
ACPSD
PERSONALIZED, DIGITAL
LEARNING INITIATIVE



Laptop Parent-Student Guide for K-12

SUPERINTENDENT MESSAGE

Parents/Guardians and Students,

Greetings!

On behalf of Aiken County Public Schools, I am excited to share this guide so that students and their parents can benefit from our personalized, digital learning initiative Learning Virtually Everywhere. This guide contains a brief overview of the initiative, frequently asked questions, forms, and other information.

On April 21, 2020, the Board approved a visionary digital one-to-one learning initiative designed to transform teaching and learning inside and outside of the classroom. This plan includes equipping students in grades 5K -12 with a Laptop device to enhance teaching and learning and to prepare students with 21st Century skills needed to be successful in college and careers while providing students and teachers the opportunity to extend teaching and learning beyond the traditional classroom. It is critical for the students of today to become proficient in communication, collaboration, critical thinking, and creativity. Additionally, one-to-one technology provides students with a powerful educational tool that not only raises engagement and excitement for learning, but also provides students access to the vast global network of information available online. As stated in our mission, we continue to focus our efforts on providing a more personalized learning experience where instruction addresses higher order thinking, mastery and self-paced learning - all while focusing on critical skills like research, writing, communication, and content.

We recognize that student online safety is a priority. Therefore, all devices access the Internet through the Aiken County Public Schools Network, which is designed to block inappropriate content. Even when students access the Internet, only teacher-recommended, district- approved applications, websites, and programs are accessible on student devices.

We are fortunate to have a Board that supports innovation to enhance the educational opportunities for our students. This, along with the joint efforts of our teachers, administration, Instructional Technology team, and the Instructional Services Division, has initiated a profound classroom switch, which will empower every student in every classroom.

I am proud to report that in the face of continuous change, our students and teachers continue to demonstrate academic excellence. I look forward to the next phase of our journey!

Sincerely,

CARING FOR THE LAPTOP

The Laptop is district property. All users will follow these guidelines, the **Aiken County Public School District Acceptable Use Policy** (pp.16-25), and the **ACPSD Code of Conduct**.

Students are responsible for the general care of their school-issued Laptop.

Students must take any damaged Laptop or one that is not operating properly to the school for evaluation and/or repair. **Students are NOT to attempt any repairs to the device. At the elementary level, students should work with their teacher to complete a Student Laptop Work Order Form and submit to the designated individual at each school.**

Screen Care

Screen damage will occur when pressure is applied to the screen. Users must avoid leaning on the top of the device or placing objects in a book bag in a way that applies pressure to the screen.

Use only a dry, soft cloth or anti-static cloth to clean the screen. Do not use cleansers of any type.

General Precautions

Keep all liquids or drinks away from your Laptop.

Use care not to bump your Laptop into lockers, walls, car doors, floors, etc., as it will damage the device.

Carefully insert cords and cables

not use substitute chargers as these have been known to damage the Laptop. **Using a knockoff or bootleg charger will not be covered under the Technology Fee and will be considered deliberate damage.**

Laptops must remain free of any writing, drawing, stickers, or labels. The district-issued protective cover, which shall not be removed by the student, may not be personalized by the student.

Students should never leave their Laptop in an unlocked locker, unlocked car, or any other unsupervised area. Students are responsible for bringing their Laptop fully charged for school each day.

Carrying Your Laptop

The district provides students with protective covers for the Laptop. These covers provide sufficient device protection during normal, everyday use.

When not using their device in the classroom for instructional purposes, students must safely secure their Laptop inside their backpacks or close the lid and carry with two hands.

Network Connectivity

Aiken County Public School District makes no assurance that the network will be operational at all times. In the rare instance that the network may not be operational, the district will not be responsible for lost or missing data.

APPLICATIONS On Laptop

Originally Installed Applications

The applications originally installed by Aiken County Public School District on each Laptop must remain on the device in usable condition and readily accessible at all times.

You may not remove these required applications, and staff will periodically check devices to ensure that students have not removed them. The school may also add other applications periodically, as well as make new applications available on the Laptop.

Some licenses for applications require that the application be deleted from the Laptop at the completion of a course. If this applies to an application that students use, technology staff may need to re-image the devices of the students in that course.

Additional Applications and Personal Information/Property

Aiken County Public School District will sync or re-image Laptops so that the devices contain the necessary applications and updates for school work. This may be done periodically throughout the year

Syncing and/or re-imaging may result in the loss of personal applications, personal information, and personal property (such as music). Consequently, students who have such material on the Laptop should be sure to have a back-up of the data.

Aiken County Public School District will not be responsible for loss of purchased digital content or other personal material loaded onto the Laptop when the device needs to be updated or reset.

If the Laptop is lost or stolen, Aiken County Public School District will not be responsible for any personal information stored on the device that may be compromised, including credit card numbers and other personal information.

Inspection

At any time, authorized staff may ask students to provide their Laptop for inspection for loss, damage, or inappropriate use. Annually, each school will conduct a Health Check on the devices at some point during the two weeks that follow Winter Recess.

Procedure for Reinstalling Applications

If technical difficulties occur or unauthorized applications are discovered, technology staff will re-image the Laptop. The school does not accept responsibility for the loss of applications or documents deleted due to a re-imaging.

Application Upgrades

The district will distribute upgraded versions of licensed applications from time-to-time through network processes or manually by a technician.

DIGITAL CITIZENSHIP

Digital Citizenship is a concept which helps teachers, technology leaders, and parents understand what students/children/technology users should know in order to appropriately use technology.

Digital Citizenship is more than just a teaching tool; it is a way to prepare students/technology users for a society filled with technology.

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

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

District Responsibilities

The school will provide email access to all ACPSD students. Internet access will be provided while on school campuses.

The District provides Internet filters that block large numbers of inappropriate websites, both while the student is at school and at any location their Laptop is connected to the Internet. However, no filter is 100% effective, and students are not permitted to intentionally search for inappropriate content nor intentionally attempt to bypass the filter. If a student inadvertently encounters inappropriate content, they should report it to their teacher or school administrator immediately.

Aiken County Public School District reserves the right to investigate any inappropriate use of technology equipment and to review, monitor, and restrict information stored on or transmitted via Aiken County Public School District-owned network.

Student Responsibilities

- **Acceptable Use Policy and the Digital Learning Parent-Student Agreement.**

Parent/Guardian Responsibilities

We encourage parents to talk with their children about the values and standards you expect them to follow as they use the Internet, just as you talk to them about their use of all other information sources such as social media, television, telephone, movies, radio, etc.

When accessing the Internet away from school, all district-issued Laptops will be re-directed to the

- In the event of an accident that results in the total loss of the Laptop, the technology fee would cover one device replacement in a school year, unless the loss is a result of direct violation of the Digital Learning Parent-Student Agreement.

Misuse or Devices Not Covered by Technology Fee

Students are responsible for the entire cost of repairs to Laptops that they damage due to negligence or intentional misuse, carelessness abuse or damage, regardless of whether they were assessed a technology fee.

Estimated Repair Pricing for Deliberate Damage or Neglect:

• Liquid Damage/Spills	- \$550
• Broken Screen	- \$175
• Keyboard (Missing Keys / other damage)	- \$50
• Power adapter and cord	- \$25
• Palm rest (damage)	- \$25
• Protective Cover	- \$25
• Re-imaging due to violation of Acceptable Use Policy (see Page 13)	- \$15
• Lost/damage of Hotspot	- \$79
• Lost/damage of Hotspot power cables	- \$25

Legal Considerations

Title

Legal title to the Laptop is held exclusively by the district at all times.

Learning Parent-Student Agreement and Policy.

**Digital
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Repossession

Aiken County Public School District reserves the right to take possession of any Laptop at any time for failure to comply with all terms of the **Digital Learning Parent-Student Agreement, Aiken County** and/or the **Laptop Protection Plan Coverage**.

Liability

Failure to return the Laptop to the issuing school or department may result in criminal and/or civil complaint brought against the student and/or the person in possession of the Laptop.

Lost, Stolen or Vandalized Laptops

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PARENT / STUDENT GUIDE

Digital Learning Parent-Student Agreement FOR USE OF Dell Laptop

1. I will take proper care of my Laptop.
2. I will not loan my Laptop or charger to others.
3. I will be accountable for my Laptop at all times.
4. I will charge my Laptop battery daily.
5. I will not leave my Laptop in an unlocked vehicle.
6. I will keep food and beverages away from my Laptop.
7. I will not take apart any part of my Laptop or attempt repairs.
8. I will not remove district-required applications.
9. I will protect my Laptop by carrying it properly and not removing the protective cover.
10. I will not stack objects on top of my Laptop.
11. I will not close pens, pencils, or other objects in my Laptop.
12. I will not leave my Laptop outside or use it near water.
13. I will save school-related data to the district-assigned cloud storage. (Aiken County Public School District will at times re-sync and/or re-image Laptops. All files not saved to server or other storage media will be deleted during these processes. Students are ultimately responsible for saving all their personal files to their personal cloud storage. Examples include personal music, books, etc.)
14. I will not place decorations (such as stickers, markings, etc.) on my Laptop.
15. I will not remove the serial number, manufacturer labels or district labels on any Laptop.
16. I will follow district policies outlined in the **Laptop Parent-Student Guide Acceptable Use Policy**.
17. I will notify my school in case someone steals or damages my Laptop within 48 hours.
18. I will be responsible for any damage or loss of my Laptop.
19. I agree to return my Laptop, protective cover, and power cords when I transfer or leave the district for any reason.
20. I understand that my Laptop can be tracked if lost. I understand that a report can be made to show all Laptop locations.

I have read, understand, and will follow the rules from the **Laptop Parent-Student Guide, Aiken County Public School District Acceptable Use Policy**, and the **Digital Learning Parent-Student Agreement**. I understand my Laptop can be checked at any time without notice and is the property of the Aiken County Public School District.

Parent/Guardian Name (print)

Parent/Guardian Name (signature) and date

Student Name (print)

issues in accordance with Internet safety standards and grade bands published on the state department of education website.

Off-campus conduct

Students, parents/legal guardians, teachers, and staff members should be aware that the district may take disciplinary actions for conduct initiated and/or created off-campus involving the inappropriate use of the Internet or web-based resources if such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the schools, including discipline for student harassment and bullying.

Procedures for use

Employees may access the Internet for educational or work-related purposes at any time that is not disruptive and does not interfere with the performance of other responsibilities by the employee or other staff members.

Students will be allowed to access the Internet only under the supervision of designated staff. No students may access the Internet without permission.

Rules governing use

The following guidelines for acceptable use will be applicable.

- Users are expected to employ appropriate net etiquette; profanity, vulgarity or abusive, inappropriate language is prohibited. Illegal activities are forbidden, including unauthorized access or "hacking" by any users.
- Users are not to reveal their personal address or phone number or that of other individuals, students, or colleagues.
- Users are not allowed to use another school's or individual's account without written permission from that school or individual.
- Vandalism will not be tolerated. Vandalism includes, but is not limited to, malicious damage to hardware; harm or destruction of software or the data of another user; and creating, uploading, or downloading computer viruses.
- Users should consider all communications and information accessible via the network to be private property. All quotes, references and sources should be cited.
- Users are not to access inappropriate or restricted information or other information not directly related to the educational or staff use purposes for which access is being provided. Restricted information includes obscene, libelous, indecent, vulgar, profane, or lewd materials; advertisements for products or services not permitted to minors by law; insulting, fighting and harassing words; and other materials which may cause a substantial disruption of the academic environment.
- Users should remain on the system only as long as necessary to complete their work so that other individuals will have equal opportunities to access the Internet. Users are not to disrupt, harass or



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termination if circumstances so warrant. Students who violate the terms of this administrative rule or who otherwise misuse their access to the Internet also will be subject to disciplinary action in accordance with the district's code of student conduct to include suspension or expulsion if circumstances so warrant. Violations of the laws of the United States or the State of South Carolina also may subject the user to criminal prosecution. If a user incurs unauthorized costs, the user, as well as the user's parents/legal guardians (if the user is a student) will be responsible for all such costs.

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Annual responsibilities and information security awareness

Staff members will review the Information Security Awareness materials presented on the ACPSD website annually.

Prohibited use of ACPSD resources

The following uses of ACPSD computer resources by staff members are prohibited at all times:

- unauthorized or excessive personal use - any personal use should not interfere with or impair an employee's job performance
- infringing upon the intellectual property rights of others or violating copyright laws
- unauthorized advancing of personal profit
- furthering political causes in violation of board policy or the State Ethics Act
- uploading or transferring out of the district's direct control any software licensed to the district or data owned by the district without explicit written authorization; failure to observe copyright or license agreements can result in disciplinary action from ACPSD or legal action by the copyright owner
- unauthorized use of resources (including, but not limited to, servers, networks, computers, and printed output) to reveal confidential or sensitive information, student data, or any other information covered



Sensitive information





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[Section 16-3-850](#) - Encountering child pornography while processing film or working on a computer.

[Section 16-15-305](#) - Disseminating, procuring, or promoting obscenity unlawful; definitions; penalties; obscene material designated contraband.

[Section 59-19-90](#) - General powers and duties of school trustees.

