



Hoke County Schools

# Student Technology Handbook

2022-2023



**G**UIDING. **P**REPARING. **S**UPPORTING.  
Your *Guide* to the Blended Classroom  
HCS DIGITAL TEACHING & LEARNING

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# Guidelines

## General Terms

By signing the technology document in 1-to-1 Plus, the student and the student's parent/guardian acknowledge they will comply with the following terms and conditions which will govern the student's possession and use of a technology device ("the Device"), issued to the student by Hoke County Schools ("HCS"), at all times while the Device is in their possession or under their control.

- The student's possession and use of the Device is a privilege, not a right. The Device is and will remain at all times the property of HCS. The student and the student's parent/guardian acknowledge that they have no right or entitlement to possession or use of the Device and that neither this document, nor any conversation, correspondence or understanding between themselves and any representative of HCS gives them any ownership or contractual rights of any kind whatsoever in the Device.
- Participation in any take-home program which may be approved by HCS is strictly voluntary. If authorized by HCS and the student's parent/guardian, the student may transport the Device to and from home. If the student or student's parent/guardian do not wish to be issued a Device for home use or do not agree to the terms and conditions of use, the student will use an HCS-issued device only at school ("Day User" status) and the parent/guardian will be responsible for providing the use of a personal device at home.
- The Device is intended only for approved educational uses. The student's use of the Device will be governed by the rules, policies, and guidelines described in this document, as well as any additional rules, regulations, and restrictions that may be imposed from time to time by HCS, at all times and in all locations, both on and off campus and both during and outside of instructional time.
- HCS may recall the Device, or place additional restrictions on the student's use or possession of the Device, at any time and for any reason, with or without prior notice. If instructed to do so for any reason by any HCS teacher or administrator,

the student or the student's parent/guardian will immediately surrender the Device to that teacher or administrator.

- The student will not share or loan the Device with any other person.
- The student's possession and use of the Device will comply at all times, both on and off campus, with all applicable state and federal laws and regulations, as well as all applicable policies and procedures of HCS.
- Under no circumstances will the student use the Device or permit the Device be used in furtherance of any crime; fraud; threat; defamation; plagiarism; copyright, patent, or trademark infringement; illegal downloading; theft of intellectual property; gambling; accessing, viewing or transmission of pornographic or violent images or content; illegal or unauthorized accessing or use of data; bullying or harassment (including cyber-bullying); malicious Internet activities (including "hacking" of other computers or websites); advertising or commercial activities; abusive or insulting communications; or any unlawful activity of any kind.
- It is the responsibility of the student and the student's parent/guardian to inform themselves as to any Board policies, available on the school system's website, that might apply to the student's use or possession of the Device and to comply with those policies at all times including Hoke County Schools Technology Responsible Use Policy (3225/4312/7320), Student Conduct: Instructional Technology and the Internet (Policy 4319), the Student Code of Conduct, and other potentially applicable Board policies in the Board policy manual. The aforementioned policies can be found in this handbook and on Hoke County Schools website at [www.hcs.k12.nc.us](http://www.hcs.k12.nc.us).
- Under no circumstances will the student use the Device, or permit the Device to be used to access any networks, websites, or online resources including instant messaging ("IM"), chat rooms, or non-school social networking websites unless access has been specifically approved by HCS.
- Any attempt to circumvent content filtering, such as using anonymous proxies, is a violation of this policy which may result in loss of Device privileges.

- The student's parents/guardians are solely responsible for ensuring that the student's use of the Device to access the Internet while off campus will be safe and responsible and in compliance with all applicable laws, policies, rules, and regulations. The student and student's parent/guardian will hold HCS and its employees faultless for any harm that may come to the student or any other person as a result of the student's off-campus Internet activities.
- Should the student inadvertently gain access through the Device to any confidential information about other HCS students, including but not limited to course work or grade information, or HCS staff members, the student will immediately report the incident to the school principal or the Director of Technology and will not share the information with any other person.
- HCS reserves the right to change the terms or conditions of the student's possession or use of the Device, or to impose new restrictions or use or possession of the Device at any time.
- Any violation of the terms or conditions set forth or referenced in this document may result in the possession or use of the Device being restricted, suspended, or terminated, with or without prior notice, at the sole discretion of HCS.

### **Issuance and Return of Device**

- After signing the technology use form in 1-to-1 Plus, the Device will be issued to the student. This signed document is valid for the duration of the student's enrollment in Hoke County Schools.
- Devices will be collected annually on or before the last day of each school year. The student's privilege to use the Device terminates on the last day of the school year, unless terminated earlier by HCS.
- Given the time required for technology staff to inspect, maintain and upgrade Devices over the summer, penalties will be assessed for the late return of the Device at the end of the school year.
- If the student fails to return the Device by the last day of the school year, or upon the termination by HCS, the student and the student's parent/guardian will incur a late fee of

- \$1.00 per day for the first 30 days, and
- \$5.00 per day for the next 30 days until the Device is returned.
- If the Device is not returned within 60 days, the student and the student's parent/guardian will be assessed the full replacement cost for the Device, which may necessitate HCS instituting legal actions against the student and/or the student's parent/guardian.

## Parent/Guardian Permission and Condition of Device Issuance

Students enrolled in Hoke County Schools will be issued a Device after the following conditions are met:

- Parent/guardian and student must sign technology use agreement in 1-to-1 Plus..
- Parent/guardian and student must sign Technology Responsible Use Agreement.

## Care, Maintenance, and Inspections

- The student and the student's parent/guardian will comply with all the specifications in the Proper Device Care Guidelines as well as any additional rules or guidelines regarding care and maintenance of the Device, supplied by HCS as needed. Proper care of Hoke County Schools' devices should be observed at home as well as at school (if take-home use is authorized).
- Under no circumstances will the student install or permit to be installed on the Device any hardware, software, drivers or other programs or devices without the advance written approval of the Director of Technology or designee. Further, the student will not delete, uninstall, or attempt to circumvent any hardware, software, drivers, filters, or other programs installed on the Device by HCS.
- The Device may be inspected at any time by HCS officials, *with* or *without* prior notice, either in person or remotely via the Internet or network connections, for purposes or maintenance and/or to monitor the student's use of the Device, including any email communications and Internet activities, to determine

whether the student is complying with the terms and conditions set forth in this document.

- The student and parent/guardian acknowledge that they have no reasonable expectation of privacy to any data or information of any kind contained on the Device. The student and the student's parent/guardian further acknowledge that if any such inspection reveals evidence that the student has violated the Student Code of Conduct or any criminal law, such evidence may be used in support of a disciplinary action against the student and/or shared with law enforcement.

### **Loss or Damage**

The Device is a valuable piece of property that is being made available to the student by HCS for purposes of advancing the student's education. As such

- The student is responsible for ensuring that the Device is kept safe and secure at all times while it is in the student's possession or under the student's control.
- Under no circumstances will the student leave the Device unattended, either on or off campus, unless it is safely secured at school or at the student's home, if take-home use is authorized.
- If the Device is lost or damaged, the student will immediately report (within 2 school days) the problem to a HCS teacher or administrator.
- HCS will investigate all incidents of Devices reported as lost and may refer any such incidents to law enforcement.

### **Repair and Replacement Costs**

In recognition of the advantages that come from being issued a Device and the considerable expense to HCS in funding the Device program, the student and student's parent/guardian acknowledge that they must bear some risk for the possibility that the Device may be damaged, lost, or stolen. If for any reason the Device is damaged during the time that it is issued to the student, the student and student's parent/guardian may be assessed the following fees to help offset the actual cost to HCS of repair or replacement.

- **For the first occasion** within one calendar year, the repair will be covered by HCS.
- **For the second occasion** within one calendar year, the actual cost of repair or \$100.00, whichever is less.
- **For the third occasion** within one calendar year, the actual cost of repair or \$200.00, whichever is less.
- **For any subsequent occasions** within one calendar year, the actual cost of repair or the actual replacement cost, whichever is less.
- Note: Parents and students will not be charged for repair or replacement of devices which are defective and covered by the manufacturer's warranty.
- For purposes of this document, the repair cost is the actual cost to HCS to have the Device fully repaired by a qualified repair technician of HCS' choosing to the condition the Device was in when it was originally issued to the student.
- At the discretion of HCS, the student may not be issued a replacement Device for home use (if take-home use is allowed) until the costs described above have been paid in full.
- HCS reserves the right to decline to issue a replacement Device if it determines, in its sole discretion, that the risk of loss or damage to the replacement Device is unacceptable. The decision not to issue a replacement Device shall not excuse the student and his parent/guardian from any fees associated with the loss, theft, or damage of any previously-issued HCS Devices, given that those fees are intended to help offset the actual cost to HCS of repair or replacement of HCS property.
- Students may be barred from participating in extracurricular activities for failure to pay fees, including any technology fees. Seniors may also be barred from participating in graduation ceremonies until all fees are paid in full.

### **Vandalism and Intentional Damage**

- If the Device is vandalized during the time it is issued to the student because the student intentionally facilitated a deliberate act of vandalism to the device or the



case, the student and the student's parent/guardian will be responsible for the fees associated with the type and severity of the destruction of the Device.

- If the Device is damaged or destroyed during the time it is issued to the student because the student committed or intentionally facilitated a deliberate act of damage as determined by school administrators, the student and the student's parent/guardian will be responsible for the actual cost of repair or replacement, whichever is less.

## Theft

- If the Device has been stolen, the student and the student's parent/guardian will immediately (within 2 school days) file a report with law enforcement. Incidents occurring on school grounds should be reported to the designated school administrator.
- As soon as possible after reporting the Device stolen, the student or parent/guardian will provide a copy of the police report to the school principal.
- HCS Devices can be easily identified and traced. Any theft, conspiracy to steal, or unauthorized sale of or conspiracy to sell a HCS-owned Device will be vigorously prosecuted to the fullest extent of the law.
- Filing a false police report is punishable by law. The district will work with local law enforcement to report all model, asset, and serial numbers of stolen or lost Devices to local pawn shops and area law enforcement agencies.
- If for any reason the Device is lost or stolen during the time that it is issued to the student, the student and the student's parent/guardian may be assessed the following fees to help offset the actual replacement costs to HCS:
  - **For the first occasion** within one calendar year, a fee of \$100.00.
  - **For the second occasion** within one calendar year, a fee of \$200.00.
  - **For the third and any subsequent occasions** within one calendar year, the actual replacement cost of the Device.
- For purposes of this document, the replacement cost will be the actual cost to HCS at the time of replacement of a new device in Hoke County, North Carolina at retail price.

## Proper Device Care Guidelines

These guidelines are intended to help ensure the proper care and use of HCS-issued Devices. This document does not list all applicable rules and may be changed from time to time. In addition to following these guidelines, the students are expected to use common sense and good judgment to protect their Device both on and off campus. Failure to follow these guidelines or other applicable rules may result in disciplinary action, loss of Device privileges for home use, and/or financial responsibility for loss or damage.

## General Guidelines

- Although the Device is owned by Hoke County Schools, it is the student's responsibility to treat with great care the Device the student is issued. Report concerns with the Device or online issues to a teacher, media coordinator, and/or student work ticket system.
- To reduce the risk of damage, the student should keep the Device in the protective case the student is issued by their school.
- Do not use the Device for any illegal purpose or in violation of any HCS policy or procedure. Be aware that all Internet use and email are monitored.
- Do not use the Device to make, receive or transmit any words, images, files, or other materials that are inappropriate in a public school setting.
- Do not loan the Device or its accessories to any other person.
- Do not share passwords or attempt to discover others' passwords.
- Do not download or install any programs, files or games from the Internet or other sources onto the Device. All programs and files must be installed only at the specific direction of HCS.
- Do not delete, uninstall or attempt to circumvent any hardware, software, drivers, filters, or other programs or devices installed on the Device by HCS.
- Do not tamper with computer hardware or software, attempt to override or bypass Internet filters, change network profiles or configurations, or "hack" or

otherwise obtain unauthorized access to any network, computer, file, or program.

- Neither students nor parents should attempt any repair or maintenance service. All repairs and maintenance must be done through an authorized Hoke County Schools representative.

## General Device Care

- Do not “decorate” the Device in any manner (e.g. stickers, markers, or paint) or otherwise scratch or in any way deface any surface of the Device.
- Do not damage or remove any factory or HCS marking or label from the Device.
- Do not open the Device housing, as doing so may void the warranty.
- Do not eat or drink while using the Device, as liquids and other debris can damage electronic equipment.
- Do not use or leave the Device near any water source, such as a sink, bathtub or pool.
- Do not allow pets near the Device.
- Do not use the Device around activities or in areas where it might be knocked over or damaged.
- Do not leave the Device on the floor, near table or desk edges, or in sitting areas such as couches or chairs.
- Do not leave the Device in direct sun or in temperature of 80 degrees Fahrenheit or above or in any location that falls below 32 degrees Fahrenheit.
- Do not leave the Device unattended in a public space or in a vehicle.
- Do not check the Device as luggage at an airport or in connection with other forms of transportation.

## Carrying the Device

- The student will be supplied a protective case for the Device which must be used at all times.
- Always close the lid before moving the Device, which sends the Device into standby.
- For prolonged periods of inactivity, shut down the Device completely before closing the lid. This will help to conserve the battery.

## Taking Care of the Screen

- Take particular caution with the screen, which is very susceptible to damage from excessive pressure. Avoid grasping the Device by the screen with any force.
- Do not stack books or other objects on the Device since pressure can crack the screen.
- The student may clean the screen as one would a camera lens or a good pair of glasses (i.e., use anti-static cloths or lens cleaners designed specifically for camera lenses and glasses.)
- Do not use glass cleaners, sprays, soaps, or anything else to clean the screen.

## Maintaining your Battery

- The student is expected to come to school with a fully charged battery. Students should charge batteries nightly.
- When charging, protect the Device by using a surge protector whenever possible.

## Daily Logistics

- During the school day, the Device should be in the student's immediate vicinity or locker.

- The student remains responsible for the security of the Device during after-school activities. The student should keep the device locked in a classroom or other secure location.
- Unattended Devices should be delivered to the media center or main office.

## **Web Tools in Hoke County Schools**

The tools that students need to use in their daily digital work are increasingly moving to the web, often referred to as “the cloud.” These tools include methods for our students to create instructionally meaningful products such as multimedia posters, informational videos, interactive presentations, 3D Models, and dynamic music. Other tools allow students to collaborate with peers and teachers in real-time, reflect on their work, and publish instructional videos. Online web tools that are used in Hoke County Schools are used strictly for educational purposes and are selected and vetted as useful instructional tools by HCS staff. Other web tools may be used as directed by the teacher.

## **Use of Email Account**

All students in Hoke County Schools are provided an account. This account has no personally identifiable information about our students and is housed within a domain controlled by HCS. Accompanying this account is a functional email address. In HCS, this email address exists strictly for educational purposes to include emailing teachers for assistance and signing up for web tools.

HCS staff monitors all email activity with filters in place that allow for the “flagging” of inappropriate words or phrases sent via email. Inappropriate use of email will result in disciplinary action against the student.

As an HCS student, your child will be authorized to utilize their email address to communicate within Hoke County Schools for educational purposes. Your signature on the form at the back of this booklet authorizes your student(s) to utilize their email address to communicate outside of our domain, for educational purposes only, in addition to internal use.

## Publication of Work

The ability to publish work online can be a transformative and powerful motivator for students in the digital age. Allowing family, friends, and others to see the digital work they have completed can help students to take their work to new heights.

Many of the web tools available for instructional use contain the ability to publish student work to the web for others to see and experience. Hoke County Schools' number one priority is student safety, therefore these guidelines will be in effect for all published work within HCS.

- All content must relate to the Hoke County Schools mission and not conflict with any district rules, policies, or regulations.
- Any student work published must adhere to copyright and fair use laws.
- Students must keep their username and password confidential.
- Student information included in published work will be limited to:
  - First names and last initials
  - Pictures and videos of students that do not include personally identifiable information (such as last names, addresses, and phone numbers).
  - All student work created in the course of HCS instructional time or as part of HCS curriculum and utilizing HCS technology or other resources shall remain the property of HCS.

The parent/guardian signature on the form at the end of this booklet authorizes the student to publish their digital work to the Internet, pursuant to the guidelines listed above.

## Instructional Technology Practices

As we progress through the 21st century, technology continues to be one of the major catalysts of change and expanded opportunities for educators and students. With the continual growth of technology comes the need to address current instructional practices. We must make adjustments to provide our students and teachers access to technology resources using multiple platforms and devices. The following guide

serves as a continual growth model of change to our instructional practices as it relates to the integration of technology in the classroom.

### **Use of Personal Devices by Students and Teachers**

By allowing teachers and students to use personal technology devices, such as laptops, handhelds, and mobile phones in the classroom, we ultimately expand the availability of devices in the classroom for instructional purposes.

Hoke County Schools has installed wireless access in all schools. We will provide access to wireless Internet connection in each building's common areas (cafeteria, media centers, etc.) for teachers and students to use their own personal devices. The guest wireless code will be provided internally to all staff members through their designated technology point-of-contact.

Use of personal devices by teachers and students will be at their own risk. Hoke County Schools will not be responsible for theft, loss, or damages to any personal device used. In addition, technology staff members will not provide any technical or repair services to any personal devices. Troubleshooting and repair of personal devices are the responsibility of their respective owner.

### **Flexibility in Online Resources through Filtering Modifications**

Filtering Internet content is a requirement of the Children's Internet Protection and Privacy Act (CIPA). By federal regulations, certain items must be blocked. However, filters will often block relevant and practical web resources for teachers and students to use.

Hoke County Schools continually makes changes and will continue to modify filtering parameters to ensure that our students and teachers have open access to web resources in the classroom. We block pornography and other offensive sites through our internet filtering system. Teachers will be responsible for monitoring students to ensure that they are on task while using technology in the classroom. Teachers should also be mindful that when students use mobile phones, it is likely that they will be using an Internet connection that is available through their cellular provider. This internet connection is not controlled by Hoke County Schools and will not be filtered.

Increased monitoring by teachers should be used when cell phones are being used in the classroom.

If teachers and staff come across a site that might be blocked based on blanket filter definitions, the website can be sent to [dtif@hcs.k12.nc.us](mailto:dtif@hcs.k12.nc.us) for review. In addition, any inappropriate site that might unfortunately display should also be forwarded to the same address. Internet filters do not always catch all inappropriate sites in a timely manner due to the amount of Internet content produced on a daily basis.

### **Instructional Use of Cell Phones**

The availability of accessing web resources through a cell phone has dramatically increased in recent years. The cell phone provides another mechanism for students and teachers to access web resources. We must capitalize on this opportunity for increased access.

Hoke County Schools staff will allow the use of cell phones in the classroom for instructional purposes as long as the cell phone is being used appropriately and directly related to instruction. Inappropriate use of the cell phone outside of the necessary parameters of instructional use will be handled by the administration at each school.

### **Increased Access to Electronic Books and Digital Resources**

The availability of electronic books and digital resources continues to grow daily. It is important that our teachers and students have access to current information and resources to use in the classroom.

Hoke County Schools will continue to develop an online repository of digital resources that is current and updated on a regular basis. In addition, we will create an online library of electronic books for students and teachers to use and can be accessed from the classroom and from home.

### **School Rules Governing the Use of Smartphones and Personal Electronic Devices**

Hoke County Schools recognizes that smartphones and other personal electronic devices are important tools for everyday life for children and young adults, and their



parents. Therefore, students are permitted to possess and use such devices on school property so long as such possession or use does not interfere with student instruction or the maintenance of good order and discipline within the schools, or otherwise violates Board of Education policy, including without limitation the prohibitions against bullying, harassment, and disruption of instructional time.

Possession or use of smartphones or other personal electronic devices by students during the school day shall at all times remain subject to the direction, discretion, and authority of school personnel. In the event that students' possession or use of smartphones or other personal electronic devices interferes with instructional time, is detrimental to the maintenance of good order and discipline in the schools, or otherwise violates the Code of Student Conduct or Board Policy, the following rules and expectations shall apply:

- First violation in a semester: confiscate the device and allow parent to pick it up at the end of the school day.
- Second violation in a semester: confiscate the device and allow parent to pick it up at end of current grading period.
- Third or subsequent violation in a semester: confiscate the device and allow parent to pick it up at the end of the current semester.

Parents and students are hereby placed on notice of the following:

- When a student is asked to hand over a device, the student is expected to immediately do so, without any resistance, back talk, disruption, or disrespect. Failure to comply with this part of the rule may result in disciplinary consequences arising from insubordination, disruption, disrespect, school rule violations, or other applicable portions of the Code of Student Conduct.
- Unauthorized use of a device in violation of this rule may, in addition to confiscation of the device, result in separate disciplinary consequences arising from disruption, disrespect, sexual harassment, bullying, academic integrity and civility, or other applicable portions of the Code of Student Conduct.
- When a device is confiscated by school personnel, those personnel will take reasonable precautions to safeguard the device until it may be retrieved by a

parent, but all risk of loss or damage to the device will be assumed by the student and his/her parent(s).

- Students and parents shall have no expectation of privacy with respect to any device which is confiscated under this rule or the device's contents.

In case of any conflict between these rules and Board of Education policies, the policies shall control.

## **School Board Policies**

### **Policy 3210: Parental Inspection and Objection to Instructional Materials**

In policy 3200, Selection of Instructional Materials, the board establishes a process for the selection of instructional materials to meet State Board of Education requirements and the educational goals of this board. That process provides an opportunity for parental input in the selection of materials.

The board recognizes that despite the opportunity to participate in the selection of materials, parents still may have concerns about instructional materials used in the school district. Thus, to further involve parents in the education of their children, the board also provides opportunities for parents to review instructional materials and a process for parents to use when they object to instructional materials.

#### **A. Parental Right to Inspect Materials**

Parents have a right under federal law to inspect all instructional materials which will be used in connection with any survey, analysis or evaluation as part of any applicable federally funded programs. Parents ordinarily also may review all other instructional materials following procedures provided by the school or superintendent. The term "instructional materials" does not include academic tests or assessments. Some materials available through the Internet and used in individual classes to provide up-to-date information or information on current events may not be available for advance review; however, all materials used in reproductive health and safety education shall be available for review as provided in policy 3540, Comprehensive Health Education Program.

## **B. Parental Objection to Materials**

Parents may submit any objection in writing to the principal regarding the use of particular instructional materials. The principal may establish a committee to review the objection. While input from the community may be sought, the board believes professional educators are in the best position to determine whether a particular instructional material is appropriate for the age and maturity of the students and for the subject matter being taught.

If the principal or the committee determines that any material violates constitutional or other legal rights of the parent or student, the principal or the committee shall either remove the material from instructional use or accommodate the particular student and parent. Before any material is removed, the principal or the committee shall ensure that the curriculum is still aligned with and articulated from grade to grade. If an objection made by a parent or student is not based upon constitutional or legal rights, the principal or the committee may accommodate such objections after considering the effect on curriculum, and burden on the school, teacher or other students that the accommodation would create, and any other relevant factors. Books and other instructional materials may be removed from the school media collection only for legitimate educational reasons and subject to the limitations of the First Amendment.

The decision of the committee or principal may be appealed to the superintendent. The decision of the superintendent may be appealed to the board.

The superintendent shall develop the necessary administrative procedures to implement this policy.

*Legal Resources: U.S. Const. amend. 1; 20 U.S.C. §1232h N.C. Const. art. I, §14; Board of Educ. V Pico, 457 U.S. 853 (1982); G.S. 115C-45, -47, -81, -98, -101*

*Cross References: Goals and Objectives of the Educational Program (policy 3000), Curriculum Development (policy 3100), Selection of Instructional Materials (policy 3200), Comprehensive Health Education Program (policy 3540)*

## **Policy 3220: Technology in the Education Program**

In alliance with state school technology goals, the board is committed to establishing and supporting 21st century information and communications technology systems to foster globally competitive, healthy and responsible students. The board recognizes the benefits of digital and technology-enabled teaching and learning resources that provide the ability to easily customize curriculum, provide access to current information and enable access to quality materials at a lower cost than traditional materials. To that end, the board intends to move to classroom digital and technology-enabled teaching and learning resources that are aligned with the North Carolina Standard Course of Study or any other state-adopted curriculum. In addition, to the extent funding permits, the board will endeavor to ensure that all students have access to personal digital and technology-enabled teaching and learning devices to foster the 21st century skills necessary for future-ready learners. While the board recognizes that there will be instances in which students misuse technology, and that it is necessary to have in place an appropriate conduct policy to address any such misuse (Policy Code 4319), the board also recognizes that because technology is an essential component of a 21st century education student access to technology may not be restricted or revoked without proper due process in accordance with the board's policies and Student Code of Conduct.

The board expects that information and communications technologies will be integrated across the curriculum and used to support student achievement. Such technologies will also be used to support programs and activities that promote safe schools and healthy and responsible students. The curriculum committee should provide suggestions in the curriculum guides referenced in policy 3115, Curriculum and Instructional Guides, for integrating technological resources (as defined in Section A below) into the educational program. School administrators and teachers are encouraged to develop additional strategies for integrating technological resources across the curriculum and utilizing the power of technology to improve learning outcomes while making more efficient use of resources. The strategies should be included in the school improvement plan if they require the transfer of funds or otherwise relates to any mandatory or optional components of the school improvement plan.

The superintendent shall integrate digital planning to support teaching and learning needs into the school system strategic planning efforts and include various stakeholders such as curriculum leaders, teachers, administrators and representatives from technology services, instructional technology, finance and other departments as required.

The superintendent shall establish relationships with businesses and seek grants and other funding sources in an effort to acquire technology resources for the educational program.

#### **A. Selection of Technological Resources**

Technological resources, include, but are limited to, the following: (1) hardware, including both fixed and mobile technologies and devices such as desktop computers, laptops, netbooks, tablets, e-readers, PDAs, smartphones and gaming devices; (2) software; (3) network and telecommunications systems and services; (4) internet access; (5) multimedia equipped classrooms; (6) computer classrooms and laboratories; and (7) other existing or emerging mobile communications systems. All technological resources must be purchased and used in a manner consistent with applicable law and board policy, including laws and policies related to copyright, public records, bidding and other purchase requirements, accessibility for students with disabilities, staff duties, and standards for student behavior.

Technological resources must meet or exceed the following standards before they may be considered for implementation:

1. Technological resources must support the North Carolina Standard Course of Study and any other state-adopted curriculum.
2. Technological resources must support the current use of learning and instructional management technologies in the school.
3. Technological resources must be compatible with the current condition of the network and other infrastructure resources. The technology director shall set minimum standards for technological resources that are purchased or donated.
4. There must be sufficient staff to operate and maintain the technological equipment, programs and systems.

5. There must be adequate funds budgeted to implement and support the technological resources and to train instructional staff to use the resource to improve educational outcomes.

#### **B. Deployment of Technology to Schools**

The superintendent shall oversee the development of the school's district's technology deployment plan. The plan will be designed to ensure organized, effective and efficient means of deploying new information and communications technologies. The superintendent/designee shall develop procedures and practices that outline the strategy of the technology deployment plan.

#### **C. Bring Your Own Device (BYOD) Initiative**

The superintendent is authorized to investigate and develop a plan to allow staff and students the option to use their personal electronic devices in place of or along with their school system devices. The plan should address, at a minimum, the instructional use of personal devices, compatibility requirements, access limitations or requirements, content filtering, security and other issues as recommended by the technology director. The plan should assign personal responsibility to the user for repair and replacement of damaged or stolen devices and for any data or other charges arising from use of a personal device. The plan should require a written agreement for the use of personal technology devices from each student and staff member who wishes to participate in the BYOD initiative. The plan should ensure that students who are unable to bring in outside technology will be able to access and utilize school equipment so that no student is excluded from instruction due to lack of access to technology.

#### **D. Electronic Communication and Other Collaborative Tools**

The superintendent is authorized to permit instructional personnel to incorporate social networking sites, blogs, wikis, video sharing sites, podcasts, video conferencing, Online collaborations, PDAs, IMing, texting, virtual learning environments and/or other forms of direct electronic communications or Web 2.0 applications for educational purposes to the extent the superintendent deems appropriate and in accordance with policy 7335, Employee Use of Social Media. The superintendent shall establish parameters and rules for use of these tools and shall require instruction for students in how to use such tools in a safe,

effective and appropriate way. Instructional personnel shall make all reasonable attempts to monitor student online activity and shall otherwise comply with the requirements of policy 3225/4312/7320, Technology Responsible Use, when using these tools.

#### **E. Technology-Related Professional Development**

The superintendent shall plan a program of technology-enabled professional development that prepares the instructional staff for utilizing digital tools and resources. Professional development shall emphasize technology integration and continuous improvement, including the use of ongoing technology-integrated, online-learning activities throughout the course of study. Professional development shall also address the ethical, legal and practical issues related to the social networking and mobile devices in the classroom and other topics deemed necessary by the superintendent or technology director. School improvement teams should identify any staff development appropriations for technology related professional development in their school improvement plans. The superintendent and technology director should assist schools in coordinating staff development needs as provided in policy 1610/7800, Professional and Staff Development.

*Legal References: G.S. 115C-522, 147-33.111; State Board of Education Policy TCS-C-108*

*Cross References: Professional and Staff Development (policy 1610/7800), Curriculum and Instructional Guides (policy 3115), Technology Responsible Use (policy 3225/4312/7320), Internet Safety (policy 3226/4205), Copyright Compliance (3230/7330), School Improvement Plan (policy 3430), Integrity and Civility (policy 4310), Public Records – Retention, Release and Disposition (policy 5070/7350), Network Security (policy 6524), Staff Responsibilities (policy 7300), Employee Use of Social Media (policy 7335), Gifts and Bequests (policy 8220)*

*Other references: North Carolina State School Technology Plan (Division of Instructional Technology)(current version)*

### **Policy 3225, 4312, 7320: Technology Responsible Use Policy**

The board provides its student and staff access to a variety of technological resources, including laptop computers and tablets. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Through the school system's technological resources,

users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

The board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal and responsible use. Accordingly, the board establishes this policy to govern student and employee use of school system technological resources. This policy applies regardless of whether such use occurs on or off school system property, and it applies to all school system technological resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks, and all devices that connect to those networks.

#### **A. Expectations for Use of School Technological Resources**

The use of school system technological resources, including access to the Internet, is a privilege, not a right. Individual users of the school system's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school system technological resources is use that is ethical, respectful, academically honest and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable board policies, the Code of Student Conduct and other regulations and school rules, apply to use of the Internet and other school technological resources.

In addition, anyone who uses school system computers or electronic devices or who accesses the school network or the Internet using school system resources must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive.

Before using the Internet, all students must be trained about appropriate online behavior as provided in policy 3226/4205, Internet Safety.

All students and employees must be informed annually of the requirements of



this policy and the methods by which they may obtain a copy of this policy. Before using school system technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements. The agreement remains in effect for the current school year, until either the student changes schools or the employee moves to a different place of employment within the Hoke County School System. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuses may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

## **B. Rules for Use of School Technological Resources**

1. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited. Student personal use of school system technological resources for amusement or entertainment is also prohibited. Because some incidental and occasional personal use by employees is inevitable, the board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with the school system business and is not otherwise prohibited by board policy or procedure.
2. School district technological resources are installed and maintained by members of the Technology Department. Students and employees shall not attempt to perform any installation or maintenance without the permission of the Technology Department.
3. Under no circumstances may software purchased by the school system be copied for personal use.
4. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same

manner as any other incidents of plagiarism, as stated in the Code of Student Conduct.

5. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors. All users must comply with policy 1710/4021/7230. Prohibition Against Discrimination, Harassment and Bullying when using school technology.
6. The use of anonymous proxies to circumvent content filtering is prohibited.
7. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
8. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
9. Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personal identifying information, or information that is private or confidential, such as the home address or telephone number, credit or checking account information or social security number of themselves or fellow students. For further information regarding what constitutes personal identifying information, see policy 4705/7825, Confidentiality of Personal Identifying Information. In addition school employees must not disclose on school system websites or web pages or elsewhere on the Internet any personally identifiable, private or confidential information concerning students (including names, addresses or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act

(FERPA) or policy 4700, Student Records. Users also may not forward or post personal communications without the author's prior consent.

10. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks of data or any user connected to school system technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.
11. Users may not create or introduce games, network communications programs or any foreign program or software onto any school system computer, electronic device or network without the express permission of the technology director or designee.
12. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.
13. Users are prohibited from using another individual's ID or password for any technological resource without permission from the individual. Students must also have permission from the teacher or other school official.
14. Users may not read, alter, change, block, execute or delete files or communications belonging to another user without the owner's express prior permission.
15. Employees shall not use passwords or user IDs for any data system (e.g., PowerSchool, CECAS, time-keeping software, etc.) for unauthorized or improper use.
16. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.

17. Teachers shall make reasonable efforts to supervise a student's use of the Internet during instructional time, to ensure that such is appropriate for the student's age and the circumstances and purpose of the use.
18. Views may be expressed on the Internet or other technological resources as representing the view of the school system or part of the school system only with prior approval by the superintendent or designee.
19. Connection of personal devices such as laptops, smartphones, PDAs and printers is permitted but not supported by Hoke County Schools. The board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G service).
20. Users must back up data and other important files regularly.
21. Those who use district owned and maintained devices must also follow these guidelines:
  - a. Keep the device secure and damage free.
  - b. Use the provided protective case at all times.
  - c. Do not loan out the device, charger or cords.
  - d. Do not leave the device in your vehicle.
  - e. Do not leave the device unattended.
  - f. Do not eat or drink while using the device or have food or drinks in close proximity to the device.
  - g. Do not allow pets near the device.
  - h. Do not place the device on the floor or on a sitting area such as a chair or couch.
  - i. Do not leave the device near table or desk edges.
  - j. Do not stack objects on top of the device.
  - k. Do not leave Device outside.
  - l. Do not use the device near water such as a pool.
  - m. Do not check the device as luggage at the airport.
  - n. Back up data and other important files regularly. Hoke County Schools Technology Department will at times perform maintenance on the Device by imaging. All files not backed up to

server storage space or other storage devices will be deleted during this process.

### **C. Restricted Material on the Internet**

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from drivers and rapidly changing sources, including some that may be harmful to students. The board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless, school system personnel shall take reasonable precautions to prevent students from accessing materials and information that is obscene pornographic or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that technology protection measures are used as provided in policy 3226/4205, Internet Safety, and are disabled or minimized only when permitted by law and board policy. The board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G service).

### **D. Parental Consent**

The board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student's independent access to the Internet and to possible access to the student's e-mail communication by school personnel, although school personnel have no responsibility to monitor a student's email or independent access to the internet.

In addition, in accordance with the board's goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. Instructional personnel

shall be responsible for selecting age and content appropriate third party systems.

#### **E. Privacy**

No right of privacy exists in the use of technological resources. Users should not assume that files or communications created or transmitted using school system technological resources or stored on services or hard drives of individual computers will be private. School system administrators or individuals designated by the superintendent may review files, monitor all communications, and intercept email messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School system personnel shall monitor on-line laws and regulations. School system personnel shall monitor on-line activities of individuals who access the Internet via a school-owned computer.

#### **F. Security/Care of Property**

Security on any computer system is a high priority, especially when the system involves many users. Employees are responsible for reporting information security violations to appropriate personnel. Employees should not demonstrate the suspected security violation to other users. Unauthorized attempts to log onto any school system computer on the board's network as a system administrator may result in cancellation of user privileges and/or additional disciplinary action. Any user identified as a security risk of having a history of problems with other systems may be denied access.

Users of school district technology resources are expected to respect school district property and be responsible in using the equipment. Users are to follow all instructions regarding maintenance or care of the equipment.

Users may be held fiscally responsible for any loss or damage caused by intentional or negligent acts in caring for computers while under their control. The school district is responsible for any routine maintenance or standard repairs to school system computers.

## G. Personal Websites

The superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school system or individual school names, logos or trademarks without permission.

### 1. Students

Though school personnel generally do not monitor students' Internet activity conducted on non-school devices during non-school hours, when the student's on-line behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy (see the student behavior policies in the 4300 series)

### 2. Employees

Employees' personal websites are subject to policy 7335, Employee Use of Social Media.

### 3. Volunteers

Volunteers are to maintain an appropriate relationship with students at all times. Volunteers are encouraged to block students from viewing personal information on volunteer personal websites or on-line networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. An individual volunteer's relationship with the school system may be terminated if the volunteer engages in inappropriate online interaction with students.

*Legal Reference: U.S. Const. amend 1; Children's Internet Protection Act, 47 U.S.C. 254(h)(5); Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family*

*Educational Rights and Privacy Act, 20 U.S.C. 1232g; 17 U.S.C. 101 et seq.; G.S. 115C-325(e), - 391*

*Cross Reference: Curriculum and Instructional Guides (policy 3115), Technology in the Educational Program (policy 3220), Internet Safety (policy 3226//4205), Copyright Compliance (policy 3230/7330), Web Page Development (policy 3227/7322), Student Behavior Policies (all policies in the 4300 series), Student Records (policy 4700), Confidentiality of Personal Identifying Information (policy 4705/7825), Public Records – Retention, Release and Disposition (policy 5070/7350), Use of Equipment, Materials and Supplies (policy 6520), Network Security (policy 6524), Staff Responsibilities (policy 7300), Employee Use of Social Media (policy 7335).*

## **Policy 4319: Student Conduct: Instructional Technology and Internet**

Students should use instructional technology and the internet in an appropriate manner. Technology is an integral part of a student's educational experience and must be used in support of education and research consistent with the educational objectives of the Hoke County Schools. Technology covered by this Policy includes, but is not limited to, computers, other hardware, electronic devices, software, internet, e-mail, all other networks, etc. Student use of technology is a privilege. Students are responsible for appropriate use of all computers to which they have access. Obscene, pornographic, threatening, or other inappropriate use of technology, including, but not limited to, e-mail, instant messaging, cyber bullying, web pages, and use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community, is prohibited, even if such use takes place off school property (i.e., home, business, private property, etc.). Altering the pre-set HCS software image is prohibited. Hoke County Schools adheres to the provisions of the Children's Internet Protection Act (CIPA). THIS POLICY GOVERNS INSTRUCTIONAL TECHNOLOGY SUCH AS SCHOOL-PROVIDED CHROMEBOOKS.

### **A. General Terms and Conditions of Use**

1. Transmission of any material in violation of Federal, State, or local law, ordinance, School Board policy, regulation or the Code of Student Conduct is prohibited. This includes, but is not limited to, the following: copyrighted material, cyber bullying, threatening, violent, obscene, or pornographic material, material protected by trade secret, and uploaded or created computer viruses.
2. Use of technology for commercial activities is prohibited unless explicitly permitted by the School Board. Commercial activity includes, but is not limited to, the following:
  - a. Any activity that requires an exchange of money and/or credit card numbers;
  - b. Any activity that requires entry into an area of service for which the schools will be charged a fee;
  - c. Any purchase or sale of any kind; and
  - d. Any use for product advertisement or political lobbying.



3. Altering/modifying the original Hoke County Schools pre-set software image and/or taking apart the computer for access to internal parts is prohibited.

## **B. Responsible/Acceptable/Safe Use of Technology**

The following rules are in effect for all HCS computers, unless otherwise directed by a teacher or administrator.

1. It is the responsibility of each student to ensure that student-loaded files and programs do not consume hard drive space needed for instructional or educational requirements.
2. Teachers may authorize students to use the Internet and other communication mediums that include but are not limited to e-mail and discussion boards, for instructional purposes.
3. Pornographic, obscene, or vulgar images, sounds, music, video, language, or materials, including screensavers, backdrops, and/or pictures are prohibited.
4. Downloading, uploading, or importing games, screen animations, as well as programs or files that can be run or launched as a stand-alone program is prohibited at all times.
5. Downloading, uploading, importing music and videos are allowed outside of school hours, so long as it does not violate copyright law or contain words or images that are pornographic, obscene, graphically violent or vulgar.
6. Illegal use or transfer of copyrighted materials to a school owned computer, including laptops, is prohibited. Students should only download/import music or materials (files) that they are authorized or legally permitted to reproduce, or for which they have the copyright.
7. Students are prohibited from playing games during the instructional day unless otherwise directed by a teacher or administrator.
8. File sharing must be approved and directed by the teacher.

9. Headphones may be used during the instructional day with teacher permission as long as the use does not interfere with the instructional program.
10. Students shall not deface or vandalize HCS computers in any way. This includes, but is not limited to, marking on, painting on, drawing on, marring, placing stickers on, or damaging a computer.
11. Additions, modifications or deletion of files, except in the student's 'directory' or 'home directory,' are prohibited.
12. Students are prohibited from sharing passwords with one another for any reason and should make every effort to keep all passwords secure and private.
13. Students should not introduce or allow the introduction of any computer virus to any HCS computer.
14. Putting non-school related material (files) on a school file server is prohibited.

### **C. Personal Responsibility and Integrity**

All who use HCS technology resources must recognize that the work of all users is valuable; therefore, every user must respect the privacy of others. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent or assume the identity of other users.

To protect students while at school and home, and to meet the Children's Internet Protection Act (CIPA) requirements, access to the Internet is filtered through a commercial filtering system. All students are expected to behave responsibly and with integrity when using technology. These responsibilities include, but are not limited to, the following:

1. Use technology for school-related purposes only during the instructional day;

2. Revealing unauthorized personal information about yourself or others is prohibited;
3. Do not copy, change, read, or use files in another user's storage area (such as hard disk space, diskettes, mail, server space, personal folders, flash drives, etc.) without the user's permission;
4. Refrain at all times from cyber bullying.

#### **D. Security**

Security on any computer system is a high priority. Attempting to log on to the HCS network using another person's identity is prohibited. Bypassing or attempting to bypass HCS filtering software is prohibited. All security problems must be reported to an administrator.

#### **E. Privacy/Copyright**

The illegal use, distribution or transfer of copyrighted material on HCS computers is prohibited. All files, emails, data, etc. that are created, stored, or accessed with a HCS computer are public record.

#### **F. Alteration of Preset Software Image**

Altering/modifying the original HCS pre-set software image is prohibited.

Examples may include, but are not limited to the following:

1. Loading/installing any software applications unless done by HCS.
2. Changing the computer name.
3. Changing or removing operating system extensions.
4. Altering security software.
5. Altering the pre-loaded operating system or applications
6. Taking apart the computer for access to internal parts.

Violations of these regulations will result in serious disciplinary action and may also result in criminal charges if the violation of the regulation is also a violation of Federal, State, or local law or ordinance. Examples of such dual violations are (i) computer hacking or trespassing, (ii) harassment, threats, or cyber bullying via computer, and (iii) computer fraud. Ignorance of these regulations will not excuse an infraction.

Any student found to reconfigure the pre-loaded software image will receive an out-of-school suspension. Other actions may include long-term suspension, expulsion, or any action deemed appropriate by the principal. Where North Carolina law is violated, law enforcement may be contacted and legal action taken.

**Possible Suggested Consequences**

Elementary	Middle	High School
Ranging from in-school disciplinary action, up to 10 days out of school suspension, to possible recommendation for long-term suspension. Law enforcement may be contacted. Computer access and use may be restricted.	Ranging from in-school disciplinary action, up to 10 days out of school suspension, to possible recommendation for long-term suspension. Law enforcement may be contacted. Computer access and use may be restricted.	Ranging from in-school disciplinary action, up to 10 days out of school suspension, to possible recommendation for long-term suspension. Law enforcement may be contacted. Computer access and use may be restricted.

**Other Possible Actions in this Range of Consequences Include**

student conference	court referral	detention
law enforcement contact	parent contact	restitution
alternative school program	criminal charges (possible felony)	parent conference
community service	recommendation for expulsion	suspension
removal of unauthorized files and folders	restriction of computer use/access	financial charges for damages

**Disclaimer**

Hoke County Schools reserve the right to make necessary changes, modifications, and corrections to this document at any time. This guide is derived from and intended to

implement Board Policies 3210, 3220, 3225 and 4319. In case of any conflict between this Guide and those Policies, the Policies shall control.

*Updated: August 12, 2022*