



# *Volusia County Schools*

## **1:1 Technology Handbook and Conditions of Acceptable Use**

**Mission:**

*Volusia County Schools is implementing a district-wide 1:1 initiative by placing technology in the hands of our students who will contribute as citizens and leaders in a digital world.*

*1:1 Technology Handbook & Guidelines*

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*“Technology within education should have one basic goal: to enhance and positively support the learning environment. The Volusia County Schools ITS Department's mission is to deliver the best technology available to accomplish this objective. We are here to support each and every one of our students, teachers, and staff in all the district's technology needs.”*

With Volusia County Schools (VCS) 1:1 initiative, instructional technologies will equip all stakeholders to use technology to positively impact and interact with the world around them.

- Teach digital citizenship.
- Integrate technology seamlessly in the teaching and learning process while ensuring that the use of technology adds value to learning.
- Develop a new set of knowledge and skills for the 21<sup>st</sup> century learner.
- Provide greater access to educational opportunities and differentiated instruction by utilizing access to technology for anytime, anywhere learning.
- Improve communication and widen our sense of community by expanding the way teachers, students, and parents can interact with each other.
- Integrate digital tools for students to demonstrate their understanding.
- Provide greater access to digital content in a variety of formats and modes.
- Users have no expectation of privacy.



## VCS Conditions of Acceptable Use

The Volusia County School (VCS) District is committed to ensuring all students receive a superior 21st century education. Volusia County Schools believes that all students should have access to technology (e.g. devices, software, Internet, and network access) when they act in a responsible, efficient, courteous, and legal manner.

### Educational Purpose

Technology access has been established for educational purposes and will be consistent with the district's curriculum and the State of Florida Standards. The term "educational purpose" includes academic activities that directly improve upon 21st century skills such as creativity, innovation, critical thinking, problem solving, communication, and collaboration.

*As a student, I will:*

- Use technology for educational purposes
- Follow the Student Code of Conduct rules
- Follow local and state laws

*As a student, I will **not**:*

- Use district technology for commercial purposes
- Offer, provide, or purchase products or services using any VCS resource

### Student Internet Access

All students will have district-supervised access to the Internet through the classroom, media center, or computer lab.

*As a student, I will:*

- Use VCS Internet access and devices for educational purposes

*As a student, I will **not**:*

- Use VCS Internet and/or devices to access profane or obscene pornographic material
- Use VCS Internet and/or devices to advocate violence or discrimination towards people
- Use VCS Internet and/or devices to advocate illegal acts

### Responsible Uses

In order to ensure a safe, positive, productive, and nurturing educational environment for all, students are expected to demonstrate the following responsible technology uses.

### Personal Safety

- Keep private information, such as my address, phone number, alpha code, birthday, and other identifiable information private
- Keep my password secure and not provide it to another student
- Report anyone who tries to use technology to hurt or harass me to a teacher or other VCS employee

- Tell a teacher or other VCS employee when someone or something makes me uncomfortable

*As a student, I will **not**:*

- Log in to any account other than my own
- Use VCS technology to engage in any illegal acts. For example, arranging for a drug sale, the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of another person
- Cyber-stalk or cyberbully another person
- Coerce or extort another person
- Make threats of violence or harm against another person

### **Appropriate Language**

*As a student, I will:*

- Treat others with respect
- Use appropriate language
- Offer constructive criticism when appropriate

*As a student, I will **not**:*

- Use obscene, profane, lewd, vulgar, rude, threatening, or disrespectful language
- Harass another person
- Knowingly or recklessly communicate false or defamatory information about a person or organization
- Share a privately sent message without permission of the person who sent the message
- Share private information about another person
- Participate in sexting
- Use discriminatory language

### **System Security**

*As a student, I will:*

- Allow any teacher, administrator, or VCS IT staff to review my work and activities created on a school device or VCS network at any time
- Ask for permission before connecting my own device to the VCS network
- Make sure any devices I use on the VCS network are approved by the district

*As a student, I will **not**:*

- Use technology to gain access to student grades or private student records, or another student's information
- Download unauthorized software, apps, extensions, or plug-ins on a school device
- Intentionally spread computer viruses
- Bypass, destruct, disrupt, modify, or abuse VCS network access

### **Plagiarism and Copyright**

*As a student, I will:*

- Credit my sources when I am using other people's files, information, images, or other material
- Respect the work of other students and people

*As a student, I will **not**:*

- Submit another person's files, information, images, or material and claim it as my own
- Assist another student in plagiarizing

- Illegally download and or share files online
- Copy, damage, or delete the work of other students

## **Student Rights**

### ***Free Speech***

Student rights to free speech, as set forth in the Student Code of Conduct, also apply to communication on the Internet and World Wide Web. The VCS Internet is considered a limited forum, similar to a school newspaper, and therefore VCS may restrict speech for valid educational reasons. However, speech will not be restricted on the basis of a disagreement with the opinions a student expresses.

### ***Search and Seizure***

Parents and legal guardians have the right to request to see the contents of their student's files residing on any district-owned storage. VCS will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted on the VCS network. An individual search will be conducted if there is reasonable suspicion that students have violated this Agreement, VCS Policies, the Student Code of Conduct, and it will be handled accordingly.

### ***Due Process***

Administrators will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through VCS network access. If the violation also involves a violation of the Student Code of Conduct, it will be handled accordingly.

## **Limitation of Liability**

VCS makes no guarantee that the functions or the services provided by or through the VCS network and/or device will be error-free or without defect. VCS will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service. Students are responsible for making a backup copy of all files upon graduation or leaving the school. VCS is not responsible for the accuracy or quality of the information obtained through or stored on the network and/or device. VCS will not be responsible for financial obligations arising through the unauthorized use of the network and/or device. Violation or abuse of electronic and Internet or communication devices may result in discipline in accordance with the Student Code of Conduct. VCS administrators have sole discretion to determine whether any electronic communication, image, or illustration violates this agreement and the Student Code of Conduct.

## TITLE AND OWNERSHIP

1:1 Devices are purchased and owned by VCS District, who shall issue them for student use throughout the school year. These devices are issued in the same manner as a school textbook or other durable supplies and equipment. The student or parent does not have ownership of the device at any time and the VCS District reserves the right to collect and redistribute devices, as needed.

## LICENSE AGREEMENT

The VCS District is the sole licensee of the software included on the laptop devices and/or tablet devices. Any copying, modification, merging, or distribution of the software by the student, including written documents, is prohibited. The student is responsible for complying with all hardware, software, and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violation of any such license, terms, and laws shall constitute a violation of VCS Conditions of Acceptable Use and may result in additional consequences.

## VCS DISTRICT ACCEPTABLE USE POLICY FORM

Before a student can use any technology at a school, the parent/guardian and the student must review the *VCS Conditions of Acceptable Use* in this handbook and return the *Device Check-Out & Acknowledgement Form* to the school, prior to receiving the device.

## RECEIVING AND RETURNING THE DEVICE

### 1:1 LAPTOP/iPAD

Each student will be assigned one laptop computer (Grades 3-12) \* or iPad (Grades K-2<sup>nd</sup>) device to use during the school year. Laptops used in grades 3 through 5 will remain in the classroom in designated laptop carts. However, devices for grades 6 through 12 will be checked out through the Destiny system at the school. The students will utilize the devices and return them prior to transferring to a new school site or at the end of the year, or if they withdraw from the school site. School leaders will periodically check the device for damages. Laptop computers and iPads are the student's responsibility for instructional use. Therefore, any instance of misuse, loss, theft, or negligence will be reviewed on an individual basis to determine the amount of financial responsibility (if any) and restitution that the parent or guardian may be required to pay. This handbook outlines the procedures and policies for use to protect the laptop and iPad investments for VCS. In the event of such negligence, the parent or guardian will be contacted by the principal or principal's designee.

*\*opt out option for grades 6-12, is available by request*

### DISTRICT OWNED/ISSUED

A laptop/iPad will be assigned to each student. To support this initiative, each school should hold Parent/teacher informational meetings sharing additional procedures, class use, and review of the 1:1 Technology Handbook. Parents and students are encouraged to read the *Volusia County School's 1:1 Technology Handbook*, as well as the *VCS Conditions of Acceptable Use*.

## LAPTOP/iPAD CHECK-IN

Each school will provide support to students on the device checkout process. Students are expected to follow the guidelines established by the school. If a student transfers to another school for any reason during the school year the device must be checked in, at that time. Students who withdraw, are expelled, or terminate their enrollment for any other reason must check-in the device upon withdrawal. Any computer/iPad not returned will be considered stolen property and a school investigation will ensue and/or law enforcement agencies may be notified. Depending on the results of the investigation, the student may not receive an additional device until restitution is received. Laptop computers and iPads are considered property of the VCS District and should be treated as such. Laptops and iPads will be examined periodically for damage and fees may be issued if damage is found beyond normal wear and tear.

## STUDENTS END OF THE YEAR CHECK-IN

At the end of the school year, all students must return their device to the school they attended to keep all school's inventory accurate and up to date. Date and time of return will be at the school's discretion. Any devices that are not returned, will result in fines.

## DEVICE USE, CARE & MAINTENANCE

The student is responsible for the safety and security of the device and any activity associated with the device. It is the responsibility of the student to know where his/her issued device is, always. Any devices left behind or unattended will be taken to the administrative office. Students who misplace devices will be required to pick up the device and talk to a staff member regarding the importance of accountability of their device.

### User Expectations for Handling the Device

- Device and cases must remain free of any writing, drawing, stickers, or labels that are not applied by the VCS District.
- Use the device on a flat, stable surface.
- Do not place books or pressure on the device.
- Do not store the device with the screen in the open position.
- Do not place items between the keyboard and screen.
- Do not place the device near magnets or anything with high electric current.
- Do not have food or drinks around the device.
- Do not pick up the device by the lid or screen.
- Do not attempt to clean the device without using a dry microfiber cloth.
- Do not use tools on screens.
- Do not leave the device exposed to direct sunlight.
- Do not transport the device (lift, carry, etc.) while it is open.
- When moving between classes, the device must be closed and secured.
- Do not leave the device unattended in an unlocked or unsecured location (i.e. gym, bathroom, cafeteria, media center, bus, etc.).



## INAPPROPRIATE USE OF DEVICES

It is the responsibility of each student to use their issued device in an acceptable manner. Students must never hold the device by the screen. Students will be subject to the *VCS Conditions of Acceptable Use* and must adhere to the expectations of each teacher regarding the use of their device in a classroom environment. Students may at no time download material that violates the terms outlined in the *VCS Conditions of Acceptable Use*. Continuous, unannounced monitoring of appropriate usage of devices will be conducted regularly and all inappropriate searches will be reported to the appropriate personnel.

In compliance with Children’s Internet Protection Act, VCS shall use technology monitoring and protection measures that monitor, block and/or filter Internet access to prevent access to internet sites that fall under any of the definitions contained in Section 1: Definitions. The network and Internet user shall be held responsible for his/her actions and activities. Responsibilities include efficient, ethical, and legal utilization of all network resources. Subject to the Family Educational Rights and Privacy Acts (FERPA) 20 U.S. Code§ 1232.

As a matter of public law, any document pertaining to the public business on a publicly funded system is a public record, and this law applies to all records, messages and other information stored on district computers, file servers, and email and other data storage systems.

### Section 1: DEFINITIONS

- A. CHILD PORNOGRAPHY – The term ‘child pornography’ has the meaning given such term in Section 2256 of Title 18, United States Code
- B. HARMFUL TO MINORS – The term ‘harmful to minors’ means any picture, image, graphic image, file, or other visual depictions that
  - a. Taken as a whole and with respect to minors, appeals to prurient interest in nudity, sex, or excretion.
  - b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. MINOR – the term ‘minor’ means an individual who has not attained the age of 17.
- D. OBSCENE – the term ‘obscene’ has the meaning given such term in Section 1460 of Title 18, United States Code
- E. SEXUAL ACT and SEXUAL CONDUCT – The terms ‘sexual act’ or sexual conduct’ have the meanings given such terms in Section 2246 of Title 18, United States Code.

## IN-SCHOOL PRINTING

At the school’s discretion, student printing may be permitted, by the school, when related to their classes and assignments. Prior to printing, a student should receive permission to print from a staff member or teacher from the school, directly.

## FILE MANAGEMENT

VCS students are provided cloud space in their Microsoft OneDrive to store files. Desktop, pictures, and documents folders are automatically backed up to the student’s OneDrive. All school related files should be stored in this space to assist with the sharing of documents and provide a safe space to store and back up student materials. Students may also backup work on a personal USB drive, if preferred.

## **INAPPROPRIATE FILES/MEDIA**

There should never be inappropriate files, media, or viruses stored or shared anywhere on a student device or account. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols, pictures viruses or anything else deemed inappropriate by VCS may result in disciplinary actions and the forfeit of use of electronic devices.

## **PASSWORDS**

It is the responsibility of each student to protect their password. It is recommended that students in grades 6-12 change their password to enhance security of their account and files. Passwords should never be shared. Outside of the individual student, only the student's classroom teacher can reset the password, if needed.

## **AUDIO ACCESSORY USAGE & RESTRICTIONS**

Sound must always be muted, unless specified by the teacher. Headphones/earbuds may be used at the discretion of the teacher but will not be provided or protected by VCS. If allowed, students should purchase a pair of headphones/earbuds for personal use. The headphones/earbuds should not be used unless indicated by the teacher. The teacher, school nor district can be held responsible for any lost or stolen headphones/earbuds or device accessories.

## **SCHOOL COMMUNICATIONS, EMAIL, SOCIAL NETWORKING**

All students in grades K-12 will have a personal email set up with their login names. These email accounts may only be used for instructional purposes. Teachers will communicate with students using a safe and secure platform that tracks all communication. Any communication that is deemed inappropriate will not be tolerated and subjected to internal and possible external investigation. All employees and students must adhere to the terms and agreements established in *VCS Conditions of Acceptable Use*. Since district provided laptops and iPad devices are tools used for learning, unapproved social networking sites are restricted from use.

Violations of the user expectations may result in disciplinary repercussions as decided upon by building administration, including, but not limited to:

- Restrictions placed on device use
- Notification of parents
- Detention or suspension from school and school related activities
- Loss of device privileges
- Legal action and/or prosecution
- Financial Consequences

## SAFETY AND SECURITY

### PRIVACY

Students will be issued a username and password that allows them access to a Microsoft Account. It is extremely important that students never give their username or password to any other student. By doing so, he/she will be held accountable for all internet or network actions that may take place as a result of other students posing as them. Students who attempt to hack into other systems or steal student or staff information may be subject to school disciplinary actions and legal actions, if deemed necessary.

### UNAUTHORIZED USE OF DEVICES

All internet traffic is monitored by multiple filtering programs. Parents and Guardians will be notified if their child has been flagged because of inappropriate use of the device or network. Students who use a device in an inappropriate way may be subject to school disciplinary actions.

### DISCIPLINARY MEASURES

Non-Compliance with the *VCS Conditions of Acceptable Use* or VCS policies may result in one or more of the following actions:

- Restricted use or loss of Laptop or iPad device privileges. Possession of a VCS device may be revoked at any time.
- Student and parent may be required to make full financial restitution for any unauthorized expenses incurred or damage caused by inappropriate actions.
- Student may face school disciplinary actions based on district and school policy violations.
- Restriction of online apps and or extensions, online virtual connectivity, or immediate removal of virtual access.
- Student may face legal actions based on the severity of the actions taken.

## OPERATING SYSTEM AND SOFTWARE

Student laptop devices operate on the Microsoft's Windows 10 platform and student iPads operate using iOS 13+. Students should leave their devices on and charged, Wednesday nights, to receive software updates. VCS is responsible for updating and maintaining pre-installed software and operating systems on these devices and should not require intervention of the user. If the student's device needs technical support for the operating system or pre-installed software, please call the Technology Help Desk at 386-626-0095, open Monday – Friday from 7:30 am to 4:30 pm. Students may email the Help Desk at [technicalhelpdesk@volusia.k12.fl.us](mailto:technicalhelpdesk@volusia.k12.fl.us). Students may also contact the school's Media Specialist for guidance.

## REPORTING CONCERNS

Each principal or designee will report site-based concerns through the Technology Ticketing System. Examples of minor concerns may include:

- Additional Devices needed
- Repairs
- Reimaging Requests
- Software/app Requests

Each principal or designee will report site-based major concerns directly to the district personnel. After reporting the major infraction to the appropriate district personnel, the principal or designee will report the major infraction through the Technology Ticketing System. Examples of major concerns may include:

- Wi-Fi outage
- Multiple stolen or damaged devices
- Major damage to device cart

## DEVICE REPAIR AND REPLACEMENT

### DISCLAIMER

Students, parents, or guardians may be responsible for damages or replacement due to negligence, misuse, or loss. All instances will be reviewed on an individual basis to determine the amount of financial responsibility and restitution that the student, parent, or guardian must pay.

### TIMELINE FOR REPAIRS

Some repairs for laptops and iPad devices can be completed on-site while other repairs must be sent to the district, or a 3rd party vendor. Devices that are not able to be repaired on-site may be substituted with another device and at the discretion of the Principal or User Systems Analyst.

### LOANED DEVICES

Loaner devices are available on a case by case bases under the discretion of VCS and availability. Loaner devices may not be available for students who have abused or misused their device. Unless specified otherwise in writing, students will not take their loaned devices home. As a school and district, we anticipate the need to loan devices to students who are having their primary devices repaired. While we hope to have loaner devices available to students during these repair periods, there may be times where they may not be available. Under these circumstances', teachers will make every effort to allow students to use classroom computers or give the student an alternate assignment of equal value. Loaner devices may be assigned to students for the remainder of the school year.

## 1:1 VCS TECHNOLOGY PROGRAM OPTIONS:

**Option 1: District 1:1 Device** - The student will receive a device to use at school, and at home for grades 6-12. Students will need to follow the VCS Conditions of Acceptable Use, as well as have the appropriate signed documentation form on file at the school, in order to receive the device.

**Option 2: Bring Your Own Technology (BYOT)** – The student will bring their own charged device, to and from class, every day. The student will be responsible for transporting their own, device and charger, to and from school, every day to complete schoolwork. In the event that proprietary software is necessary to facilitate the district 1:1 program, the parent and student will consent to the district installing such software as necessary. Students will need to follow the VCS Conditions of Acceptable Use, as well as have the appropriate signed documentation form on file at the school.

**Option 3: Opt-out** – Volusia County Schools respects family’s rights to make educational decisions for their student. The student may opt-out of the 1:1 program, by using traditional learning methods.

## COSTS AND FINES FOR DAMAGE/LOSS

### Applies to damage of laptops and iPads at the student’s home and/or school

#### Laptop Fines:

1. Tier 1 – Mild - \$50.00 – broken hinges
2. Tier 2 – Moderate - \$125.00 – broken palm rest, broken keyboard, broken base enclosure
3. Tier 3 – High - \$225.00 – cracked screen
4. Tier 4 – Complete Replacement - \$500.00 – Lost/Stolen/Water Damage

#### iPad Fines:

1. Tier 1 - Minor repair - \$30.00 - Headphone jack broken/missing charger
2. Tier 2 - Major repair - \$99 - Cracked screen
3. Tier 3 - \$349.00 - iPad not returned

Level of Offense	Fine
1 <sup>st</sup> Offense	Waived Fine (excluding Tier 3 & 4)
2 <sup>nd</sup> Offense	Up to 50% of Tiered Level Damage (excluding Tier 3 & 4)
3 <sup>rd</sup> Offense	Full cost of repair/replacement

- *Lost devices and chargers* – Cost of replacement will be initiated
  - *Device cost* - \$500.00
  - *Charger cost* - \$25.00
- *Stolen devices and chargers* – A police report needs to be on file. The police report will need to be issued to the school. Administration will follow the offense fining structure, above.

The VCS fining structure will be initiated and repeated at each school level; for elementary, for middle school, and for high school.