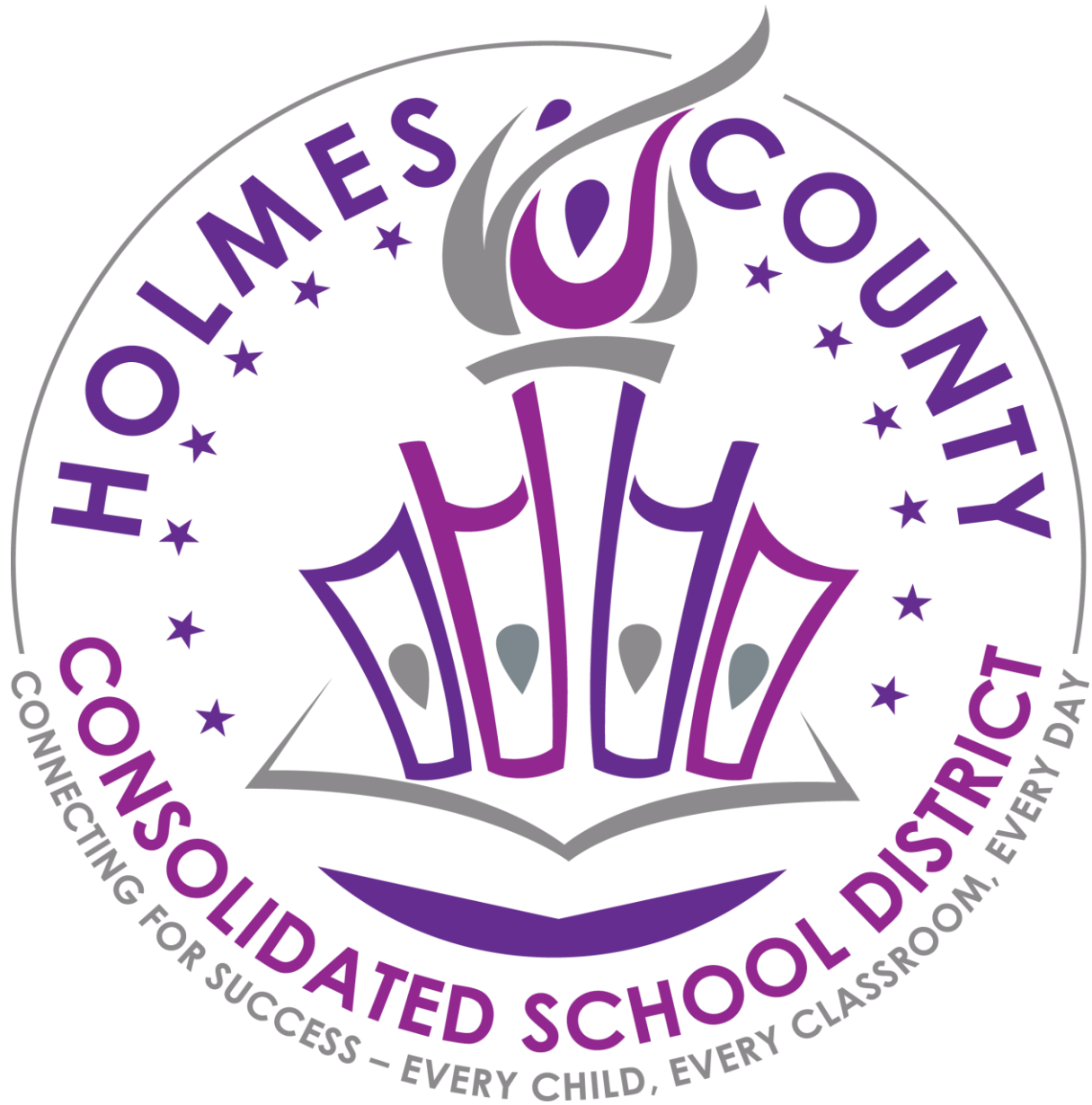


*DEDICATED TO EXCELLENCE – DRIVEN BY PURPOSE –
DESTINED FOR SUCCESS*



Technology Student Handbook and Usage Agreement

SCHOOL YEAR: 2022-2023

Dr. Jennifer Wilson, Interim Superintendent






MISSION

The Holmes County Consolidated School District is dedicated to providing students with innovative educational experiences to produce successful scholars prepared to compete in a global society.





VISION

Dedicated to Excellence – Driven by Purpose – Destined for Success

GOALS

-  Increase Student Achievement for ALL Students
-  Recruit and Retain Highly Effective Personnel
-  Create and Maintain a Safe and Secure School Environment
-  Increase Opportunities for Parent and Community Engagement
-  Maintain Stable and Transparent Fiscal Management

CORE PRINCIPLES

-  ALL Decisions will be made in the best interest of our children
-  ALL Children deserve a high-quality education in environments that foster trust and respect
-  ALL Staff have the right to work in safe, respectful learning Environments
-  ALL Families are important to the education process for all children

Effective August 5, 2021, the Holmes County Consolidated School District became a District of Transformation. Therefore, all references to the local School Board shall be enacted by the Interim Superintendent.

The Holmes County Consolidated School District does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, students, parents, volunteers, vendors, and members of the public.

To report incidents of discrimination contact Dr. Jason Sargent: jason.sargent@holmesccsd.org / 662.834.2175.

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The Holmes County Consolidated School District employs technology as one way of furthering its mission to teach the skills, knowledge, responsibilities, and behaviors that students will need as successful and responsible adults. Students who are enrolled and attend full time in the Holmes County Consolidated School District, may be issued a device to enable them to use a varied and exciting set of resources including computer applications, multimedia, and the Internet. While the device is available to go home with many of our students, it must be remembered that it is to be used as a learning tool.

Parents are an integral partner to the success of this program. As with all forms of technology, home monitoring should be embraced and practiced. In order to keep this program successful, school officials, teachers, students and parents must act as partners committed to the same goal.

Non District-issued laptops, tablets and other equivalent devices are not permitted in school. These items will be subject to forfeiture, and must be picked up by a parent or guardian.

ACCEPTABLE USE POLICY

Use of the Internet for instructional programs is an educational tool which facilitates communication, innovation, resource sharing and access to information. The complex nature of accessible networks and the potential information available to students utilizing the Internet require comprehensive administrative procedures in order to best serve the educational needs of students. The Board endorses student use of the Internet and other District technology for learning and educational research. Use of District technology includes participation in distance learning activities, asking questions of and consulting with teachers, communicating with other students and individuals, and locating material to meet the educational needs of the student.

Students will be educated about appropriate and safe on-line behavior. All reasonable efforts will be made to ensure that students are not accessing inappropriate or unrelated material. Students are to utilize the District's computers, networks, and Internet services and other District technology for school-related purposes only. Any student who uses District technology for personal or non-academic purposes will be subject to disciplinary action in accordance with this policy, the student code of conduct, and state law.

Students using the Internet shall comply with all applicable board policies and administrative procedures. The school board, through its administrative staff, reserves the right to monitor, without prior notice, all computer and Internet activity by students. This includes filtering software along with other electronic monitoring systems. While teachers and other staff will make reasonable efforts to supervise and monitor student use of District technology, they must have student and parent cooperation in exercising and promoting responsible use. Staff and students should have no expectation of privacy in their use of District computers or other technology.

Additionally, use of the Internet is a privilege, not a right. Students are expected to follow Board policy and procedures at all times when using District computers, networks, the Internet, or other District technology. Students found to be in violation of board policy and/or administrative procedures shall be subject to revocation of privileges and potential disciplinary and/or legal action. The Superintendent or his/her designee reserves the right to eliminate use of the District's computer systems or other District technology by any student at any time.

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Inappropriate communications or other unacceptable uses or abuses of all District technology, including all hardware/software, all electronic files/communications stored on or transmitted on District computers are prohibited. Specifically prohibited is any illegal use, or use that is a violation of Board policies, procedures, or school rules including, but not limited to, those prohibiting harassment, discrimination, bullying, defamation, violence, threatening, infringement of copyright or trademark laws, use involving obscene or pornographic materials, or use that harms the reputation of the school District or its employees or disrupts the educational environment. Prohibited also is student use of District technology for Internet social networking if such use is not directed by a teacher or school administrator in support of planned and approved learning activities.

This board makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided. Neither the individual school nor school district is responsible for any damages the student/user suffers. Use of any information obtained via the Internet is at the student's own risk. This board and school district specifically denies any responsibility for the accuracy or quality of information or software obtained through its services.

INTERNET ACCESS AGREEMENT

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.

The superintendent is authorized to amend or revise the following board-approved initial administrative procedure as he/she deems necessary and appropriate consistent with this policy. The superintendent is further authorized to amend or revise the Internet Network Access Agreement with the advice of board counsel.

It must be understood by all concerned that the global and fluid nature of the Internet network's contents make it extremely difficult for the board to completely regulate and monitor the information received or sent by students. As such, the board cannot assure parents that students will be prevented from accessing undesirable materials or sending or receiving objectionable communications.

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RESPONSIBLE USE OF DISTRICT ISSUED TECHNOLOGY

The Holmes County Consolidated School District provides the privilege of technology for use in the schools and distance learning situations. Use of any district technology, including the use of devices and other technology under the Mississippi Equity in Distance Learning Grant Program, shall only be used for its intended purpose and for school purposes.

Before being given permission to use district technology, each user, as well as a minor's parent(s) or guardian(s), is required to sign the Responsible Use of District Issued Technology Agreement.

Fines may be assessed for any intentional loss or damage of any school district devices.

Each user of district technology will:

1. Use school technology for school-related purposes only.
2. Treat school technology and devices with care and alert staff if there are any problems with operation.
3. Return district technology in the same manner as it was received minus normal wear and tear.

The District shall compile and maintain an inventory list of all devices purchased and issued to students, teachers and administrators, and other staff, as well as any supporting technology or equipment used to support the school's distance learning plan.

INTERNET ADMINISTRATIVE PROCEDURES

This school district will enforce the following administrative procedures. The specific examples of prohibited uses by students stated herein are illustrations only and not intended to be an all-inclusive list of inappropriate behaviors. Failure to comply with these administrative procedures shall be deemed grounds for revocation of privileges, potential disciplinary action and/or appropriate legal action.

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Terms and Conditions

Access to the school/district's Internet is provided for educational purposes and research consistent with the school/district's educational mission and goals.

Parents shall be required to read and sign the Internet Network Access Agreement allowing their students to access the Internet. All students shall also be required to sign said form affirming that they have read and understand the administrative procedures for Internet Use By Students and understand the consequences for violating said administrative procedures.

Privileges

Use of the school/district's Internet is a privilege, not a right. Inappropriate use may result in cancellation of that privilege. The superintendent, or designee(s) shall make all decisions regarding whether or not a student has violated these procedures, and may deny, revoke, or suspend access at any time.

Unacceptable Use

The student is responsible for all his/her actions and activities involving the Internet. Examples of prohibited conduct include:

1. Accessing materials or communications that are:
 - Damaging to another's reputation
 - Abusive
 - Obscene
 - Sexually oriented
 - Threatening
 - Contrary to the school/district policy on harassment
 - Harassing
 - Illegal
2. Sending or posting materials or communications that are:
 - Damaging to another's reputation
 - Abusive
 - Obscene
 - Sexually oriented
 - Threatening
 - Contrary to the school/district policy on harassment
 - Harassing
 - Illegal
3. Using the Internet for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of U.S. and State of Mississippi regulation.

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4. Copying or downloading copyrighted material on any system connected to the school or district system hardware/software without the owner's permission. Only the owner/s or individual/s specifically authorized by the owner/s may copy or download copyrighted material to the system.
5. Copying or downloading copyrighted material for the student's own use without the owner's permission. Students may redistribute copyrighted programs only with the owner's permission. Such permission must be specified in the document or must be obtained directly from the owner in accordance with applicable copyright laws, school board policies and administrative procedures.
6. Failing to comply with resource quotas or disk usage quotas (memory) as set by the superintendent, principal, or designee/s or other identified staff. A student who is not in compliance of disk space quotas after five (5) calendar days of written notification may have his/her file removed by the superintendent, principal, or designee/s or other identified staff.
7. Using the Internet for private financial or commercial gain.
8. Wastefully using resources.
9. Utilizing any software having the purpose of damaging the school/district system or other user's system.
10. Gaining unauthorized access to resources or entities.
11. Invading the privacy of individuals.
12. Using another student's account or password.
13. Posting material authorized or created by another person without his/her consent.
14. Posting anonymous messages.
15. Using the Internet for commercial or private advertising.
16. Forging of electronic mail (e-mail) messages.
17. Attempting to read, delete, copy, or modify the electronic mail of other system users and deliberately interfering with the ability of other system users to send/receive mail.
18. Using the network while access privileges are suspended or revoked.
19. Using the network in a manner inconsistent with the directions from teachers and other staff and generally accepted network etiquette.

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Staff Supervision

Staff members should become familiar with these procedures and should enforce the rules concerning appropriate use when their duties include supervision of students using the Internet. When in the course of their duties staff members become aware of student violation of the board policy on Internet Use By Students and/or these procedures, they should correct the student and address the matter in accordance with these procedures and general disciplinary policies and procedures.

Compensation

The student and/or the student's parent(s) / legal guardian(s) shall be responsible for compensating the school/district for any losses, cost, or damages incurred by the school/district relating to or arising out of any student violation of these procedures.

Security

Network security is high priority. If the student identifies or perceives a security problem or a breach of these responsibilities on the Internet, the student must immediately notify the principal or designee or other identified staff. The student must not demonstrate the problem to other students.

User accounts and passwords are to be kept confidential. Any student identified as a security risk may be denied access to the network.

Vandalism

Vandalism will result in cancellation of privileges and other disciplinary action. For the purpose of these procedures, vandalism is defined as any malicious attempt to harm or destroy school/district equipment or materials, data or another student, the Internet network, or agency. This includes but is not limited to the uploading or creation of computer viruses.

Students and parents must read, agree to comply with, and sign this Laptop Loan Agreement/Handbook each year before a laptop can be issued to a student. Any failure to comply may terminate the student's privilege of possession effective immediately and the District may repossess the laptop. The student, in whose name, system account, and/or computer hardware is issued, will be responsible at all times for its appropriate care and use.

Fees for Device Use

Use and Maintenance Fees

- Parents/guardians shall follow the "Technology Repair and Replacement Schedule".
- Parents may be liable for any needed repairs and the full replacement cost of the device if the device is damaged beyond repair, lost or stolen. Parents shall follow the "Technology Repair and Replacement Schedule".
- The damage fee is based on the type of damage.

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- If the laptop is stolen, a police/sheriff report will be required for all stolen devices within 48 hours.
- The District may disable the laptop remotely to protect the device and/or data on the device.

Damaged Devices

All damage must be reported to school authorities immediately. Power adapters and bags must be returned or paid for in full. All laptops will be repaired by HCCSD. Under no circumstances will a laptop repair be made by the student, parent or any outside service.

Students/Parents are responsible for the reasonable cost to repair damaged laptops when repair is possible; and the depreciated value of the laptop when repair is not possible.

Every effort will be made to repair laptops in-house.

Insured Devices

Student issued devices are a primary instructional resource and an insurance/device usage fee of \$25.00 will be charged to cover all repairable damages for the year. If the device is lost, stolen or damaged beyond repair then a new device will be issued after the replacement cost has been paid in full and a new insurance fee has been collected. If the damaged device is insured, the student will be issued a loaner device until repairs have been completed. If a student damages the loaner device, the student will not be eligible for a second loaner device. The student must wait until their original device returns from being repaired. All fees must be paid to the school's designated finance clerk before the device can be issued to the student.

Technology Repair and Replacement Schedule

Repair Needed	Chromebook	Dell 3310	Dell 3510
Keyboard	\$20.00	\$20.00	\$20.00
Screen	\$40.00	\$50.00	\$50.00
Charger	\$7.99	\$7.99	\$7.99
Protective Case	\$10.00	\$10.00	\$10.00
Replace Device	\$150.00	\$200.00	\$200.00

The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Retention of contents of e-mail and network communications are governed by state and federal laws, and proper authorities will be given access to their content.

Your privilege to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District. Failure to return the

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property will be prosecuted as theft. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the District.

Receiving Your Device

Devices will be issued to students after parents have signed the Technology Usage Agreement and all fees have been paid. The signature page can be found on the last page of this handbook.

The district will supply each student with a device with a unique number that will remain with them until graduation or the computer is replaced as part of a normal technology replacement cycle. In the case that a laptop is deemed “damaged beyond repair”, the student will be responsible for payment of the depreciated value and will be issued a laptop from the district’s replacement pool. The replacement may not be of the same type as originally issued.

Devices and accessories will be collected at the end of each school year. Any student who transfers out of the Holmes County Consolidated School District will be required to return their device and accessories at the time of withdrawal from school. If the device and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not made then the incident will be reported to local law enforcement as theft.

Tampering

Any evidence that the device has been tampered with will result in the loss of privileges for the remainder of the school year and a charge of \$150.00 will be imposed. Tampering includes, but not limited to, damage to serial numbers, removal of fixed asset tag, and/or unauthorized repair.

Theft, Vandalism and Other Criminal Acts

Under no circumstance should a device be stored in an unsupervised location. Unsupervised areas include, but are not limited to, school grounds, cafeteria, library, unlocked classrooms, locker rooms, dressing rooms, hallways, restrooms, bus, car, or any other entity that is not securely locked or in which there is not supervision. Unsupervised devices will be confiscated by staff and taken to the principal’s office.

If the laptop is stolen, the student and parent are responsible for the cost of replacement. Theft of the laptop must be reported to the District by the next school day following the occurrence. In the case of theft, vandalism, and other criminal acts, a police report may be filed. Students/parents will be responsible for the depreciated value of the laptop.

Expectation for Device Maintenance

Students are responsible for the general care of the device and its accessories. Devices that are broken or fail to work properly must be reported to the homeroom/1st period teacher. If a loaner is approved by the Technology Director, one will be issued to the student until their device can be repaired or replaced.

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General Precautions

- No food or drink is allowed near the device.
- Cords, cables, and removable storage devices must be inserted properly and carefully.
- Students should never carry their device while the screen is open unless directed to do so by a teacher.
- Devices should be shut down when not in use to conserve battery life.
- To avoid over charging of the battery, devices should not be plugged into a power source when the battery is at or above 50% life.
- Devices should never be stored in a manner that may cause damage to the screen.
- Do not expose the device to extreme hot or cold temperatures or direct sunlight for extended periods of time.
- Always allow device to come to room temperature prior to turning on.
- Devices should always remain in the furnished case when not in use.

Screen Care

- Do not lean on top of the device.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke or hit the screen.
- Clean the screen with a soft, dry anti-static or microfiber cloth. Do not use window cleaner or any type of liquid or water on the device.

Personalizing the Device

Devices must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the Holmes County Consolidated School District. Music, photos, and videos should not be downloaded at any time. Only factory installed backgrounds and wallpaper may be used. Spot checks for compliance may be done by administration or tech support at any time.

Software

Software originally installed on the device must always remain. Additional software and apps which have been approved and enabled by the school and/or district is permissible.

Repossession

If you do not fully comply with all terms of this Agreement, the District shall place you in violation and may result in suspension or termination of technology privileges and disciplinary actions. Devices may also be repossessed due to:

- Non-Payment of repair fees or damage charges in a timely manner
- Violation of applicable state or federal law

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- Demonstration of inappropriate care or use, including, but not limited to physical misuse and handling, leaving the unit unattended, using inappropriate applications, or visiting inappropriate Internet sites. Students who have their laptop removed for minor infractions as listed above, will have them returned according to the following guidelines:
 - 1st offense: 24 hours' loss of laptop and parent/guardian notification.
 - 2nd offense: 72-hour loss of laptop and parent/guardian notification.
 - 3rd offense: minimum 1-week loss and conference with parents/guardians.

E-MAIL REGULATIONS

This statement sets forth the Holmes County Consolidated School District's regulation with regard to use of, access to, and disclosure of e-mail communications.

Permissible Uses of e-mail Communications

Purpose of Use – the use of any Holmes County Consolidated School District resources for e-mail communications should be related to Holmes County Consolidated School District business including academic pursuits.

Authorized Persons – Only faculty, staff, students and other authorized persons conducting Holmes County Consolidated School District business may use the e-mail communication systems.

Prohibited Uses: prohibited e-mail communications include, but are not limited to:
Personal or Commercial Purposes – Holmes County Consolidated School District resources for e-mail communication shall not be used for personal or commercial purposes that generate a direct cost or liability for the Holmes County Consolidated School District.

Use of e-mail communications to send copies of documents in violation of copyright laws.

Use of e-mail communications to send messages, which are restricted by laws or regulations.

Capture and “opening” of undeliverable e-mail communication except as required for authorized employees to diagnose and correct delivery problems.

Use of e-mail communications to intimidate others or to interfere with the ability of others to conduct Holmes County Consolidated School District business.

Use of e-mails to send videos, music, or any other materials that could be construed as offensive, vulgar or of an inappropriate nature.

“Spoofing,” i.e., constructing e-mail communication so it appears to be from someone else.

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“Snooping,” i.e., obtaining access to the files or communications of others.

Attempting unauthorized access to data or attempting to breach any security measures on any e-mail communication system, or attempting to intercept any e-mail communication transmissions without proper authorization.

Holmes County Consolidated School District Access and Disclosure

Grounds Required for Access – The Holmes County Consolidated School District reserves the right to access and disclose the contents of student e-mail communications. Messages sent or received may be made available for review by authorized Holmes County Consolidated School District officials for purposes related to Holmes County Consolidated School District business.

Monitoring of Messages – The Holmes County Consolidated School District may monitor e-mail messages as a routine matter.

The Holmes County Consolidated School District will inspect the contents of e-mail messages in the course of any investigation triggered by indications of misconduct, as needed to protect health and safety, or as needed to prevent interference with the academic mission of the institution, or as needed to locate substantive information required that is not more readily available by other means. The Holmes County Consolidated School District will respond to legal processes and fulfill its legal obligations.

The contents of e-mail communications may be disclosed without permission of the student if such disclosure is required to satisfy a legal obligation.

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SIGNATURE PAGE

The Technology Usage Agreement is a partnership between the Holmes County Consolidated School District and the parents/guardians of its students. Access to the Holmes County Consolidated School District computer network is a privilege and not a right. Each student and parent will be required to sign the Agreement before the student is issued a device and granted access to online services.

My signature below acknowledges that I have received, understand, and I will abide by the regulations and guidelines outlined in the Technology Usage Agreement for Parents and Students. I acknowledge and agree to the responsibility I have to ensure my child uses their district issued device(s) for school related educational purposes only. I further understand that any violation of the regulations above described is unethical and may also constitute a criminal offense. Should I commit a violation, my access privileges may be revoked, the school district may commence disciplinary proceedings against me, and I may be subject to appropriate legal action by the school district or others. Should any device become damaged or lost, I understand that I am responsible for the appropriate charges for repair or replacement. Further, I will hold the Holmes County Consolidated School District harmless against all damages, judgments, and attorney’s fees that may be obtained against them arising out of my use of the laptop, applications, the Internet and e-mail account.

“I/we understand that the equipment or service I am being provided (as part of the Emergency Connectivity Fund) is intended for students/staff/teachers who do not otherwise have access to equipment or services sufficient to meet my educational needs and I hereby certify that I do not otherwise have access to such equipment or service.”

Print Student’s Name

Student’s Signature **Date**

Print Parent’s Name

Parent’s Signature **Date**

Print Principal’s Name

Principal’s Signature **Date**

Device(s) Issued: _____
