
ACPSD
PERSONALIZED, DIGITAL
LEARNING INITIATIVE



Laptop Parent-Student Guide for K-12

Aiken County Public School District Mission

The Mission of Aiken County Public Schools, the unifying agent of new horizons and extraordinary possibilities, is to ensure all students thrive as future-ready, globally mindful, and productive citizens through a responsive and inclusive school system distinguished by

- High quality and student-centered learning experiences
- Transformative, stakeholder partnerships
- A culture of purpose, innovation, and excellence

Aiken County Public School District Technology Department Mission

The School District of Aiken County believes that technology is a critical component of education and provides innovative technological resources for all students and staff. The mission of the Aiken County Public Schools Technology Department is to accommodate and support all the district's integrated technology initiatives in the most secure, timely, and cost-effective way.

SUPERINTENDENT’S MESSAGE	4
ACPSD PERSONALIZED, DIGITAL LEARNING	5
RECEIVING/RETURNING YOUR Laptop	
Distribution of Laptop	6
Returning Laptop	6
Identification of Laptop	6
CARING FOR THE Laptop	
Screen Care	7
General Precautions	7
Carrying Your Laptop	7
USING YOUR Laptop	
Laptop Left at Home	8
Laptop Undergoing Repair	8
Printing	8
Home Internet Access	8
Camera Use	8
Saving Student Work	8
Network Connectivity	9
APPLICATIONS ON Laptop	
Originally Installed Applications	9
Additional Applications and Personal Information / Property	9
Inspection	9
Procedure for Reloading Applications	9
Application Upgrades	10
DIGITAL CITIZENSHIP	
District Responsibilities	10
Student Responsibilities	10
Parent/Guardian Responsibilities	11
Laptop REPAIR AND REPLACEMENT COSTS	
Laptop Repairs	11
Repair or Replacement Charges	11
Technology Fee	11
Misuse or Devices not Covered by Technology Fee	12
LEGAL CONSIDERATIONS	
Title	12
Repossession	12
Liability	12
Lost, Stolen or Vandalized Dell Laptops	13
TECHNOLOGY FEE	14
STUDENT PLEDGE for Use of the Laptop	15
Aiken County Public School District ACCEPTABLE USE POLICY	16

ACPSD PERSONALIZED-DIGITAL LEARNING PROGRAM

Personalized, digital learning in Aiken County expands classroom instruction through digital experiences guided and supported by teachers. Students in ACPSD benefit from premier instruction, which is achieved by blending face-to-face, classroom-based learning with digital extension opportunities via one device for every student to ensure equitable access.

ACPSD's Personalized-Digital Learning program fosters student choice, creativity, collaboration, and connectivity

Parents should sign the Digital Learning Parent-Student Agreement during the registration process. Please go over the Digital Learning Parent-Student Agreement with your student prior to school. During the first week of school, this information will be presented again to the student during the laptop orientation process to ensure a clear understanding of expectations. Student signatures will be obtained after the laptop orientation has been completed at each school.

For the 2023-2024 school year, students will be assessed a Technology Fee of \$50.00 for use of the laptop. Students identified as financially disadvantaged based on South Carolina Department of Education guidelines (PIP Index) will have their fee waived. Please refer to page 14 for specific information regarding what the Technology Fee covers.

Returning Laptop – This applies when Laptops go home with students.

Students will return their Laptop device (including power cords, protective cover, and any other district- or school-issued accessories) to their school before any extended breaks unless specified by the school or school district.

Students **leaving** Aiken County Public School District or **transferring** within the district during the school year must return the Laptop (including power cords, protective cover, and any other school-issued accessories) before leaving the school.

If a student does not return his/her Laptop upon leaving the district, the student/parent/guardian may be subject to criminal complaint and/or civil liability. The student will also be required to pay the replacement cost for a new Laptop.

Identification of Laptop

Each student's Laptop will be labeled in the manner specified by the district. Laptop devices will be identified by Serial Number as well as Aiken County Public School District Inventory Label.

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 into the Laptop to prevent damage. ONLY use “official chargers.” Do 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

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Camera Use

The Laptop comes equipped with a camera and video capabilities.

Under the Family Educational Rights and Privacy Act (FERPA), students must obtain permission to publish or make publicly available a photograph or video of any school-related activity. Unauthorized recordings are subject to disciplinary action in accordance with the district's Acceptable Use Policy (see pp. 16-25).

Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents and students over 18 years of age certain rights with respect to students' educational records including photographs. You can read more about FERPA in the Forms and Notices packet you received at the beginning of school and/or online at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Saving Student Work

Since limited storage space is available for students to save files on their Laptops, Microsoft OneDrive will be used to provide cloud storage for students which is accessible from school or any location via the Internet. Students can work online or offline and save their work back to the cloud. Mechanical failure, reimaging the device, or accidental deletion could result in loss of student work.

applications, personal information, and personal property (such as music).

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

- Abide by the district's **Acceptable Use Policy** and the **Digital Learning Parent-Student Agreement**.
- Contact an administrator about any security issue they encounter.
- Monitor all activity on their personal account(s).
- Always shut down and secure their device after use to protect their work and information.
- Report any digital content containing inappropriate or abusive language or questionable subject matter to a teacher or administrator at school.
- Return their Laptop to their school on the date they withdraw from school or transfer to another school. (This also applies to seniors who leave school mid-year or who graduate).

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 district's Internet filter. This filter protects students from visiting many harmful websites; however, the most important filter is parental supervision. Parents should monitor student activity at home and are encouraged to talk with their children about Internet safety and to stay involved in their children's online world. The district recommends Common Sense Media at www.commonsensemedia.org to learn more about keeping children safe in the digital world.

Laptop Repair and Replacement Costs

Laptop Repairs

Malfunctioning or damaged Laptops must be reported to the school. Aiken County Public School District is responsible for repairing Laptops that malfunction. **Students may not attempt to repair the device on their own.**

Students are responsible for damage to their Laptop. A technology fee of \$50 will be assessed annually to cover any accidental damage. Students identified as financially disadvantaged based on South Carolina Department of Education guidelines (PIP Index) will have their fee waived. If a student's technology fee is paid, one repair per year is covered. Students will be charged for any additional repairs. **If a student is assessed a fee and does not pay the fee while the Laptop is damaged, the student is responsible for all repair costs or replacement. If a student who is waived the fee causes deliberate damage to the device, the student will be responsible for the cost of the replacement or repairs.**

Repair or Replacement Charges

Failure to pay the assessed Technology fee will result in repair or replacement charges. Students will be charged the full replacement cost of the Laptop if the device is deliberately damaged or vandalized. **Full cost of replacement is \$550.**

Technology Fee Information

Information about what the Technology Fee covers is as follows:

- Students will be assessed a \$50 technology fee to cover one instance of lost charger, replacement cover, or accidental damage. Students identified as financially disadvantaged based on South Carolina Department of Education guidelines (PIP Index) will have their fee waived. **If a student causes deliberate damage to a device or in cases of negligence, a student will be responsible for covering the cost to repair/replace the device.**

Legal Considerations

Title

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

The student's right to use the Laptop is conditional based on complete compliance with the **Digital Learning Parent-Student Agreement** and **Aiken County Public School District's Acceptable Use Policy**.

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 Public School District's Acceptable Use Policy** 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

- **In the event of loss:**

In the event a Laptop is lost by a student on or off campus, the student or parent/guardian must report the loss to the school within 48 hours. Laptops are equipped with tracking capabilities, which are utilized for loss prevention. A report can be accessed for every location the device travels.

- **In the event of theft or vandalism on campus:**

In the event a Laptop is stolen or vandalized on campus, the student or parent/guardian must report the theft or loss to the school within 48 hours. A school resource officer will assist with filing a report in the appropriate manner and provide a copy of the police report to the school administration. The Police Report should be given to the Technology Coordinator within 10 days of the incident.

- **In the event of theft or vandalism off campus:**

Students or parent/guardians must file a police report with local law enforcement within 48 hours when an incident of theft or vandalism occurs off campus and provide a copy of the completed police report to the school administration. The Police Report should be given to the Technology Coordinator within 10 days of the incident.

- **In the event of theft or vandalism off campus out of town:**

If an incident of theft or vandalism occurs out of town or state, students or parent/guardians must file a police report with the law enforcement agency covering that town or state within 48 hours and provide a copy of the completed police report to the school. The Police Report should be given to the Technology Coordinator within 10 days of the incident.

Technology Fee

With the distribution of Laptops to ACPSD students, a major priority is to protect the investment of both the District and the Student/Parent Guardian. An annual \$50.00, non-refundable technology fee will be assessed to students who are issued a Laptop device to take home. Students identified as financially disadvantaged based on South Carolina Department of Education guidelines (PIP Index) will have their

AIKEN COUNTY PUBLIC SCHOOL DISTRICT ACCEPTABLE USE POLICY



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 annoy other users.
- The system is not to be utilized for financial or commercial gain or for personal use other than professional activities.

Penalties for improper use

An employee who violates the terms of this administrative rule will be subject to disciplinary action consistent with the nature of the offense, including cancellation of Internet privileges, suspension, or 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 by existing district, state, or federal privacy or confidentiality laws; regulations; rules; policies; procedures; or contract terms
- downloading software unless it is required to complete their job responsibilities and is approved and implemented by Educational Technology (ET)
- bypassing or attempting to bypass any of the district's security or content filtering safeguards •
accessing or attempting to access resources for which an employee does not have explicit authorization by means of assigned user accounts, valid passwords, file permissions, or other legitimate access and authentication methods
- granting another individual access to any district accounts that have been authorized to a specific user or using another individual's district-authorized accounts, user ID, and/or passwords (specific exceptions are allowed for ET personnel for authorized system operations and maintenance)
- allowing another person to use a district system under his or her login
- adding, modifying, repairing, removing, reconfiguring, or tampering with any device on the network infrastructure
- bypassing or attempting to bypass any of the district's security or content filtering safeguards, including the use of cellular or external Internet connectivity not through the district's network (the use of a "hot spot," for example)
- allowing non-district persons permission to use district-assigned information systems on district equipment taken off-site
- sharing the password of the unique ACPSD user ID or allowing this password to be used to access other third-party websites or applications by another person
- the use of any tools that can be used for "computer hacking," as defined in the South Carolina Computer Crime Act (may not be possessed on school property, on any district premise, or run or loaded on any district system without expressed written permission from ET)
- violating any state or federal law or regulation, board policy, or administrative rule



Sensitive information

ACPSD employees who have or may have access to personally identifiable student records will adhere to all standards included in the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPPA), Children's Online Privacy Protection Act (COPPA), and other applicable laws and regulations as they relate to the release of student information.

Employees may not disclose sensitive or personally identifiable information regarding students to individuals and/or parties not authorized to receive it. Authorization to disclose information of a student to individuals and/or parties must strictly adhere to regulations set forth in the FERPA.

Information contained in these records must be securely handled and stored according to ACPSD directives, rules, and policies and if necessary, destroyed in accordance with state information retention standards and archival policy.

Granting access to secure locations

Staff ACPSD employees only grant access to sensitive and secure areas including, but not limited to, server rooms and wire closets, after verification with ET of the credentials and need for access of the person requesting access. These spaces may not be used to st





Prohibited uses of ACPSD resources

The following uses of ACPSD computer resources by students are prohibited:

- the use of school computers for private (not authorized by the district and/or school) commercial purposes
- the use of obscene, bullying, profane, lewd, threatening, disrespectful, or gang-related language or symbols
- bypassing or attempting to bypass any of the district's security or content filtering safeguards, including the use of cellular or external Internet connectivity not through the district's network (the use of a "hot spot," for example)
- allowing another person to use the computer under a student's assigned district login
- adding, modifying, repairing, reconfiguring, or otherwise tampering with any device on the network infrastructure including, but not limited to, wireless network devices, computers, printers, servers, cabling, switches/hubs, and routers
- unauthorized access, use, overloading (more commonly known as Distributed Denial of Service or Denial of Service), or attempted unauthorized access or use of district information systems
- destroying or tampering with any computer equipment or software
- the use of any tools that can be used for "computer hacking," as defined in the South Carolina Computer Crime Act (may not be possessed on school property, on any district premise, or run or loaded on any district system) the use of school computers for illegal activities including, but not limited to, planting viruses, hacking, or attempted unauthorized access to any system
- violating any state or federal law or regulation, board policy, or administrative rule

Furthermore, students are prohibited from using "smart" or "connected" devices (including, but not limited to, smart watches, smart glasses, or other devices capable of storing, transmitting, or receiving information) unless under the supervision of an instructor. Students are permitted to have cellular telephones, but they are not to be used in class without express permission from the instructor. Additionally, the use of cameras and other recording devices are prohibited without permission. See board policy JICJ.

Agreement of use

Students and parent/legal guardians agree that ACPSD computer equipment must be handled with care and respect.

Consequences

Students who violate this policy and corresponding administrative rule may be subject to disciplinary action up to and including expulsion in accordance with board policy and state and federal law. Suspected criminal activity must be immediately reported to law enforcement.



ACPSD Internet Safety and Other Terms of Use

General access

In compliance with the Children's Internet Protection Act ("CIPA"), the district uses technological devices designed to filter and block the use of any of the district's computers with Internet access to retrieve or transmit any visual depictions that are categorized as obscene, child pornography, or "harmful to minors" as defined in the CIPA.

Though the district makes reasonable efforts to filter such Internet content, the district cannot warrant the effectiveness of its Internet filtering due to the dynamic nature of the Internet.

Education, supervision, and monitoring

It will be the responsibility of all district school staff to make a reasonable effort to educate, supervise, and monitor appropriate usage of online computer network access to the Internet in accordance with this policy and corresponding administrative rule, CIPA, COPPA, and the Protecting Children in the 21st Century Act.

Personal safety

The following list is considered precautions taken by ACPSD to ensure the safety of their students, employees, and other individuals:

- Students will not post or email personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication.
- Students will not agree to meet with someone they have met online without their parent/legal guardian's approval.
- Students will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
- Employees will report any concerns related to their use of technology to their immediate supervisor.

Expectation of privacy

Individuals should not have an expectation of privacy in the use of the district's email, systems, or equipment. The district may, for a legitimate reason, perform the following:

- obtain emails sent or received via district email or other messaging/communication system
- monitor an individual's use on the district's systems, including all Internet activity
- confiscate and/or search district-owned software or equipment

Note: The district may confiscate for a reasonable period of time any personal electronic device being used in violation, or apparent violation, of policy and may search recent activation and/or utilization of the device to determine or confirm such /legal



Adopted 11/12/96; Revised 1/8/02, 5/22/12, 8/25/15

Legal references:

Federal Law:

Children's Internet Protection Act of 2000, [47 U.S.C.A. Section 254\(h\)](#).

The Digital Millennium Copyright Act of 1998, [17 U.S.C.A. Section 512](#) - Limitations on liability relating to material online.

S.C. Code, 1976, as amended:

[Section 10-1-205](#) - Computers in public libraries; regulation of Internet access.

[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.

Federal Cases:

Purdham v. Fairfax Co. Sch. Bd., 637 F.3d 421, 427 (4th Cir. 2011).

Policy IHAJ Computer/Technology Literacy

Issued 1/02

Purpose: to establish the board's adherence to the computer/technology literacy requirement for the district's students.

The primary goal of computer/technology studies is to develop technologically literate citizens. However, these studies do not exist in a vacuum -- the district must use educational technology to support curriculum and instruction. The board believes that students, teachers, media specialists, counselors, administrators, managers, and others should have access to technological resources and should have the ability to use those resources at the time and place of need.

The board of education will ensure that students enroll in computer science to acquire a unit prior to graduation, as required by state regulations.

NOTE: See policies IJKA - Technology Resource Selection and Adoption and IJNDB - Use of Technology Resources in Instruction for policy on resources, Internet, acceptable use, user responsibility, etc.

Adopted 1/8/02

