

## **GCSS Administrative Guidelines Regarding Technology Use**

*Pursuant to the School Board's Internet Acceptable Use Policy (IFBG), these administrative guidelines are to be utilized by GCSS in policy application*

### **Introduction**

#### ***Vision***

The Gilmer County School System (GCSS) adheres to the belief that technology plays a vital role in meeting the needs of the broad range of abilities, disabilities, cultural backgrounds and ethnic populations represented in our district schools and communities. To assure that technology is utilized for these purposes, the Gilmer County Board of Education's Technology Policy provides guidance for appropriate technology integration into the curriculum, as well as infusion into school/district administration and management. The primary goal of K-12 technology is to improve student learning. All students will have opportunities to utilize educationally-significant technologies for participation in the global society and economy of the 21st Century. Student, teacher, staff and administrative effectiveness will improve concurrently with the incorporation of technology into respective environments.

GCSS's vision is to ensure equitable access to current and modern technological resources throughout our School District and to increase access to technology for identified critical needs populations. Assistance will be provided in the daily classroom integration of technology to improve student achievement. By increasing the technology literacy and proficiency of the learning community, the School District envisions enhanced productivity and efficiency as well as improved student achievement throughout the organization.

#### ***Goals***

- To improve the quality of learning
- To improve student learning of content
- To improve equity of access to technology
- To improve ease of access to digital content
- To improve the level of student engagement
- To promote creativity and innovation
- To refine, support and promote best practices in technology integration
- To institute formative assessments and differentiated instruction
- To improve performance results on standardized testing
- To improve student ability to become self-directed, life-long learners
- To prepare students for college and/or career
- To increase opportunities for continued learning outside of the classroom
- To enable anytime/anywhere learning
- To promote effective communication skills through collaboration and information sharing

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### **Mobile Computing Device**

#### ***Definition***

A mobile computing device is defined as an electronic computing device capable of attaching to the Internet through an integrated wireless network interface card and that utilizes a rechargeable battery to provide independent power. This device allows the user to connect to Internet resources and work completely free of physical wires. Devices can be laptops, tablets or convertible/hybrid units that easily transform from a laptop to a tablet, etc.

#### ***Program Intent***

Each year, GCSS offers learning resources to our students for access from home. The intent for loaning each student a dedicated mobile device is to ensure they have every opportunity to access these educational resources, programs and digital content to help them improve their academic success. The device is intended to be the student's personal learning device; a 21st century tool supporting the curricular activities initiated by the teacher and enabling the students to experience anytime/anywhere learning.

#### ***Terms of Mobile Computing Device Loan***

Designated students enrolled in GCSS will be issued a mobile computing device at no cost and allowed to transport the device from school to home after the following conditions of the loan are met:

1. Parent/guardian are encouraged to view all Mobile Computing Device Loan materials
2. By accepting the mobile computing device the parent/guardian is acknowledging all guidelines as given in the Student/Parent Handbook and other referenced documents. The handbook contains the following agreements:
  - a. Mobile Computing Device Parent and Student Agreement
  - b. GCSS Administrative Guidelines Regarding Technology Use
  - c. Safety/Acceptable Use Policy (included in the Student/Parent Handbook)
  - d. Documentation can be found at -  
[https://www.gilmerschools.com/district/technology/chromebook\\_1-to-1](https://www.gilmerschools.com/district/technology/chromebook_1-to-1)
3. Parent/guardian and student are acknowledging the fee schedule

#### ***Procedure and Expectations***

1. The device will be assigned in the same manner as a textbook.
2. The serial number of the device will be recorded in the District's asset management system.
3. The device is issued to a student and the loan is recorded in a database maintained for the loan of all school technology.
4. The device remains with the student for the remainder of the school year unless the student withdraws from school.
  - a. If the student is assigned a Chromebook to take home each night the student is responsible for bringing their device to school, taking them home each day and charging the battery each night.
  - b. Differing grade levels may have their own procedures.

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5. The devices must not be left unsupervised at school or home in unsecured locations.
6. Devices will be collected at the end of each school year.

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### **Fee Schedule**

<b>Incident Description</b>	<b>Fee</b>
Device usage/loan fee	\$0.00
Repair incidents	1st incident - \$0.00, Each additional - \$25.00 Replace key on keyboard - \$10.00
Intentional damage	Actual cost of the repair or replacement cost of the mobile computing device. Possible loss of use privilege.
Loss or damage to protective case	Actual cost of replacement item
Intentional damage to identifying labels	\$10.00
Loss or theft of mobile computing device	Parent/Guardian must file a police report immediately AND restitution to the District for the full replacement cost of the device
Replacement cost of power cord/power brick	\$25.00

### **Damage Fees**

If a device is damaged, fees must be paid before the device will be returned to the student. If there are repeated incidents of damage in a single school year due to negligence, the student may be required to leave the device at school or be limited in device use.

Damage and negligence includes but is not limited to:

- Intentional damage
- Leaving a device unattended
- Leaving a device unsecured
- Exposing a device to unacceptable conditions such as exposure to liquid
- Exposing a device to rain, extreme heat, or cold

The District may establish payment plans to clear late fees if financial hardship can be proven. All fees must be paid prior to the beginning of the subsequent school year.

**Once a reimbursement fee for a lost or stolen device, power cord/power brick, case, or other item has been paid a refund will not be issued in the event the equipment is found.**

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### ***Mobile Computing Device Privileges***

**GCSS holds the legal title to the mobile computing device and all accessories.**

Right of possession and use is limited and conditioned upon full and complete compliance with:

- All Board Policies
- All rules outlined in this document

The following are also in effect:

1. If the student does not fully comply with GCSS policies, including the timely return of the property, the district will be entitled to declare the parent/student in default.
2. Failure to return the device for annual repair and maintenance will result in a certified letter sent to the parent or adult student indicating items not returned.
3. The parent (or legally-emancipated student) will have five (5) days to return the items or pay replacement costs or the matter will be turned over to local law enforcement.
4. The parent (or legally-emancipated student) will be charged with theft.
5. Students are expected to take care of the mobile computing device. If any student finds an unattended mobile computing device, they should immediately notify a teacher.

GCSS reserves the right at any time to demand the return of the device. Students may be subject to loss of privilege, disciplinary action and/or legal action in the event of damage or violation of Board policies and guidelines as outlined in the Mobile Computing Device Guidelines.

All users of the GCSS network are ultimately responsible for the backup of their critical/important data. GCSS, nor any of its agents or employees will be responsible for lost or missing data.

**It is the responsibility of the student to maintain backups of all data.**

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### **Length of Loan / Return of Device**

1. The right to use and possess the mobile computing device and all peripherals terminates no later than the last day of the school year unless earlier terminated by the district or upon withdrawal from the school through dropping-out, suspension, expulsion or transfer.
2. The student must leave the mobile computing device with the appropriate teacher, administrator, staff or media specialist at the school where it was originally assigned.
3. If the student enrolls in another school within the district, the device will remain at the original school.
4. The principal must be notified that the mobile computing device has been turned in to the designated school technician for assessment of the condition of the device.
5. The school principal or his/her designee will be responsible for contacting parents to ensure this equipment is returned in a timely manner.
6. Failure to return the device on or before this date to the school principal or his/her designee may result in criminal charges being sought against the student, parent, and/or the person who has the device.
7. **The device remains the property of the GCSS and cannot be loaned, sold, bartered, traded, leased, rented or given to any other person(s).**

### **Technical Support and Repairs**

1. In the event the device needs repair, it must be reported to either a teacher or the school Media Specialist, so that a helpdesk ticket can be entered.
2. All repairs will be performed by the GCSS Technology Department or an approved/authorized representative of the manufacturer.
3. Parents, guardians, students or teachers are not allowed to attempt repairs themselves or contract with any other individual or business to repair or replace any District- owned computer equipment or accessories.
4. The GCSS Technology Department will coordinate the repair work for mobile computing devices.
5. Every effort will be made to repair or replace the mobile computing device in a timely manner.

### **Loaner Devices**

If a device is damaged, it will be repaired as quickly as possible. If warranty repairs are necessary, an administrator will decide whether every effort will be made to provide the student with a replacement mobile computing device instead of a temporary unit. **Loaner devices may not be provided if repairs can be made the same day.** If possible, **students must ensure all files are saved to their Google Drive in the event they are issued a replacement device.**

### **Technical support is only available during school hours**

If a student has a technical problem at home, document the problem as completely as possible recording any error messages, exactly what the student was doing at the time, and the software being used when the problem occurred. Information on the problem must be given to the teacher the next school day. The teacher can escalate the problem to the school's Technology Specialist. It is very important to have complete and specific information about the problem occurring. This will help the technician to troubleshoot problems. The more complete the information, the faster the issue will be resolved.

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### **Loss or Theft**

Upon awareness that the device has been lost or stolen, users **MUST** immediately file an official police report within the jurisdiction of where the theft took place. Incidents of loss or theft occurring off campus must be reported to the police the day of the loss or theft occurs, or when the loss of theft is discovered; copies of the police report must be given to the principal or teacher the next day that school is in session. Police reports received by administrators or teachers must then be sent to the computer technician responsible for that school. Any loss or theft occurring on school grounds must be immediately reported to an administrator. **Administrators should immediately notify the school technician of a loss or theft.**

Students are responsible for the reimbursement of lost or stolen devices at full replacement cost. Consider reviewing homeowners/automobile insurance policies to ensure coverage of district assigned assets.

Once a reimbursement fee for a lost or stolen device has been paid a refund will not be issued in the event the device is found.

### **District Liability**

Although the device is provided for use within the district, GCSS assumes no additional liability for any material accessed on the device. The Gilmer County School District complies with all State and Federal laws regarding internet usage and filters. For purposes of those laws, a student is only considered "at school" when the student is physically present and properly logged into the GCSS network.

### **Modification to Program**

GCSS reserves the right to revoke or modify the Mobile Computing Device Guidelines, policies or procedures at any time. Please review the GCSS District website periodically for changes on the Mobile Computing Device Guidelines.

### **Hardware and Software**

Materials Provided:

- Mobile Computing Device
- Charging Cable
- Case/Sleeve (cases are to be kept on the device at all times)
- Educational software specific to the student's grade level and curricular needs

Members of the GCSS Technology Department may install additional software applications. The software installed by GCSS must remain on the device in usable condition.

Any assistive technology devices required by a student's Individualized Education Plan (IEP) would be issued based on the recommendations of the Director of Special Education.

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### **Student Responsibilities**

1. Students are responsible at all times for the devices, whether at home or school.
2. The student assigned the device should be the only user of the device.
3. Students are required to bring the device to school each day with a fully charged battery.
4. Disciplinary action may be taken for students who repeatedly leave the device at home.
5. Repeated damage or frequency in not having the device at school may result in the loss of the privilege to take the device home (where applicable).

**Users are responsible for their actions and activities involving school-owned computers. The mobile computing device is school property and device contents and activities are not private.**

### **The right to use a GCSS mobile computing device at home is a privilege.**

1. If students do not adhere to GCSS's Acceptable Use Policy, all Board policies and the guidelines in all Mobile Computing Device Guidelines, the privilege to use the device at home may be restricted or eliminated.
2. The school's Principal will have final authority to decide appropriate disciplinary action if students are found to be responsible for any unacceptable activity.
3. Dead batteries or failure to bring the device to class will not be an acceptable excuse for late or incomplete work.

If a student withdraws from the assigned school, the device, power cord, case, power brick and adapter must be returned before leaving the school.

### **Care of the Mobile Computing Device**

#### **General Care**

1. When using the device, keep it on a flat, solid surface so that air can circulate. Using a device directly on a bed or carpet can block ventilation and cause damage due to overheating.
2. Do not set books or stack items on top of the device.
3. Do not write, draw, paint or place stickers or labels on the device or district-provided carrying case.
4. Do not place food or drink near the device. Liquids, food and other debris can damage the device. Avoid eating or drinking while using the device.
5. Do not keep food or food wrappers in the carrying case.
6. Keep the device away from magnetic fields, which can erase or corrupt the data. This includes large speakers, amplifiers, transformers and old-style television sets, etc.
7. Do not leave the device exposed to direct sunlight, ultraviolet light, extreme temperatures or moisture sources for extended periods of time. Extreme heat or cold may cause damage to the device.
8. Never attempt to repair or reconfigure the device. Do not attempt to open or tamper with the internal components of the mobile computing device; do not remove any screws.
9. Carefully insert cords, cables and other removable storage devices to avoid damage to the mobile computing device ports. Be sure the cords do not cause a tripping hazard.
10. Do not bump the device against lockers, walls, car doors, floors, etc.



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11. Immediately report any damage, loss or problems with the device to your teacher or Media Specialist.

### **Power Management**

- It is the student's responsibility to recharge the device battery, so it is fully charged at the beginning of each school day.
- Power cords must be brought to school daily; however, power outlets may not be accessible in classrooms for recharging.
- Be careful not to cause a tripping hazard when plugging in the device.
- Shut down the device to conserve the battery when the device is not in use.

### **Cleaning the Mobile Computing Device**

- Wipe surfaces with a clean, dry, soft cloth.
- Never use liquids to clean the device.
- Be sure your hands are clean when using the device to avoid buildup on the touch pad, screens (if applicable) and keyboard. Grease and dirt buildup can cause problems with the device.
- Do not use the device in dusty, dirty or sandy environments.

### **Screen Care**

- Take extreme caution with the screen. It will break if dropped or if something heavy is placed on it.
- Do not pick up the mobile computing device by the screen.
- If the device is touch-enabled, avoid touching the screen with objects not designed for the device such as pens, pencils or sharp instruments.
- Do not lean on the top of the device or place excessive pressure or weight on the device's screen.
- Do not place anything in the case that will press against and possibly damage the device. When stored or carried with heavy articles such as large books, the screen may be cracked if bumped.
- Be careful not to leave pencils, pens or papers on the keyboard when closing the screen.
- Never clean the screen with a glass cleaner; clean the screen with a soft, dry cloth or anti-static cloth.

### **Carrying the Mobile Computing Device**

- All device components are to be carried in approved cases at all times. Failure to do so can result in confiscation of the mobile computing device until a case is provided.
- If the screen allows 360-degree rotation, be certain to properly close the device when transporting or storing.
- Do not leave the device in a parked car, where it's visible looking through the windows.
- Unplug all cords, accessories and peripherals before moving the device. Do not store ANY items in the same compartment of the case as the device. It may cause damage to the device. Cords and other items (including pencils and headphones for example) may be stored in the zippered pouch on the outside of the case.
- Textbooks, notebooks, binders, pens, pencils, etc., are not to be placed adjacent to the device in the carrying case.
- Never sit on the device.

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### **Security**

- Do not leave the device in unsupervised areas. Unsupervised areas include the lunchroom, buses, media center, gyms, dressing rooms, restrooms, hallways, etc. Never leave the device unsupervised. If any student finds an unattended device, they must immediately notify a teacher or the school's technology specialist.
- Avoid using the device in areas where damage or theft is likely.
- When students are not using the devices, they must be stored securely. Students are encouraged to take their devices home every day after school (for grades 6-12), regardless of whether they are needed. Devices must not be stored in a vehicle or left at school.
- During after-school activities, students are expected to maintain the security of the device. Students participating in sports events and other after school activities must secure the devices.
- Each device has identifying labels including the serial number and a GCSS Asset number. (Student names may also be included by the local school). Students will not modify or destroy these labels. If a label is intentionally damaged or removed, a fee will be assessed.

### **Loaning Equipment to Others**

- Students may not loan their devices or power cord to others for any reason. Each student is responsible for any loss or damages incurred. Students with missing devices or components, must report this to their teacher.

### **Software and Files**

#### **General Information**

- Any attempt to re-install, delete/wipe/remove or alter the device's operating system or pre-installed apps will be considered intentional damage.
- The only additional software that should be installed are the approved apps listed in the Gilmer Web Store.
- Software may not be copied, altered or removed from the device.
- Students are financially responsible for damages caused by any attempt to add, change or delete software.

#### **Illegal File Sharing**

File sharing programs designed to illegally download music, videos, games, etc., will not be allowed to be installed or used on the device. This is a violation of GCSS's Internet Safety/Acceptable Use Policy and is a violation of federal copyright laws.

#### **Deleting Files**

Do not delete any software applications that you did not create or that you do not recognize. Deletion of files could interfere with the functionality of the device. Re-imaging fees may apply.

#### **Passwords**

- Students will login using only their assigned school email address and password.
- Students will not share their passwords with other students.
- Sharing login information with other students can result in disciplinary action.

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### **Email and Internet Use**

#### **Email**

- Students are provided a filtered/monitored email account by the school district.
- When emails are sent, the name and user identification are included in the email message.
- Students are responsible for all email originating from their user account.
- Emails will be made available to district, local, state and federal officials in association with any investigation.
- Emails, stored data, transmitted data or any other use of online services are not confidential and may be monitored at any time by designated staff to ensure appropriate use.
- Although emails and other data sent/received/stored on the computer deemed to be "Educational Records" as defined by the Family Rights and Privacy Act ("FERPA") (20 U.S.C.A. §1232(g)) are considered confidential and will not be released to third parties without Judicial action, any emails or data sent/received/stored on the computer which are deemed to be non-educational in nature may be subject to disclosure to third parties pursuant to the Georgia Open Records Act (O.C.G.A. §50-18-70 et. seq).

#### **Internet Use**

As required by the Children's Internet Protection Act (CIPA), the District must filter Internet content while the students are using GCSS-provided Internet services at school.

- Filtering not only restricts access to unacceptable sites, but possibly restricts access to chat rooms, some online games and web mail.
- GCSS cannot guarantee that access to all inappropriate sites will be blocked. No filter is as reliable as adult supervision. Parents/Guardians are encouraged to diligently monitor their student(s)' Internet access on the District supplied computer as well as any other computer their child(ren)/student(s) accesses.
- Log files are maintained for each device with a detailed history of all sites accessed.
- It is the responsibility of the user to appropriately use the device, network and the Internet.
- Students must immediately notify a teacher or administrator if they access information or messages that are inappropriate, dangerous, threatening or make them feel uncomfortable.

#### **Unacceptable Behavior**

##### **Unacceptable conduct includes, but is not limited to the following:**

- Using the network for illegal activities, including copyright violations;
- On school premises - Use of private access points or unauthorized hotspots. Absolutely no rogue access points nor using cell phones as hotspots will be allowed;
- Downloading inappropriate materials, viruses, or software;
- Using or possessing hacking or file sharing software;
- Gaining unauthorized access anywhere on the network; including attempting to log onto the Internet, network, servers, routers, switches, printers or firewall as a system administrator;
- Vandalizing or tampering with equipment, files, software, system performance or other network equipment;
- Misuse of available networks to bypass classroom management monitoring software during all instructional times. Students must be online via the provided wireless network unless otherwise instructed by teacher or administrator;

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- Opening the computer to access internal parts;
- Intentionally causing network congestion or interfering with the work of others;
- Installing, activating or creating programs that interfere with the performance of the network, Internet or computer hardware;
- Revealing, sharing or posting personal information including full names, addresses, phone numbers, Social Security numbers, driver's license numbers or passwords for yourself or others;
- Invading the privacy of others;
- Using another person's username or password, or allowing another to access your account using your username or password;
- Engaging in harassment or transmitting obscene messages, pictures, websites or other files including racist, terroristic, abusive, sexually explicit, vulgar, threatening, stalking, demeaning, slanderous or any other inflammatory content;
- Any act of plagiarism; utilizing sites selling written papers, book reports and other student work;
- Attempting to disable or circumvent GCSS's Internet content filter and firewall, including using or attempting to use proxies to access sites that would otherwise be restricted;
- Knowingly placing a computer virus on a computer or network;
- Writing, drawing, painting, defacing or placing stickers or labels on a school-owned mobile computing device or mobile computing device accessories or causing other intentional damage. The defacement of GCSS property can result in a damage fee;
- Presence of pornographic materials, inappropriate language, alcohol, drugs or gang-related symbols will result in disciplinary action;
- Cyber-bullying in any form is unacceptable. This includes harassment, threats or any disruption of school;
- Any damage that would/could constitute negligence; including, but not limited to:
  - Exposing the mobile computing device to any fluids - of any kind
  - Slinging, kicking or throwing the mobile computing device
  - Exposing the mobile computing device to weather conditions which will cause damage, (e.g., rain, hail, snow, extreme heat or cold).

Students will comply at all times with School Board policies, the Acceptable Use Policy, and the Mobile Computing Device Guidelines. Consequences for non-compliance with the policies and procedures in this document include disciplinary actions and financial responsibilities. Any failure to comply may immediately end the student's right of possession. The student will also be subject to disciplinary action. The school principal will have authority to decide appropriate consequences regarding non-compliance.

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### **Home Use**

#### **Internet**

- GCSS will not serve as a home Internet service provider. Although a student will not be deemed "at school" unless the student is physically present on school property and properly logged into the GCSS intranet, GCSS will provide software-based Internet filtering, when possible, for the device while connected to the Internet from home or other non-school locations. To assure acceptable internet usage parents/guardians are encouraged to closely monitor all device usage.
- It is the responsibility of the parent or guardian to monitor student device use, especially Internet access, while at home.
- To access the Internet from home, the parent or guardian would need to contract with an Internet service provider.
- The ability to access the Internet from home varies from situation to situation and no guarantee is implied.
- Accessing the Internet from home is the financial responsibility of the parent/guardian.
- The device should only be used in the home by the GCSS student and not shared with other family members (with the exception of providing appropriate educational support to the student).

Note: While many educational resources are available via the Internet, including many provided by GCSS, and with the understanding that not all students will have access to Internet service at all times, teachers will be reminded to provide alternatives to students when requiring Internet access for assignments that cannot be completed during class time.

#### **Internet Safety**

- Notify an adult immediately if you accidentally access an inappropriate site.
- Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit or inflammatory content.
- Never arrange to meet an Internet contact in person.
- Obey all copyright laws.
- Protect personal information. Never give addresses, phone numbers, passwords or Social Security numbers for yourself and others.

#### **Monitoring Use and Supervision**

- The device should be used at home in locations that can be easily monitored and supervised by a parent or guardian.
- Unsupervised use (e.g. in a child's bedroom) is strongly discouraged.

#### **Privacy**

- There should be no expectation of privacy regarding the contents of computer files or communication using any school-owned computer or network.
- The devices will be subject to routine monitoring by teachers, administrators and members of the GCSS Technology Department.
- Students will provide access to the device assigned to them upon request by the school or district personnel.
- A search of the device and student files may be conducted if there is suspicion that any laws, policies, procedures or guidelines have been violated.

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- GCSS reserves the right to investigate, review, monitor and restrict information stored on or transmitted via its equipment.
- Parents, guardians and students do not have the right or expectation of privacy for any use of District-owned mobile computing devices.
- School personnel may conduct an individual search of the device, files, music, videos, emails or other related items.
- GCSS will cooperate fully with local, state or federal officials in investigations of suspected illegal activities conducted through district owned devices.

### **Device Inspections**

- Students may be randomly selected to provide their device for inspection.

### **Parent Expectations**

- Share in your student's excitement about this opportunity and learn along with them as they use this instructional tool to enhance their learning.
- Parents are ultimately responsible for monitoring student use of the device and Internet at home.
- Parents should ensure that their child adheres to Board Policies referenced in the Mobile Computing Device Guidelines.
- Report the need for device repairs, theft or loss no later than the next school day.
- Follow the Mobile Computing Device Agreement.
- Reimburse the school district for any fines caused by damage, misuse, neglect or loss (including theft), as outlined in the Mobile Computing Device Guidelines.
- Parents are responsible for reviewing GCSS's Internet Safety/Acceptable Use Policy and all guidelines for the use of personal learning devices with their child.
- Parents are responsible for ensuring the return of the device and all accessories at the end of the current school year or before the student withdraws from school.
- **Note: Students who are 18 years or older or who are legally deemed an emancipated minor are considered an adult student. All legal, ethical and financial obligations are the responsibility of an adult student.**