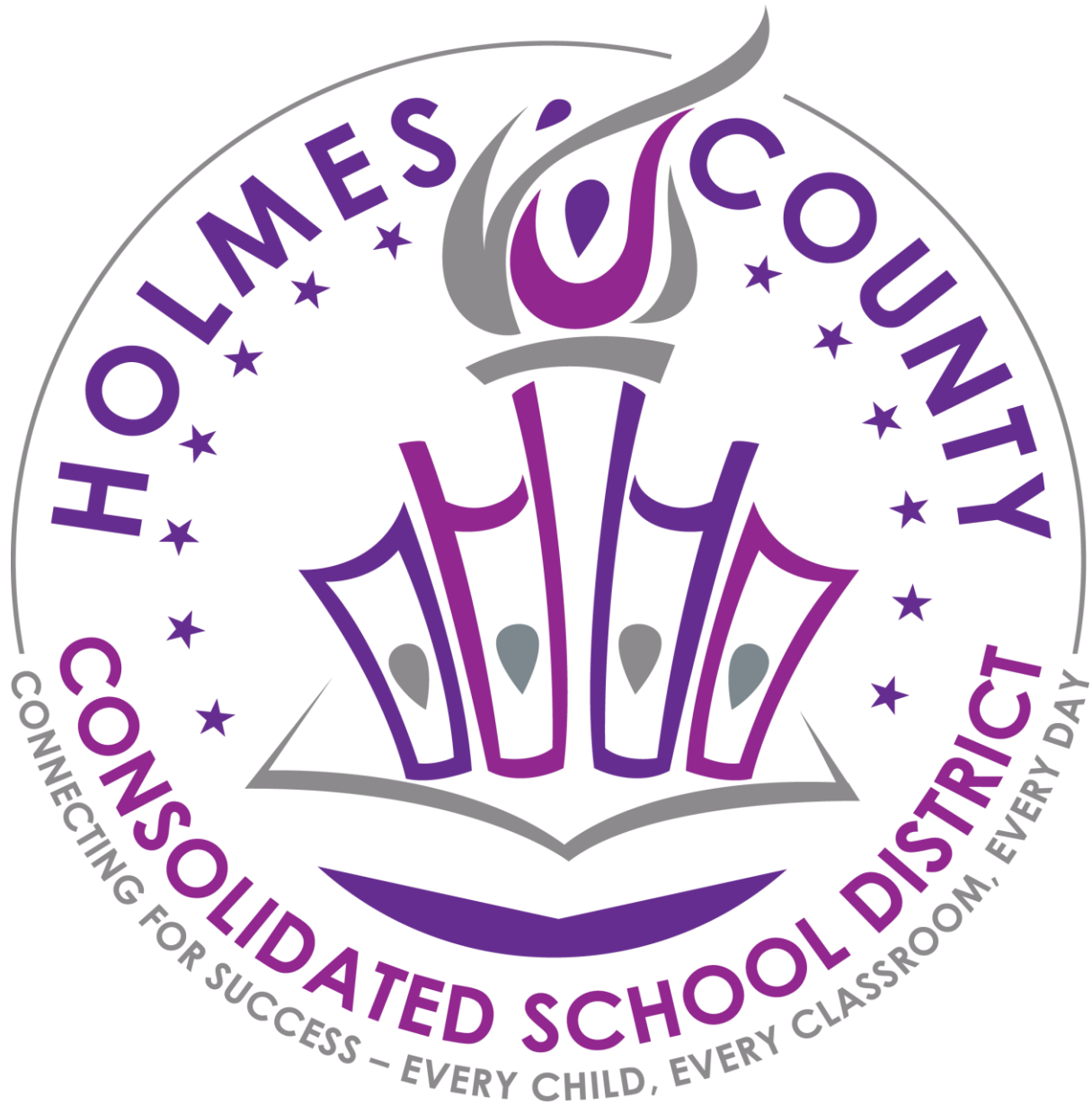


*DEDICATED TO EXCELLENCE – DRIVEN BY PURPOSE –  
DESTINED FOR SUCCESS*



# **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](mailto:jason.sargent@holmesccsd.org) / 662.834.2175.

## HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT

### ***“DEDICATED TO EXCELLENCE – DRIVEN BY PURPOSE – DESTINED FOR SUCCESS”***

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**

The Holmes County Consolidated School District (HCCSD) offers currently enrolled students, faculty, and staff access to the school computer network through computer labs, tablets, networked and stand-alone computers. District technology equipment is provided for use in fulfilling curriculum objectives and quality enrichment activities.

The HCCSD is in compliance with the Children’s Internet Protection Act (CIPA) and will comply with any additional state and federal regulations that pertain to technology use within the district and through use of the HCCSD network infrastructure and servers that is forthcoming from the local, state and federal regulatory agencies.

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

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 and school personnel are responsible for good behavior on the school computer networks just as they are in a classroom or in a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

## HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT

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Within reason, freedom of speech and access to information will be honored. In compliance with CIPA 2008 updates, all students (K-12) will be educated about appropriate online behavior, including interacting with other individuals on social networking websites, in chat rooms and in cyberbullying awareness and response. When using the Internet, all students will be closely monitored to prevent students from accidentally or otherwise accessing inappropriate material.

Computer access is a privilege, not a right, and is provided for students and staff to conduct research, fulfill course requirements, and communicate with others when appropriate or authorized. Access to network services is given to students and staff who agree to act in a considerate and responsible manner. Signed parental permission is required for all students.

Network administrators may review network storage files and communications to maintain system integrity and ensure that users are using the system responsibly. While user files will not be examined without good cause, users should not expect that files stored on school computers will always be private. The HCCSD will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through any HCCSD Internet account.

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.

All users are expected to abide by the generally accepted rules of Netiquette. These include (but are not limited to) the following:

- Be polite. Do not be abusive or be “bullying” in your messages to others.
- Use appropriate language.
- Do not assume that email is secure and/or confidential. Never send anything that you would hesitate to have viewed by others.
- Respect other people’s privacy regarding mail and files. Do not reveal personal address or phone numbers, or those of students or colleagues.
- Keep paragraphs short and to the point. Be mindful of spelling.
- Check email regularly and delete unwanted messages as quickly as possible.

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.

## HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT

### ***“DEDICATED TO EXCELLENCE – DRIVEN BY PURPOSE – DESTINED FOR SUCCESS”***

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.

### **CHILDREN’S INTERNET PROTECTION ACT (CIPA)**

It is the belief of the Holmes County Consolidated School District 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 system.

It is the policy of Holmes County Consolidated School District to:

- a. prevent user access over its computer network to, or transmission of, inappropriate material via Internet and World Wide Web, 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 the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

The superintendent shall ensure that the school district computers and other technology resources with Internet access comply with federal requirements regarding filtering software, Internet monitoring and Internet safety policies. The superintendent or designee shall develop procedures for compliance with this policy.

Key terms are as defined in the Children’s Internet Protection Act.

## HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT

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### **Access to Inappropriate Material**

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

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or 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 Holmes County Consolidated School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, 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 Holmes County Consolidated School District staff to educate, supervise and monitor appropriate usage of minors using the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, 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 superintendent or designee.

The superintendent or designee will provide age- appropriate training for students who use the district’s Internet facilities. The training provided will be designed to promote the district’s commitment to:

- a. The standards and acceptable use of Internet services as set forth in the district’s Internet Safety Policy;
- b. Student safety with regard to:
  - i. safety on the Internet;
  - ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms;
  - iii. and cyber bullying awareness and response.
- c. Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

Following receipt of this training, the student will acknowledge that he/she received the training and will follow the provisions of the District's acceptable use policies.

## HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT

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### **INTERNET ACCESS AGREEMENT**

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 Holmes County Consolidated School District Board endorses student use of the Internet and other District technology for learning and educational research. Use of Holmes County Consolidated School 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 online behavior. All reasonable efforts will be made to ensure that students are not accessing inappropriate or unrelated material. Students are to utilize the Holmes County Consolidated School 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 Holmes County Consolidated School District 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 always follow Holmes County Consolidated School District Board policy and procedures 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.

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 Holmes County Consolidated 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.

The Holmes County Consolidated School District Board makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided. Neither the individual school nor school

## HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT

### ***“DEDICATED TO EXCELLENCE – DRIVEN BY PURPOSE – DESTINED FOR SUCCESS”***

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. The Holmes County Consolidated School District Board and the Holmes County Consolidated School District specifically denies any responsibility for the accuracy or quality of information or software obtained through its services.

### **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 she/he 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 Holmes County Consolidated School District Board cannot assure parents that students will be prevented from accessing undesirable materials or sending or receiving objectionable communications.

### **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:

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

The District shall assume the control of ownership and liability for personal devices and other equipment purchased under the Equity in Distance Learning Grant Program until the personal device or other equipment:

- No longer serves the school or related school purposes for which it was acquired and is sold by public auction under Section 17-25-25;
- Is sold to students in Grade 12 under the provisions of Section 37-7-459 and policy IJBC; or
- Is traded in to a vendor as part of a subsequent purchase



## HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT

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Users have the responsibility to use computer and network resources for academic purposes only. Therefore, as mandated by CIPA, filtering and monitoring will be utilized on all computers accessing the Internet.

Activities using the computer network in violation of Local, State, Federal or HCCSD policies are strictly forbidden.

Students will not respond to unsolicited online contacts or reveal personal identifiable information over the network unless it meets District-approval (examples: ACT Registration, Scholarships or College Applications). This includes information about themselves as well as information about anyone else.

HCCSD staff is prohibited from disclosing personal information about students on websites. Although teachers and other district personnel may reveal personal information about themselves over the network, they are strictly forbidden to disseminate any student information electronically to any source that has not met district approval. Information that is considered personal includes but is not limited to the following: student's full name, home address, Social Security number, personal telephone numbers, and any information relating to their health.

Because there are additional prohibitions with which users must comply, non-compliance with these regulations will result in disciplinary and/or legal actions taken by the HCCSD authorities if deemed necessary.

There is absolutely no expectation of privacy on the HCCSD network. Activities at any workstation or transmission and receipt of data can be monitored at any time both electronically or by staff members. This includes the transmission and receipt of email, email attachments, Web browsing and any other use of the network.

Prohibited activities include, but are not limited to the following:

- Using the network to transmit or retransmit copyrighted material (including plagiarism).
- Accessing, transmitting, or retransmitting threatening, harassing, bullying (cyberbullying) obscene and pornographic or trade secret material or any material deemed harmful to minors.
- Using the network to access, transmit or retransmit language that can be considered defamatory, abusive or offensive.
- Using social networking sites, chatting, or blogging unless associated with a specific curriculum related activity.
- Users of the HCCSD network are forbidden to access, transmit, or retransmit information that could cause danger or disruption, engage them in personal, prejudicial or discriminatory attacks or that harasses or causes distress to another person.

## HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT

### ***“DEDICATED TO EXCELLENCE – DRIVEN BY PURPOSE – DESTINED FOR SUCCESS”***

- Users of the district network are forbidden to access transmit, or retransmit material that promotes violence or the destruction of persons or property by any device including but not limited to firearms, explosives, fireworks, smoke bombs, incendiary devices or other similar material.
- All users agree to report any accidental access of any of the aforementioned material to the appropriate school authority so that the district can take steps to prevent similar future access.
- Using the network to download, upload or store large files such as music and video that are not directly related to projects or activities that are a part of the school curriculum.
- The use of flash (thumb) drives is limited to data storage only. No executable files of any type may be transferred to district property.
- Re-sending email chain letters or engaging in any spamming activities where bulk mailings of unsolicited email are sent.
- Damaging computers, computer systems, or computer networks (hardware or software). If a student maliciously damages HCCSD technical equipment in such a way that requires service or repairs, the parent/guardian of the student is responsible for providing all expenses incurred for those services, grades K-12.
- Deliberate or careless action that damages the computer’s configuration or limits the computer’s usefulness to others.
- Downloading unauthorized software on school computers/networks. This includes students, teachers, staff and administrators. All software installed on district computers must be installed by the Technology Department and only after the proper licenses or authorizations for use have been acquired and verified.
- Creating, uploading, or transmitting computer viruses, worms or other disruptive software code.
- Making any attempt to defeat computer or network security on the district network or any other client, server, or network on the Internet. Hacking or attempting to gain access to unauthorized areas of the district network or the Internet is prohibited.
- Invading the privacy of other individuals. Using another person’s password or account or providing his/her password to another person. Trespassing in another’s folder, work or files, in the attempt to use others’ work to “cheat” on assignments, tests, or any class work.
- Intentionally wasting limited resources. Using the network or school computer for unauthorized commercial, private, personal purposes or political lobbying.
- Any activity harmful to or reflecting negatively on the HCCSD community.

## HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT

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The District shall compile and maintain an inventory list of all devices purchased and issued to students, teachers and administrators, and other staff. Fines may be assessed for any intentional loss or damage of any school district devices.

Each user of district technology will adhere to the terms and conditions for use of the HCCSD network:

1. All users of the HCCSD’s network and Internet access are required to adhere to the district’s Internet Acceptable Use Policy (AUP). The policy describes in detail the purpose of the district’s network and the rules governing its use.
2. All users and the parents of all student users are required by the HCCSD AUP to sign a contract stating that they will abide by the policy while using the district’s computer network resources.
3. All users, including faculty and staff, must be aware that misuse of the network facilities could result in disciplinary action by the HCCSD officials including termination of employment or legal action by local, state and/or federal law enforcement officials.
4. It is, therefore, incumbent upon all who sign the Internet Use Contract to carefully read the district AUP and understand what is expected and the penalty for non-compliance.

Violation of this AUP (Acceptable Use Policy) may result in the denial, suspension or cancellation of the users’ privileges as well as other disciplinary and/or legal action deemed appropriate and imposed by the school administration, district administration and/or local, state or federal law enforcement officials. Other action not specified above may include but are not limited to monetary restitution, school suspension or expulsion, detention or any other action deemed appropriate by the administrative authorities.

In grades K-12, students in computer-based classes may be removed from the course for the duration of the semester or school year if found by administration to be intentionally in violation of the Acceptable Use Policy. Reinstatement procedures will be individually addressed.

Any disciplinary action that is a result of an alleged violation of this policy can be appealed through the normal channels provided by the disciplinary policy of the HCCSD.

Signatures on Acceptable Use Computer Network Policy Contracts are legally binding and indicate the parties who have signed have read the terms and conditions carefully and understand their significance.

## **HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT**

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

### **TECHNOLOGY AND INSTRUCTION**

The Internet is a computer "network of networks" used by educators and others to gather and share information. When used to educate and inform, the Internet can be an effective, efficient classroom tool to promote student learning. Students should 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 Holmes County Consolidated School District Board believes that Library media specialists and teachers have a professional responsibility to 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. 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 the Holmes County Consolidated 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 the Holmes County Consolidated School District.

The guidelines shall include language affirming that:

- 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.
- Students are responsible for the ethical and educational use of their own Internet accounts.
- Students have a responsibility to respect the privacy of other Internet users.

Failure to abide by the Holmes County Consolidated School District Board policy and administrative regulation governing use of the Holmes County Consolidated School 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 or expulsion. Staff violation may also result in disciplinary action up to and including dismissal. Fees or other charges may be imposed.

### **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.

## HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT

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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.

## HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT

### ***“DEDICATED TO EXCELLENCE – DRIVEN BY PURPOSE – DESTINED FOR SUCCESS”***

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.

## **HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT**

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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.

### **Telephone Charges**

The school, district nor the school board assumes any responsibility for any unauthorized charges or fees including but not limited to long distance charges, per minute surcharges, and/or equipment or line costs.

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.

# HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT

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## Technology Repair and Replacement

All damage must be reported to school authorities immediately. Power adapters, cases, and accessories 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. If not insured, students/parents are responsible for the reasonable cost to repair damaged devices when repair is possible and the depreciated value of the device when repair is not possible. Every effort will be made to repair laptops in-house.

**Student issued devices are a primary instructional resource; therefore, it is highly recommended and encouraged that parents purchase the annual insurance offered by the District.** The annual insurance fee of \$25.00 will cover the first and second damage occurrence to the device. All damages beyond the second damage will be charged to the parent at fair market value to repair the device. Parents/guardians shall follow the “Technology Repair and Replacement Schedule”. The damage fee is based on the type of damage.

The insurance fee must be paid prior to the student receiving the device. Parents will not be allowed to purchase insurance after distribution of the device.

If the damaged device is insured, the student may 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 and must wait until their original device returns from being repaired. If the device is damaged beyond repair, then a new device will be issued only after the fair market value replacement cost is paid in full. Parents will be encouraged to purchase insurance for the new device.

If the device is lost or stolen, then a new device will **NOT** be issued until the cost of replacement has been paid in full by the parent or guardian. 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.

If the parent or guardian declines to purchase insurance, he/she will be responsible for repairs and replacement costs (see Table A). The cost listed below is the minimum, not exact, fee that may be charged.

**Table A. 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



## HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT

### ***“DEDICATED TO EXCELLENCE – DRIVEN BY PURPOSE – DESTINED FOR SUCCESS”***

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 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 and Internet Access Agreement. The agreement 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.

## **HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT**

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

### **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/1<sup>st</sup> 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.

#### **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.

## HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT

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

### **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
- 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.

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 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.

## HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT

### ***“DEDICATED TO EXCELLENCE – DRIVEN BY PURPOSE – DESTINED FOR SUCCESS”***

- 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.
- “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 during 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.

# HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT

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

## TECHNOLOGY USAGE AND INTERNET ACCESS AGREEMENT

The Technology Usage and Internet Access 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. **Student issued devices are a primary instructional resource; therefore, it is highly recommended and encouraged that parents purchase the annual insurance offered by the District.** The annual insurance fee of \$25.00 will cover the first and second damage occurrence to the device.

My signature below acknowledges that I have received, understand, and I will abide by the regulations and guidelines outlined in the 2022 – 2023 Technology Student Handbook. I acknowledge and agree to the responsibility I must 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 who do not otherwise have access to equipment or services sufficient to meet their educational needs, and I hereby certify that I do not otherwise have access to such equipment or service.”

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**Print Student’s Name**

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**Print Parent’s Name**

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**Student’s Signature**

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**Date**

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**Parent’s Signature**

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**Date**

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**Print Principal’s Name**

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**Principal’s Signature**

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**Date**

\*\*\*\*\***FOR DISTRICT USE ONLY: Device and Accessories Issued**\*\*\*\*\*

**Insurance Purchased:** \_\_\_\_ Yes \_\_\_\_ No