



Technology Handbook

And 1:1 Device Program

Mountain Island Day School

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*Please visit our school website: www.midschool.org and follow our Mountain Island Day Facebook Page
www.facebook.com/pages/Mountain-Island-Day-School*

Table of Contents

Mission/Introduction	2
Deployment	2
General Terms and Condition of Use.....	2
Prohibited Acts	3
Personal Responsibility.....	3
General Care.....	5
Cleaning	5
Login Procedures	5
Acceptable Use.....	5
Security	6
Privacy	6
Expectation of Privacy.....	6
Pre-Set Image.....	7
Damage/Loss/Theft	7
Technical Support.....	7
Responsible Use Policy	8

Mission

Just like everything else in our daily lives, the tools we use and the gifts we are given can be used for good and productive uses or can be used in negative ways. The use of electronic devices is an everyday norm for our students and families, for learning, playing, communication and expressing themselves in multiple ways. Like any tool, we must have the appropriate foundation, guidelines and programs to increase their effectiveness and to create positive usefulness.

To those ends, the MID one-to-one device program has the following goals:

- Increase student achievement, engagement, and ability in order to meet the demands of the world they enter upon graduation
- Create and support equitable opportunities for student learning through the use of technology - as an extension of the classroom
- to have Instructors who will adapt and improve learning environments to realize the benefits of one-to-one computing and technology

MID students should use 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 Mountain Island Day School. Upper School students are required to bring a fully charged iPad to school daily in addition to other required electronic media, and or files.

Technology includes, but is not limited to, school-issued iPads, 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, web pages, social media and use of hardware and/or software which disrupts or interferes with the safety, welfare, and educational process of the school community, is prohibited, even if such uses take place off school property (i.e., home, business, private property, etc.).

Deployment of Mountain Island Day School 1:1 Device Program

Parent/guardian(s) will receive information about the 1:1 Device Program when their children receive the device at Orientation Night at the beginning of each school year. Parents should make every effort to attend this important meeting, but if they are unable to come, they are responsible for reviewing the material on the school's website. There is a yearly fee of \$125 for the use of the school issued iPad which covers a fraction of the actual cost of the device. If a student leaves Mountain Island Day School to attend another school, they may request a refund of this fee up to the 15th day of school, (or the 15th day after they start class when enrolled after the start of school) after that day, technology usage fees cannot be refunded. Children enrolling mid-year will be charged the full yearly fee of \$125.00.

General Terms and Conditions of Use

1. Mountain Island Day School provides all students access to the Internet through a school device and also in some cases, other electronic devices, as a means to enhance their education. There are limitations imposed on student use of technology and Internet resources, which are included herein.
2. The iPad, and power cord that are issued for student use are exclusively the property of Mountain Island Day School and must be returned at the end of the academic year prior to the last day of school, immediately upon withdrawal from Mountain Island Day School, or immediately at the request of a teacher or administrator. Failure to return the student issued iPad in accordance with the stated conditions may result in disciplinary action and/or

prosecution for all applicable crimes to include, but not be limited to, grand larceny. In the event of lost or damaged property, a fee will be charged to repair or replace the lost or damaged property.

3. Transmission of any material in violation of Federal, State, or local law, ordinance, School Board policy, regulation or the Code of Conduct is prohibited. This includes, but is not limited to, the following: copyrighted material, cyber bullying, inappropriate use of blogs and/or wiki pages, threatening, violent, obscene, or pornographic communication and/or material, material protected by trade secret, and uploaded or created computer viruses.

4. 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.

5. Use of technology for commercial activities is prohibited unless explicitly permitted by the School Executive 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 school will be charged a fee;
- c. any purchase or sale of any kind; and
- d. any use for product advertisement or political lobbying.

6. A student's right of possession and use is limited to and conditioned upon full and complete compliance with the School Policy and other guidelines as outlined in Mountain Island Day School Technology Handbook.

Prohibited Acts

1. Students are prohibited from accessing or attempting to access instant messages, chat rooms, forums, non-MID approved e-mail, message boards, or hosting personal web pages during the instructional day unless authorized by a teacher or administrator for instructional purposes.

2. Students are prohibited from using proxies to bypass Internet filters.

3. Students shall not attempt to locate or make use of files that are unacceptable in a school setting. This includes, but is not limited to pornographic, obscene, graphically violent or vulgar images, sounds, music, video, language, or materials, including screensavers, backdrops, and/or pictures.

4. Students shall not download, upload, or import games, screen animations, or programs or files that can be run or launched as a stand-alone program.

5. Illegal use or transfer of copyrighted materials to a school owned computer, including iPads, 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.

6. Students are prohibited from playing games during the instructional day unless otherwise directed by a teacher or administrator.

7. Additions, modifications or deletion of files, except in the student's 'directory' or 'home directory,' are prohibited.

8. Students shall not save, transfer or load non-school related material (files) on a school file server or school device.

9. Students are prohibited from creating or using unauthorized networks including, but not limited to, voice, data, IP, peer to peer, or proxy networks.

Personal Responsibility and Integrity

All students are expected to behave responsibly and with integrity when using technology. These responsibilities include, but are not limited to, the following:

1. All who use MID technology resources must recognize that the work of all users is valuable; therefore, every user must respect the privacy of others. Users shall not intentionally 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.
2. Students shall not reveal unauthorized personal information about themselves or others.
3. Students shall not share passwords with one another for any reason and should make every effort to keep all passwords secure and private.
4. Students shall use his or her real name in all educational activities that incorporate technology or the Internet (e.g., distance learning, online distance learning, etc.). Students shall use their full names in school sanctioned discussion boards or e-mails and follow proper grammatical rules. Students shall not use Internet slang, such as “lol” or “bff” to disguise or otherwise mask inappropriate communication, and shall refrain from typing in all capital letters, which indicates yelling or bullying of the recipient, when communicating in this forum.
5. Students should understand when communicating electronically that their screen name, posted photographs and language represents them online and must meet acceptable use standards.
6. Students should use technology for school-related purposes only during the instructional day.
7. Students should use the resources available through the Internet and other electronic media to supplement material available through the classroom or through any other resource provided by the school.
8. Students are expected to maintain their instructional files and media in a responsible manner, which includes backing up at regular intervals and giving clear and identifiable file names.
9. Students should not copy, change, read or use files in another user’s storage area (such as hard disk space, disks, mail, server space, personal folders, etc.) without the user’s permission.
10. Students should not participate in cyber bullying - the act of making personal attacks or threats against anyone - while using this resource. Students should report to a teacher or administrator any personal electronically transmitted attacks in any form made by others over the Internet or Local Area Network (LAN). Violations of this may be grounds to involve law enforcement, per NC statute.
11. Students shall respect the privacy of others. Students should re-post communications only after obtaining the original author’s prior consent.
12. Students shall not deface the iPads/laptops in any way. This includes, but is not limited to, marking, painting, and drawing, marring, or placing stickers on any surface of the iPad/laptop.
13. Students shall not knowingly introduce or knowingly allow the introduction of any computer virus to any MID computer.
14. Students are REQUIRED to bring his/her iPad/computer to school each day and to have a fully charged battery. Students will not be given the use of a loaner iPad/computer if he/she leaves his/her device at home or if it has insufficient battery. Students leaving iPads/computers at home will be required to complete assignments using alternate means (as determined by the teacher).

15. Students will be able to save files directly to the iPad/computer, these files will be deleted if the iPad/computer needs to be restored. However, files for instructional use should be backed up to the student's personal computer, iCloud and/or Google Apps. Only school related data should be placed on the device. Personal files such as pictures or music will be deleted without notice when discovered, and discovery of these types of files may result in disciplinary action. Personal files should always be backed up to a personal storage cloud based site, such as, Dropbox or Google Apps. If an iPad/computer is experiencing a technical issue, it is likely to be restored which will destroy all local data that is not backed up in the cloud.

16. iPads/computers are not allowed on overnight trips or field trips without the expressed written approval of the lead chaperone and the parent/guardian.

17. iPad/computer sound will be muted at all times unless permission is obtained from the teacher for instructional purposes. Earphones may not be used unless permission is obtained from the teacher for instructional purposes.

18. Do not delete any apps or files that you did not download, create or that you do not recognize. Deletion of files could interfere in your ability to complete class work.

19. Students may not download or install apps on MID issued iPads/computers without teacher permission.

20. Students are prohibited from playing games in the classroom without teacher permission.

21. The use of the Internet at school is a privilege, not a right, and inappropriate use may result in suspension/termination of user privileges, and in some cases, of enrollment.

22. Student iPads/computers will be subject to routine monitoring by teachers, administrators, and technology staff. While off campus, parental monitoring is highly recommended.

23. Periodic iPad/computer checks will be conducted during the school year, inspecting for physical damage and/or loss. Students/parents may be billed for repairs throughout the school year.

24. Students will provide access to any iPad/computer and /or accessories that they have been assigned upon the school's request. An individual search of the iPad and other stored student files may be conducted by administrators if there is suspicion that policies or guidelines have been violated.

25. Students are required to purchase a protective case for the school issued iPad to ensure proper care. This can be done through the school, when offered and/or available, or purchased independently. Students may choose to purchase other accessories through the school or retailers such as keyboards. Etc. Any purchased cases and/or accessories are the property of the student and may be retained when returning the equipment.

General Care

To avoid technical issues and downtime, all students should follow the guidelines below:

1. Always close the lid before moving and/or transporting your iPad, taking care not to close the lid on objects inside the iPad.

2. For prolonged periods of inactivity, you should shut down completely before closing the lid. This will help to conserve the battery.

3. Please be aware that overloading the iPad case will damage the iPad. Take precaution when placing the case on a flat surface. Please store the iPad/computer in a separated section of your book bag. Textbooks, notebooks, binders,

etc. should NOT be in the same section of your book bag as the iPad/computer itself. Never sit or place any object on the iPad case.

4. Liquids, food and other debris can damage the iPad/computer. You should avoid eating or drinking while using the iPad/computer.

5. Take extreme caution with the screen. The screens are very susceptible to damage from excessive pressure or weight. In particular, avoid picking up the iPad/computer by the screen or using excessive force when using or carrying the iPad/computer.

6. Dimming the LCD brightness of your screen will extend the battery run time. For help, consult your teacher or technology staff.

7. Never attempt repair or reconfiguration of the iPad/computer. Under no circumstances are you to attempt to open or tamper with the internal components of the iPad/computer. Nor should you remove any screws; doing so will render the warranty void and may result in disciplinary action and charges to the student.

8. Take care when inserting and pulling out cords to avoid damage to the iPad/computer ports.

9. Do not expose your iPad/computer to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the iPad/computer.

10. Do not write, draw, or paint on your iPad/computer. Remember the iPads/computers and cords are the property of Mountain Island Day School (as well as any issued accessories and software.)

Cleaning Your iPad/computer

Students are encouraged to perform simple cleaning procedures as outlined below: (Routine maintenance on iPads/computers may be done by the school technology support team)

1. Always disconnect the iPad/computer from the power outlet before cleaning.
2. Never use liquids on the iPad/computer screen or keyboard.
3. Clean the screen with a soft, lightly dampened, lint free cloth or use anti-static screen cleaners or wipes.
4. Wash hands frequently when using the iPad/computer to avoid buildup on the touch pad.

Login Procedures

Please use the username and password provided by MID at all times to access your iPad/computer. Do not change the username and password provided by MID.

Acceptable Use and Internet Safety Policy (in accordance with Children's Internet Protection Act)

The following rules are in effect for all Mountain Island Day School's computers and iPads unless otherwise directed by a teacher or administrator:

1. It is the responsibility of each student that student-loaded files and apps do not consume excessive hard drive space needed for instructional or educational requirements.
2. Teachers may authorize students to use Internet communication that includes filtered e-mail, discussion boards and chat rooms, for instructional purposes only.

3. 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. These files do take up significant storage space and may slow the iPad/computer processing speed. If this occurs, an iPad/computer may be restored – resulting in complete loss of files saved on the computer. Or, files may be deleted by staff on site without the opportunity of back up.

4. File sharing must be approved and directed by the teacher.

5. Headphones may not be used during the instructional day, without the express consent of the teacher.

6. Upon request by an administrator or teacher, students should make messages or files, either sent or received, available for inspection.

Security

Security on any digital device is a high priority. Remote monitoring of students' MID-issued iPads/computers to determine appropriate use during the instructional day will occur at the discretion of MID administration. Students are required to report any security problem to a teacher or administrator.

To maintain a safe and secure technology environment, the following actions are prohibited:

1. Attempting to log on to the MID network using another's identity.

2. Bypassing or attempting to bypass MID filtering, security and/or monitoring software.

3. Attempting to conceal the identity of one's iPad or user information laptop computer, wireless personal digital assistant (PDA), iPod, iPad, tablet computer, smart phone or any other network (wireless or directly plugged) device to any part of the MID network (local area network "LAN", wide area network "WAN", or metropolitan area network "MAN".)

5. Creating or using unauthorized networks, including, but not limited to, voice, data, IP, peer-to-peer or proxy networks.

6. Using MID equipment for any illegal activity. Downloading, uploading, importing or viewing files or websites that promote the use of illegal drugs, alcohol, pornography, or illegal and/or violent behavior.

7. Tampering with computer or iPad hardware or software, unauthorized entry into computers or iPads, and vandalism or destruction of any computer, iPad or files.

8. Never leave your iPad/computer unattended or unsecured. iPads/computers should be secured in a designated area or a secured locker. Unsupervised iPads/computers will be confiscated by staff and disciplinary actions may be taken.

9. Each iPad/computer has several identifying labels (i.e., MID, asset number, and serial number). Under no circumstances are you to modify or destroy these labels.

Privacy/Copyright

The illegal use, distribution or unauthorized transfer of copyrighted material on MID computers is prohibited.

Expectation of Privacy for Student iPads/computers

1. The iPads/computers are considered property of MID and are not subject to the same privacy expectations as private property. However, there is a limited expectation of privacy afforded to the student iPads/computers when taken off the MID campus.

2. While connected to the MID network (on the preschool/dayschool campus), MID has the right to monitor the iPads/computers in the following ways:

a. Staff may remotely view and control student iPads while in class. This is required for effective classroom management.

b. Teachers and administrators may search the computer for inappropriate material if they have reasonable suspicion of its existence or for any reason.

c. Technology staff will have the ability to remotely control student iPads to troubleshoot technical issues.

d. Technology staff will have the ability to monitor all network traffic to troubleshoot network issues.

e. All Internet traffic will pass through the content filter. This filter will log all attempts to access inappropriate material. Repeated attempts will result in disciplinary action.

f. Restrictions on the iPad will block the student from certain functions such as accessing administrative software or installing certain programs. Any attempt to circumvent these restrictions, on or off campus, will be seen as a violation of this contract and appropriate disciplinary action will be taken.

3. While not connected to the MID network, the following will apply:

a. All Internet traffic will pass through a local copy of the MID content filter. This filter will log all attempts to access inappropriate material. Repeated attempts may result in disciplinary action.

b. The iPad will receive antivirus and security updates from school servers.

c. Restrictions on the iPad will block the student from certain functions such as accessing administrative software or installing certain programs. Any attempt to circumvent these restrictions, on or off campus, will be seen as a violation of this contract and appropriate disciplinary action may be taken.

Alteration of Pre-set Software Image

Altering/modifying the original MID pre-set software image is prohibited. Examples include, but are not limited to, the following:

1. Loading/installing any software applications

2. Changing the iPad name

3. Changing or removing operating system extensions

4. Altering security, filtering, and/or monitoring software

5. Altering the pre-loaded operating system or applications

6. Taking apart the iPad/computer for access to internal parts

7. Attempting to or changing the configuration of the software or hardware that controls access to the network and Internet; or any other electronic media which includes the use of proxies.

IPad or computer Damage/Theft/Loss

1. Lost iPads/computers must be reported to a school administrator immediately. The student or parent/guardian is required to immediately file a police report. After filing the police report, the student or parent/guardian shall submit a copy of the police report to the school.

2. MID will coordinate with the police department to alert pawn shops and area law enforcement agencies of lost or stolen iPads/computers.

3. The student and/or parent/guardian are liable for replacement(s) costs resulting from intentional damage and/or neglect as outlined in this document. The purchase price of the electronic device is variable, but families will not be assessed more than \$500 in the event of catastrophic damage/loss/theft. (Replacements must be made through MID, families may not replace iPads/computers or components privately, through non-MID vendors)

4. In addition, students and their families will be assessed for the costs of repair if damage is realized to their MID iPad/computer.

5. If unapproved changes or software installs are made to the iPad/computer, the device will be re-imaged to its original configuration. Additional components, including internal hardware, will be assessed as needed.

7. If an iPad or computer is damaged, loaner iPad/computer will be issued, when available, for up to a maximum of a week. We will make every effort to repair damaged iPads as soon as deductible/damage payment has been made.

Technical Support

All technical issues should be reported via e-mail to technology@midschool.org. This tool will help MID IT to prioritize and address issues. Issues sent through the above e-mail will be expedited through the technology support process. Failure to report damage may result in disciplinary action. Please note, MID cannot trouble-shoot individual technology problems; involving but not limited to: printer issues, (MID will not provide printer access to students), home internet access, etc.

***Failure to honor all of the regulations listed above may result in the denial of Internet and other electronic media accessibility, disciplinary action and recall of the student's iPad. (The impact of this consequence on the student's curriculum is unknown and will be modified only as much as possible and feasible by the school.)

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. (See Article 60 of the North Carolina General Statutes for more information:

http://www.ncga.state.nc.us/enactedlegislation/statutes/html/byarticle/chapter_14/article_60.htm)

TECHNOLOGY- RESPONSIBLE USE

The Mountain Island Day School (MID) Board and Administration provides its students and staff access to a variety of technological resources, including surface tablets, computers and iPads. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Through MID'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/administration 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 MID

technological resources. This policy applies regardless of whether such use occurs on or off MID property, and it applies to all MID 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.

EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

MID technological resources may only be used by students, staff and others expressly authorized by MID. The use of MID technological resources, including access to the Internet, is a privilege, not a right. Individual users of MID's technological resources are responsible for their behavior and communications when using those resources.

Responsible use of MID 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, Employee Handbook, and the Parent/Student Handbook and other regulations and school rules, apply to use of the Internet and other school technological resources.

In addition, anyone who uses MID computers or electronic devices or who accesses the school network or the Internet using MID resources or their own personal devices must comply with the additional rules for use of school technological resources. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive. Furthermore, all students must adhere to the MID Technology Use Guidelines as set forth in this ***Technology Handbook*** and the ***Conduct*** policies found in section 6 of the ***Student Handbook***.

Before using MID technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law. (This also applies to students bringing their own devices, in which case they must fill out the "Bring Your Own Device Permission Form")

RULES FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

MID 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 MID technological resources for political purposes or for commercial gain or profit is prohibited.
- Student personal use of MID technological resources for amusement or entertainment is also prohibited. Because some incidental and occasional personal use by employees is inevitable, the board/administration permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with MID business and is not otherwise prohibited by board/administrative policy or procedure.
- MID technological resources are installed and maintained by MID. Students and employees shall not attempt to perform any installation or maintenance without permission.
- Under no circumstance may software purchased by MID be copied for personal use.
- 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 Student Code of Conduct.
- 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 school policy regarding discrimination, harassment and bullying when using MID technology.
- The use of anonymous proxies to circumvent content filtering is prohibited.
- Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
- Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
- 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 or employees.

Confidentiality of Personal Identifying Information

In addition, school employees must not disclose on MID websites, social media pages, web pages or elsewhere on the Internet any personally identifiable, private or confidential information concerning students (including names or addresses) 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). Users also may not forward or post personal communications without the author's prior consent.

- Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks or data of any user connected to MID 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.
- Users may not create or introduce games, network communications programs or any foreign program or software onto any MID computer, electronic device or network without the express permission of the administrative staff, technology staff or designee.
- 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.
- 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.
- Users may not read, alter, change, block, execute or delete files or communications belonging to another user without the owner's express prior permission.

- Employees shall not use passwords or user IDs for any data system (e.g., Power School, CECAS, time-keeping software, etc.), for an unauthorized or improper purpose.
- 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.
- Teachers shall make reasonable efforts to supervise students' use of the Internet during instructional time, to ensure that such use is appropriate for the student's age and the circumstances and purpose of the use.
- Views may be expressed on the Internet or other technological resources as representing the view of MID or part of MID only with prior approval by an administrator or the designee.
- Users may not connect any personal technologies such as iPads and workstations, wireless access points and routers, etc. to a school owned and maintained local, wide or metro area network without permission. Connection of personal devices such as iPods, smartphones, PDAs and printers is permitted only by specific authorization from administration and is not supported by MID technical staff. The school 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). However, all school policies on such content from the Parent/Student Handbook apply.
- Users must back up data and other important files regularly using iCloud, Dropbox or Google Drive.
- Those who use school owned and maintained technologies to access the Internet at home are responsible for both the cost and configuration of such use.
- Students who are issued school owned and maintained iPads or other devices must also follow these guidelines:
 - a. Keep the iPad secure and damage free.
 - b. Use an additional protective sleeve case and screen protector at all times.
 - c. Do not loan out the iPad, charger or cords.
 - d. Do not leave the iPad in a vehicle.
 - e. Do not leave the iPad unattended.
 - f. Do not eat or drink while using the iPad or have food or drinks in close proximity to the iPad.
 - g. Do not allow pets near the iPad.
 - h. Do not place the iPad on the floor or on a sitting area such as a chair or couch.
 - i. Do not leave the iPad near table or desk edges.
 - j. Do not stack objects on top of the iPad.
 - k. Do not leave the iPad outside.
 - l. Do not use the iPad near water such as a pool.
 - m. Do not check the iPad as luggage at the airport.
 - n. Back up data and other important files regularly. MID will at times perform maintenance on the iPads by imaging. All files not backed up to server storage space or other storage devices will be deleted during this process.

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 diverse and rapidly changing sources, including some that may be harmful to students. MID recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless MID personnel shall take reasonable precautions to prevent students from accessing material 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 school 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).

PARENTAL CONSENT

The school 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 monitoring of the student's e-mail communication by school personnel. In addition, in accordance with the school'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. Parental permission will be obtained when necessary to create and manage such third party accounts.

PRIVACY

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

Under certain circumstances, the school may be required to disclose such electronic information to law enforcement or other third parties, for example, as a response to a document production request in a lawsuit against the school, as a response to a public records request or as evidence of illegal activity in a criminal investigation.

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 MID'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 or having a history of problems with other systems may be denied access.

Users of MID technology resources are expected to respect MID property and be responsible in using the equipment. Users are to follow all instructions regarding maintenance or care of the equipment. Users will be held responsible for any loss or damage caused by intentional or negligent acts in caring for computers while under their control. MID is responsible for any routine maintenance or standard repairs to school system computers.

PERSONAL WEBSITES

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

1. Students

Though school personnel generally do not monitor students' Internet activity conducted on non-MID 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 school policy.

2. Employees

Employees' personal websites are subject to technology expectations as documented in the MID Employee Handbook and/or Policy Agreement Form.

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 online networking profiles/social media in order to prevent the possibility that students could view materials that are not age-appropriate. An individual volunteer's relationship with MID may be terminated if the volunteer engages in inappropriate online interaction with students.

DISCLAIMER

The school makes no warranties of any kind, whether express or implied, for the service it is providing. The school will not be responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, non-deliveries or service interruptions, whether caused by MID's or the user's negligence, errors or omissions. Use of any information obtained via the Internet is at the user's own risk. MID specifically disclaims any responsibility for the accuracy or quality of information obtained through its Internet services.

Legal References: U.S. Const. amend. I; 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.*; 20 U.S.C. 6777; G.S. 115C-325(e)

Cross References: MID Lower School Student Handbook, MID Upper School Student Handbook,