



GCS/SWMS Student Device Handbook

GCS Strategic Plan

“Use technology as an amplifier for learning, creating, making, connecting, communicating, collaborating and problem solving.”



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Access to the GCS network, the Internet, and electronic devices is a privilege provided to students solely to support student education, research, and career development, and is therefore subject to certain restrictions as set forth by the Board of Education and/or the Superintendent. The below regulations apply to all students and include all aspects of network use, whether via desktop or laptop computer, or personal technology device owned by GCS or the individual student, parent, or other third party.

Agreement

All students and parents must accept the terms of the Certification of Review and Agreement prior to accessing the GCS network and checking out a device for home use.

GCS Goals for Student Use

- To support the implementation of local curricula and the North Carolina Standard Course of Study;
- To enhance learning opportunities by focusing on the application of skills in information retrieval, searching strategies, research skills, critical thinking, communication, collaboration, and creativity;
- To encourage appropriate career development; and
- To promote life-long learning.

Access to Information

Students will be able to access information that may include:

- Information, news, and resources from businesses, libraries, educational institutions, government agencies, research institutions, GCS online school media center catalogs, online textbooks and tutorials, other digital media content, and a variety of other sources;
- Public domain and shareware software; and
- Telecommunications with individuals and groups around the world.

Board Policy and Procedure

- [JCDAE / JCDAE-P](#) – Harassment by students
- [EFE / EFE-P](#) – Acceptable use of electronic transmission capabilities

Student Handbook

The student handbook can be found on the Guilford County Schools website or by [clicking here](#).

Digital Citizenship Education

GCS will provide digital citizenship education to all students that addresses appropriate online behavior, including interactions with other individuals online, as well as cyberbullying awareness and response.

Digital Citizenship Rules

Students shall be taught the importance of appropriate, safe behavior when using the GCS network to access information over the Internet. Users must abide by iSafe Digital Citizenship rules, which include, but are not limited to:

- Students must be polite; rudeness will not be tolerated;
- Students must use appropriate language; use of profanity, vulgarities, abusive, or inappropriate language will not be allowed;
- Students must practice appropriate online behavior
- In any electronic communications, students must not reveal any personal information about others, such as full name, personal address, or phone numbers.

Penalties for Unacceptable Uses

Students who violate any of the following rules are subject to disciplinary consequences set forth in the Code of Student Conduct, which may include suspension or expulsion from school as well as possible criminal prosecution or civil penalties under federal or state law.

Unacceptable Uses

Transmission of material in violation of any federal or state law, regulation, or GCS policy or regulation is prohibited. Unacceptable uses include, **but are not limited to**, the following types of conduct:

1. Taking any actions that may disrupt the GCS network;
2. Knowingly introducing or attempting to introduce viruses or other malware into the network;
3. Unauthorized access (“hacking”) into computer systems or networks;
4. Logging into the network on a personal account and allowing others to access that account, unless permitted by an instructor for collaboration purposes;
5. Accessing proxy avoidance sites;
6. Encouraging or committing unlawful acts, violations of the GCS Code of Student Conduct, or using the GCS devices and/or network to promote illegal activities;
7. Accessing or using threatening or obscene material;
8. Accessing pornography;
9. Using discriminatory, defamatory, offensive, or harassing statements or language including disparagement of others based on their race, color, ancestry, national origin, sex, sexual orientation, socioeconomic status, academic status, gender identity or expression, age, disability, religious, or political beliefs through any means including phone, online, or other digital communications;
10. Sending or soliciting abusive or sexually oriented messages or images;
11. Accessing material that is harmful to minors;
12. Violating copyright laws, including duplication of software or plagiarism;
13. Utilizing the GCS network for commercial purposes;

Monitoring

GCS will monitor the online activities of students. **Activity by users is not confidential or private.**

Filtering

GCS will maintain centralized software in order to provide Internet control and filtering. The filtering software is intended to allow valuable online Internet access while, to the extent possible, inhibiting access to content that is obscene, pornographic, harmful to minors, or whose purpose is to promote, encourage or provide the skills to commit illegal activities, including gambling, use of illegal drugs, hate speech, or criminal skills. The filtering software is also intended to prohibit access to sites for online merchandising, alternative journals, and games. GCS will make every effort to update the filtering software on a daily basis.

Ownership

The device is permanent property of Guilford County School District.

Damaged/Lost/Stolen Device and/or Accessories

Student(s) should notify school staff as soon as possible if their GCS issued device is damaged, lost, or stolen. If a student’s device is stolen, the student should file a police report and share the case number with the school. Devices stolen outside of school should be reported to the local police. Devices stolen at school should be reported to the SRO at the school.

Privileges

Use of the GCS network and electronic devices is a privilege, not a right. Inappropriate use or other violation of the provisions of this regulation may result in limitation or cancellation of user privileges and possible disciplinary actions under appropriate federal or state statutes or the GCS Code of Student Conduct. Activity by users is not confidential or private.

Additional School-Specific Policies

Principals are authorized to develop and implement additional rules for the use of devices on school campuses under their control. Any such rules shall be communicated to the students.

Security

Security on the GCS network is a high priority. Attempts to tamper with the network, individual user accounts, software applications, to access the network using the name and password of another user, or to share a password may result in cancellation of user privileges. Email and search history is not private; system administrators have access to all email and device data. Email messages relating to or in support of illegal activities will be reported to the authorities, and appropriate disciplinary action will follow.

Vandalism/Intentional Damage

Vandalism will result in cancellation of user privileges and disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy network or computer equipment and/or data of anyone connected to the network. This includes, but is not limited to, uploading, creating, or transmitting computer viruses or worms. Vandalism of networks and computer systems, including unauthorized access, may be a violation of criminal law. Parent/Guardian will be responsible for paying for the damage or replacing the device (\$525).

Personal Technology Device (PTD) Rules

To encourage growth, creativity, collaboration, and higher achievement, the Superintendent may authorize the use of PTDs during school hours by students at selected high schools. Students at those schools will be permitted to use PTDs for educational purposes only.

FORMS ON FOLLOWING PAGES

Student Certification of Review and Agreement

GUILFORD COUNTY SCHOOLS/SOUTHWEST MIDDLE STUDENT CERTIFICATION OF REVIEW AND AGREEMENT GRADES 6 - 12

Students must accept this Agreement before they can log on to a GCS device that is connected to the Internet through the GCS network and before they will be issued a GCS laptop.

In this Agreement, "Internet" means both the GCS electronic network and access to the worldwide web (Internet). This agreement applies to all Internet access while at school and to Internet access via GCS-owned devices while away from school.

- I do not have a right to access the Internet from school. Internet access is a privilege.
 - I will use the Internet while at school only for educational purposes, research, or career development.
 - I understand that I do not own any material I may create or post on the Internet at school. Any information I create, transmit, or store may be inspected by an authorized GCS staff person for any reason without my permission or knowledge.
 - Anything that I do on the Internet while at school may be monitored by a teacher or other staff member.
 - I have read and understand the Digital Citizenship Rules and Unacceptable Uses of the Internet found in the GCS [Student Handbook](#).
 - If there was anything in the Digital Citizenship Rules or Unacceptable Uses that I found to be confusing, I asked my teacher to explain it to me and now understand it.
 - I agree to follow the Digital Citizenship Rules and not to engage in any activity that is an Unacceptable Use when I use the Internet at school.
 - If I do not follow the Digital Citizenship Rules or if I engage in any of the Unacceptable Uses, I may lose Internet access at school and my device may be taken away from me. There may also be disciplinary actions taken against me under the GCS Code of Student Conduct, which could include a suspension or expulsion from school. I may also be violating the laws of North Carolina or of the United States.
 - I will pack, transport, and store the device safely.
 - I will report to the school any damage, loss or theft as soon as reasonably possible.
 - I understand that not reporting damage (accidental or intentional) to my device that requires repair may cause me to be fined \$42 once the damage is discovered by a GCS staff person.
- I have read all the information written above and understand it. I agree to follow all GCS Student Internet Use Policies.
- I agree to follow all the rules for using computers and the Internet.

*Students must check the two boxes above AND complete **all** of the following information:*

Student's Full Name (printed):

Last: _____ First: _____

Student Signature: _____

Date: _____

Student ID#: _____

Parent Agreement for Student Use of GCS Devices

GUILFORD COUNTY SCHOOLS/SOUTHWEST MIDDLE PARENT AGREEMENT FOR STUDENT USE OF DEVICES GRADES 6 - 12

Parents/Guardians must accept this Agreement before can be issued a GCS laptop.

The parent or guardian will be responsible for the student's use of the device and the Internet when the student uses a GCS device. The parent/guardian(s) also certify that they agree to uphold all the expectations and requirements in the Student Agreement and the Student-Parent handbook and policies.

- I have read and understand all the information within the student agreement my student signed and the Student Device Handbook. I agree to uphold all GCS rules.
- I agree to be responsible for my student's use of the device and the Internet when the student is using a GCS device.
- I understand my student will have access to a variety of vetted and district approved apps and other web tools to enhance their learning experiences.
- I understand that either ANY unreported damage that requires repair, and/or the third and any subsequent time that accidental loss or damage occurs, I will be required to pay a \$42 fee.
- I understand that my student's use of a device will be limited or suspended for using the device for inappropriate or unapproved purposes. My student will have to complete retraining and/or other corrective actions before use is fully restored.
- I understand that my student's use of a device will be limited or suspended if s/he intentionally damages it. I will also be responsible for paying for the damage or replacing the device (\$525). My student will have to complete retraining and/or other corrective actions before use is fully restored.

Parent/Guardian must complete all of the following information:

Student's Full Name (printed):

Last: _____ First: _____

Student ID#: _____

Parent/Guardian's Full Name (printed):

Last: _____ First: _____

Parent/Guardian's Signature: _____

Date: _____

Footnotes

1. A personal technology device (“PTD”) is a portable Internet accessing device designed to transmit communications by voice, written characters, words, or images, share information, record sounds, process words, and/or capture images, such as a laptop, tablet, smart-phone, cell-phone, PDA, or e-reader.
2. Unless otherwise stated, references to “parents” include one or both parents, legal guardian, or legal custodian of a student, or person acting in loco parentis to the student.
3. Student behavior guidelines are set forth in the Code of Student Conduct, which is updated and made available to students each year.
4. Cyberbullying is the use of information and communication technologies, including but not limited to email, cell phones, text, still photograph or video messages, instant messaging, defamatory personal web sites, and online personal or public web sites or journals, to convey an offensive, racial, derogatory, bullying, or obscene message to another person, including but not limited to references to race, color, ancestry, national origin, gender, socioeconomic status, academic status, gender identity or expression, sexual orientation, religion, physical or sensory disability, and/or physical appearance.
5. The term malware, another word for malicious software, means “computer software designed to be destructive or disruptive, such as computer viruses and worms.” (Black’s Law Dictionary).
6. “[A proxy] builds a firewall, which prevents attackers from gaining access to private information. It also protects users against harmful websites containing viruses.” Proxy avoidance sites “allow users to bypass the proxy and view any sites they wish. This allows users access to restricted sites. (www.ehow.co.uk).
7. The term harmful to minors means “any picture, image, graphic image file, or other visual depiction that: 1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; 2) 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 3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.” (Children’s Internet Protection Act).
8. The Photo and Video Release form is available in the GCS Student Handbook that is distributed to every student at the beginning of the school year.
9. GCS is not responsible for acquiring, using, servicing, or maintaining devices or data plans.
10. GCS property means all property owned or operated by the Guilford County Board of Education, including school campuses and buildings, athletic fields, playgrounds, parking lots, bus stops, District-owned vehicles including school buses and activity buses, and any other properties owned or controlled by GCS.