D.

UNLAWFUL APPROPRIATION

Failure to timely return the property and the continued use of it for non-school purposes without the SOCS D consent may be considered unlawful appropriation of SOCS D property.

- For damage that occurs to any district device (students and employees) there will be a required deductible to cover damage by incident (i.e. 1st damage, 2nd damage) AND by incident type (i.e. cracked glass, broken LCD, bent frame, etc.).
- If the device is lost, stolen, or totally damaged as a result of irresponsible behavior, the person to whom the device is issued may be responsible for the replacement cost. A police/sheriff report will be required for all stolen devices.
- The SOCS D may disable the device remotely to protect the device and/or data on the device.
- Seniors must clear all records and pay all fees before participating in commencement exercises.

HELP AND SUPPORT

Each school will have a designated technology support person. Teachers, staff, and students (parents) will be able to submit SOCS D technology work orders or call the SOCS D Technology Help Desk Voice Mail. Students will contact their teachers as a first level of support. If the student needs additional assistance, they will visit the designated technology support area at their school at a specified time. An authorized individual will contact the technology department for additional assistance as needed.

USE OF PERSONAL LAPTOPS AND TABLETS

At School

In grades where students are issued a laptop or tablet by the district, students are not allowed to use their personal laptops or tablets in place of a district device. The goal of the 1:1 initiative is to provide every student with the same device. If a parent refuses a device for home use, the student will be required to check out a device at school for use each day in class. The district will not provide support or install software on personal devices; the use of personal devices is not a viable alternative to a district issued device.

At Home

Students can use district issued or personal devices at home. The district will not provide support or install software on personal devices; the use of personal devices is not a viable alternative to a district issued device.

Device Replacement and Repair Costs

Deductible for damaged devices:

- First Occurrence: \$50.00 deductible to cover damage
- Second Occurrence: \$50.00 plus 50% of the repair cost
- Third Occurrence: Fair Market Value to replace the device

Loss, Deliberate Damage, or Neglect	iPAD/Chromebook
Broken Screen	\$75.00
Broken Keyboard	\$75.00 (chromebook only)
Power adapter + cord	\$30.00
Trackpad	\$75.00 (chromebook only)
Liquid damage to device	\$75.00
District assigned case	\$25.00
Severe Damaged Corner	\$75.00
Writing, Drawing, Stickers, and Labels attached	\$25.00

Using Copyrighted Material (IJC)

It is the intent of the Starkville Oktibbeha Consolidated School District (SOCSD) school board that all students and staff adhere to the provisions of the copyright law (Title 17 of the U.S. Code). While the law identifies some "fair use" provisions, it also defines restrictions on the reproduction of copyrighted materials. A copyright is a property right; willful infringement of a copyright can result in criminal prosecution. It is the position of the Starkville Oktibbeha Consolidated School District that copyrighted materials, whether print or nonprint, will NOT be duplicated unless such reproduction meets "fair use" standards or unless written permission from the copyright holder has been received. Illegal copies of copyrighted material may NOT be made or used on district equipment.

FAIR USE

Congress has identified four criteria to be balanced in considering questions of "fair use":

1. The purpose and character of the use, including whether such is a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use on potential market for or value of the copyrighted work.

EMPLOYEE LIABILITY FOR VIOLATION

In an effort to discourage violation of the copyright law and to prevent such illegal activities.

1. All employees will be advised of this policy; and
2. Employees who willfully disregard the district's copyright position are in violation of board policy; they do so at their own risk and assume all liability responsibility. The legal and/or insurance protection of the district will NOT be extended to anyone who violates the fair use standards of this policy.

DEVICE DISTRIBUTION

Elementary Devices

PreK-5th

PreK-5th grade students will leave their devices at school each day. The devices do not carry over with them to the next grade level. They stay with the teacher as a class set.

Virtual students will be allowed to take their device home to use during the school year. They will be required to return the device to the school/classroom at the end of the school year or when they return to school as a traditional student.

Secondary Devices

6th-7th

6th & 7th grade students will have an individual chromebook assigned to them that they will carry with them between classes and to the next grade level. These devices will stay at school.

8th-12th

8th-12th grade students will have an assigned chromebook that will be carried with them between classes and to the next grade level. Junior High and high school students will take these devices home with them each night. They will be responsible for charging them overnight and bringing them to school each day. The student device is issued to the student/parent and the student/parent will be held responsible for the device. Students/parents will be responsible for the device during the summer months.

Virtual students will be allowed to take their device home to use during the school year and will be responsible for the device during the summer months. The device is issued to the student/parent and the student/parent will be held responsible for the device.

TECHNOLOGY ACCEPTABLE USE CONSENT FORM

Users must adhere to the following guidelines:

- Users have the right to examine a broad range of opinions and ideas in the educational process, using and exchanging information and ideas on the Internet.
- Users are responsible for the ethical and educational use of their own Internet accounts.
- Users have a responsibility to respect the privacy of other Internet users.

Failure to abide by board policy and administrative regulation governing use of the district’s system may result in the suspension and/or revocation of system access. Additionally, student violations may result in disciplinary action up to and including suspension, expulsion, and notification of law enforcement. Additionally, employee violations may result in disciplinary action up to and including suspension, termination, and notification of law enforcement. Fees or other charges may be imposed.

Individuals to whom a Starkville Oktibbeha Consolidated School District device or account is issued is responsible, at all times, for its proper use. For damage that occurs to any district device (student and employee) there will be a required deductible to cover damage by incident. If the device is lost, stolen, or damaged, as a result of irresponsible behavior, individuals may be responsible for replacement costs. A police report will be required for all stolen devices. Any damage should be reported to the appropriate school authority **within three calendar days**.

Deductible for damaged devices:

- **First Occurrence:** \$50.00 deductible to cover damage
- **Second Occurrence:** \$50.00 plus 50% of the repair cost
- **Third Occurrence:** Fair Market Value to replace the device

Loss, Deliberate Damage, or Neglect	iPAD/Chromebook
Broken Screen	\$75.00
Broken Keyboard	\$75.00 (chromebook only)
Power adapter + cord	\$30.00
Trackpad	\$75.00 (chromebook only)
Liquid damage to device	\$75.00
District assigned case	\$25.00
Severe Damaged Corner	\$75.00
Writing, Drawing, Stickers, and Labels attached	\$25.00

Handling and Care

- Keep device free of any writing, drawing, stickers, or labels that are not applied by Starkville Oktibbeha Consolidated School District.
- Use the device on a flat, stable surface.
- Wipe/Clean surfaces with a clean, **dry** soft cloth.
- Charge device each night so it can be used at school the next day.
- Keep your device in the school issued case.
- Do not place books on the device.
- Do not have food or drink around the device.
- Do not touch screens with pencils, pens, or sharp objects.
- Do not leave the device exposed to direct sunlight or near any heat or moisture source for extended periods of time.
- Do not leave the device unattended in an unlocked classroom or during extracurricular activities.
- Do not place the device in a bag with sharp objects, food/drink, or anything that could damage the device.

By signing this form below (**as it applies to the signing user*):

- I have read the Starkville Oktibbeha Consolidated School District Technology Acceptable Use Consent Form.
- I understand that any violations of these regulations are unethical, potentially illegal, and may result in and constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and disciplinary action may be taken up to and including termination (employee) or suspension/expulsion (student) or possible criminal charges.
- As the parent or legal guardian of the student signing below, I consent to my student's use of technology resources in support of their academic studies within SOCSO schools. I grant permission for him/her to access networked computer services such as electronic mail (e-mail), learning management systems (Google Classroom and/or Canvas) and the Internet. I further understand that deliberate misuse by the student resulting in hardware damage will be the responsibility of the parent/guardian.

Student Name (Please Print)

School

Student signature

Date

Parent/Guardian Signature

Date

Employee Name (Please Print)

School

Employee Signature

Date