

LEAKE COUNTY SCHOOL DISTRICT



2025 - 2026

Technology Procedures Handbook

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Acceptable Use and Internet Safety Procedures

With the spread of telecommunications throughout society, including the educational environment, the Leake County School District Board of Trustees recognizes that students and employees will shift the way they access and transmit information, share ideas, and communicate with others. As schools and offices are connected to the global community, the use of new tools and technologies brings new responsibilities as well as opportunities. Network resources are intended for educational purposes and to carry out the legitimate business of the school district. The Leake County School District Board of Trustees expects all users of the district's computing and network resources, including electronic mail and telecommunications tools, to utilize these resources appropriately.

It is the policy of the Leake County School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Leake County School District to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with **district policy, procedures, Mississippi HB-1315: AN ACT TO REGULATE PORNOGRAPHIC MEDIA EXPOSURE TO CHILDREN IN K-12; TO REGULATE DIGITAL AND ONLINE RESOURCES PROVIDED BY K-12 VENDORS; AND FOR RELATED PURPOSES | and CIPA: The Children's Internet Protection Act enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program – a program that makes certain communications services and products more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA and provided updates to those rules in 2011.**

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Information Technology Department. The District will provide age-appropriate training for students who use the District's Internet facilities. The training provided will be designed to promote the District's commitment to:

- ☐ Student safety with regard to: safety on the Internet; appropriate behavior while online, on social networking Websites, and in chat rooms; and cyberbullying awareness and response.
- ☐ Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of materials deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Section I: DEFINITIONS

- ☐ Child Pornography
The term "child pornography" has the meaning given such term in section 2256 of title 18, United States Code.
- ☐ Harmful to Minors
The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- ☐ Minor

The term “minor” means an individual who has not attained the age of 17.

☐ Obscene

The term “obscene” has the meaning given such term in section 1460 of title 18, United States Code.

☐ Sexual Act; Sexual Contact

The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

☐ Directory Information

The term “directory information” is defined by FERPA, (20 USC § 1232g; 34 CFR Part 99), as information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

Section II: Acceptable Use

➤ Acceptable Uses of Network

The Leake County School District is providing access to its computer networks and the Internet only for educational purposes or to carry out the legitimate business of the school district.

➤ Unacceptable Uses of Network

Among the uses that are considered unacceptable and which constitute a violation of District policy are, but are not limited to, the following:

➤ Uses that violate the law or encourage others to violate the law

Examples include: transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the district’s Student Code of Conduct; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.

➤ Uses that cause harm to others or damage to their property

Examples include: engaging in defamation (harming another’s reputation by lies); employing another’s password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; uploading a worm, virus, or other harmful form of programming or vandalism; participating in hacking activities or any form of unauthorized access to other computers, networks, or information systems

➤ Uses that jeopardize the security of user access and of the computer network or other networks on the Internet

Examples include: disclosing or sharing your password with others; impersonating another user

➤ Uses that are commercial or political in nature

Examples include: using the network for personal financial gain or profit; using the network to give others private information about yourself or others, including credit card numbers and social security numbers

- Uses that cause harm to the district's computer, network, or equipment
Examples include: installing software programs, instant messaging programs, altering system settings, or otherwise reconfiguring computers without approval of the appropriate personnel
- Uses that is inconsistent with the purpose of the network and internet.
Examples include: using internet games, chat rooms, and instant messaging not specifically assigned by a teacher or administrator; downloading music or video files or any other files that are not directly related to a school assignment.

C. Netiquette

All users must abide by rules of network etiquette, which include the following:

- ☐ Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
- ☐ Avoid language and uses that may be offensive to other users. Do not use, make, distribute, or redistribute jokes, stories, or other material, which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
- ☐ Do not assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties.
- ☐ Be considerate when sending attachments with e-mail (where permitted). Be sure the file is not too large to be accommodated by the recipient's system and is in a format the recipient can open.

Section III: Internet Safety

- General Warning
All users, and the parents/guardians of minor users, are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his/her use of the computer network and internet and stay away from these sites. If a student finds that other users are visiting offensive or harmful sites, he/she should report such use to the person designated by the school.
- Personal Safety
Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. If you are a minor, do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission. Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
- Hacking and Other Illegal Activities
It is a violation of District policy to use the district's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- Confidentiality of Student Information

Personal identifiable information concerning minor students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian, or for non-minors, without the person's consent. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers.

The schools or district may authorize the release of directory information, as defined by FERPA, for internal administrative purposes, approved educational projects, activities, and publications. As stipulated by FERPA, parents will be offered the opportunity to deny publication of directory information. Parents also will be given the opportunity to deny publication of non-directory information such as student work.

➤ **Active Restriction Measures & Compliance**

The Leake County School District will utilize filtering software and other technologies to attempt to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. | [Mississippi HB-1315 & CIPA-2001/2011](#)

The district will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material that is inappropriate for minors.

Section IV: E-Mail

All network users assigned an e-mail account signify by their acceptance of the account their willingness to adhere to this policy regarding acceptable use. Failure to adhere to these guidelines may result in the loss of the electronic mail account and access to the Internet and may lead to further disciplinary action up to and including termination. Furthermore, any activity that may be in violation of local, state, or federal laws will be reported to the appropriate law enforcement agency.

Section V: Privacy

Network and Internet access is provided as a tool for education. The Leake County School District reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the district, and no user shall have any expectation of privacy regarding such materials.

Section VI: Failure to Follow Policy

The use of the computer network and Internet is a privilege, not a right, and inappropriate use will result in a loss or restriction of network privileges, disciplinary action, and/or referral to legal authorities. The network administrators will close an account when necessary. An administrator or faculty member may request the network administrator to deny, revoke, or suspend specific user access and/or user accounts.

Section VII: Warranties/Indemnification

The Leake County School District's website or individual Leake County School District sites might link, or connect, to another site that might link to a site that contains objectionable material that the school district does not embrace or promote. While the district will attempt to prevent connections that are

objectionable, the links are not under the district's control. Therefore, the district will not be responsible for the contents of a linked site. The links are provided only as a convenience and the district does not endorse or imply endorsement of the linked site.

The Leake County School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under District policy. By signing the Leake County School District's Acceptable Use and Internet Safety Contract, a user is taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s), are agreeing to indemnify and hold the school, the Leake County School District, and all of the administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including, but not limited to, any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the district in the event of the district's initiating an investigation of a user's use of his/her access to its computer network and the Internet, whether that Leake County School District network access is on a district computer or on another computer outside the district's network.

The superintendent or the superintendent's designee has the authority to amend or revise the Acceptable Use and Internet Safety Contract as deemed necessary and appropriate consistent with District policy.

SOURCE: Leake County School District, Carthage, Mississippi

LEGAL REF.: Children's Internet Protection Act; Public Law 106-554; Family Educational Rights and Privacy Act (20 USC § 1232g)



Acceptable Use and Internet Safety Contract

Name _____ Date _____

School/Location _____ Grade _____

Home Address _____ Home Phone _____

I certify that I have read the district's Acceptable Use and Internet Safety Policy. I understand and agree to follow all of the terms and conditions of the policy. I understand any violation of the district policy will result in the temporary or permanent loss of network and/or Internet access and/or my user account; may result in other disciplinary action; and may constitute a criminal offense. I agree to report any misuse of the Internet resources to the appropriate network administrator. In consideration for the privilege of using the district's computers, network, and Internet access, I hereby release and hold harmless the district and its employees, from any and all claims and damages of any nature arising from my use, or inability to use, the district's computers, network, or Internet access.

User Signature _____

Parent or Guardian Agreement (For students under age 18)

As the parent or legal guardian of the above student, I have read, understand, and agree that my child or ward shall comply with the terms of the Leake County School District's Acceptable Use and Internet Safety Policy for the student's access to the Leake County School District's computer network and the Internet. I understand that access is being provided to the student for educational purposes only. Although the district will utilize filtering software or other technologies to prevent students from accessing unacceptable content through the network or Internet, I understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am, therefore, signing this contract and agree to indemnify and hold harmless the school, the Leake County School District, the administrators, and teachers against all claims, damages, losses, and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the district's policy.

I hereby give permission for my child or ward to use the approved account to access the computer network and the Internet.

Parent/Guardian Name _____ Date _____

Address _____ Home Phone _____

Parent or Guardian Signature _____



Chromebooks/Laptop Distribution Guidelines

Terms

Parents and users will comply at all times with the LCSD Student Technology Handbook guidelines. Any failure to comply may terminate user rights of possession effective immediately and the district may repossess the laptop. Any lost, stolen and damaged laptops must be reported to school authorities immediately according to District mandated time limits.

Title

Leake County School District has legal title to the property at all times. The user's right of possession and use is limited to and conditioned upon full and complete compliance with this agreement and the LCSD Student Technology Handbook guidelines.

Loss, Theft or Full Damage

Should a laptop be damaged, lost, or stolen the student or parent/guardian should immediately notify the school administration. At that time the parent/ guardian may be advised to file a police report. If the laptop is lost, stolen, or damaged as a result of irresponsible behavior, the parent may be responsible for the full replacement cost. The parent/guardian will be responsible for full replacement cost of laptop if not reported to LCSD personnel within 2 days of a missing device during the regular school term, and/or on the first day of school following a school holiday.

In the event that a laptop is damaged, lost or stolen the laptop user will be assessed a \$40.00 deductible for the repair or replacement of the laptop for the first occurrence per device. A chart listing replacement cost is included in this document.

In the event of a lost or stolen laptop, and once a police report is filed, the Leake County School District, in conjunction and with police, may deploy software which may aid the police in recovering the laptop. Any attempt to remove this location software will violate Acceptable Use and result is repossession of the laptop and may result in disciplinary action according to the LCSD Student Code of Conduct.

Students who leave Leake County School District during the school year must return the laptop and all other issued accessories at the time they leave the district. The laptop and all accessories should be returned to the school administrator or his/her designee. Any fees for damage or loss will be assessed at that time. Failure to pay fees may result in transcripts being withheld per MS State Code.

Repossession

If the user does not fully comply with all terms of this Agreement and the LCSD Student Technology Handbook, including the timely return of the property, LCSD shall be entitled to declare the use in default and come to the user's place of residence, or other location of the property, to take possession of the property.

Terms of Agreement

The user's right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by LCSD or upon withdrawal from LCSD.

Unlawful Appropriation

Failure to return LCSD property in a timely manner and the continued use of LCSD property for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property.

Handling and Care of the Laptop

- ☐ Keep the laptop in the district-issued or approved sleeve and case.
- ☐ Keep laptops and sleeve free of any writing, drawing, stickers, or labels that are not applied by LCSD.
- ☐ Use the laptop on a flat, stable surface.
- ☐ Do not set books on the laptop.
- ☐ Do not jam laptop into an already full backpack or place heavy books or objects on the laptop, either inside or outside the sleeve.
- ☐ Do not have food or drinks around the laptop.
- ☐ Wipe laptop surfaces with a clean, dry soft cloth.
- ☐ Avoid touching the screen with pens or pencils.
- ☐ Do not leave the laptop exposed to direct sunlight or near any heat or moisture sources for extended periods of time.

Power Management

- ☐ Students must bring laptops to school fully charged each day.
- ☐ Students' ability and permission to charge laptops during the school day is at the discretion of each school's administration.
- ☐ All class work missed because of uncharged batteries must be made up on students' own time.
- ☐ Laptops must remain on (awake or sleep mode) at school at all times, with no exceptions.

Transporting Laptops

- ☐ Laptops shall always be carried in the District provided sleeve or approved carrying case.
- ☐ Do not leave the laptop in a vehicle for extended periods of time or overnight.
- ☐ Do not leave the laptop in visible sight when left in a vehicle.

Monitoring and Supervision

- ☐ Do not leave the laptop unattended in an unlocked classroom or during an extracurricular activity.
- ☐ Do not lend the laptop to a classmate, friend, or family member.
- ☐ Do not attempt to remove any District software, District security measures, or attempt to remove the LCSD profile. Any attempt to disable laptop security measures may result in disciplinary action per the LCSD Code of Conduct and/or repossession of the device.
- ☐ Students are responsible for the safety and security of the laptop and any activity on the device.



SANITIZING YOUR TECHNOLOGY DEVICE

1. Turn off the device you want to disinfect and then **unplug the power cord running from the device to the electrical outlet or power strip.**
2. Close the device and remove the battery from the system. Open the device after disconnecting the battery.
3. **Sanitize the keyboard by using a disinfectant wipe or a soft, linen-free cloth dipped in isopropyl alcohol (70% or less).** Rub the cloth or wipe on the top and sides of each key and then clean the surface and bottom of the keyboard thoroughly. Use a new disinfectant wipe or cloth to clean the exterior of the system and any other system peripherals.
4. **Dampen a microfiber cloth with plain water.** Gently wipe the device screen to remove dirt and fingerprints. Avoid placing pressure on the screen; too much pressure can damage its pixels.

Filtering

The Leake County School District filters the Internet on all District owned, take home devices both at school and off campus. Access to web sites, web resources, content, and online tools is restricted as required to comply with Children's Internet Protection Act (CIPA) guidelines and the LCSD Acceptable Use Policy. Web browsing may be monitored, and user web activity records may be retained indefinitely.

All users are expected to respect the web filter as a safety precaution and shall not attempt to circumvent the web filter when using the Internet. The access to web sites and materials and the determination of whether material is appropriate or inappropriate is based solely on the content of the material and its intended use. If a user believes a site has been erroneously blocked, the user should follow the procedures outlined on the web filter block page in order to have the web site reviewed. Asking for a site to be unblocked does not guarantee the site will be unblocked.

Any intentional action to circumvent the District safety and security tools may result in disciplinary action as outlined in the LCSD Student Code of Conduct.

Although LCSD employs filtering technology and employs other safety and security tools to protect users, the District makes no guarantee as to their effectiveness, nor is the District responsible for any damage or harm to persons, files, data, or hardware.



Estimated Laptop Fee Structure

- ☐ Fees are by device and cover electrical surges, accidental drops or falls, accidental liquid spills, and accidental part damage.
- ☐ Deductibles are by incident number (i.e. 1st damage, 2nd damage) AND by incident type (i.e. cracked glass, broken LCD, bent frame, etc.).
- ☐ If the laptop is lost, stolen, or damaged beyond repair as a result of irresponsible behavior, the student may be responsible for the replacement cost.
- ☐ If the laptop is stolen, **a police report will be required for all stolen devices regardless of whether it was stolen from your car, your home, your work, or your school. LCSD Campus Enforcement will write reports for any devices stolen from a school location.**
- ☐ LCSD may disable the laptop remotely to protect the device and/or data on the device.
- ☐ Any damage must be reported to school authorities immediately. All parts of the power adapters, case, cables, and sleeve must be returned or replaced in full.
- ☐ First damage occurrence: \$40.00 plus the cost of repair, and a replacement laptop may be issued upon payment of the deductible.
- ☐ Second damage occurrence: \$40.00 plus the cost of repair, for the laptop or fair market value and possible loss of laptop take home privileges.
- ☐ Third damage occurrence: Cost to repair the laptop or fair market value and loss of take home laptop privileges.
- ☐ **Monies paid for repairs are final and non-refundable. Chromebooks will not be issued to students owing fines for the previous year.**

Table of Estimated Repair Pricing for Deductibles

The costs below are **only estimates** and will change according to the level of damage and the specific device.

Description	Estimated Cost for Repair or Replacement
Broken Screen	\$80
Broken Keyboard	\$80
Power Adapter + Cord	\$35
District Issued Hard Shell Case	\$20
District Issued Laptop Sleeve	\$20
Liquid Damage to Laptop	\$150
Other Damages	Based on repair estimate from Vendor



Student Laptop User Agreement

As a borrower of a LCSD laptop:

- ☐ I will follow the guidelines outlined in the LCSD Student Technology Handbook.
- ☐ I will follow the guidelines listed below for proper care of the laptop.
- ☐ I will report to school authorities any problems/issues I encounter while using the laptop.
 - I understand that resetting the laptop to factory settings may occur as a result of any repairs or modifications on the laptop, and this reset may result in the loss of any data stored locally on my laptop.
 - I understand that it is my responsibility to turn in my laptop for periodic updates throughout the school year if/when requested.
- ☐ I understand that the primary use of the laptop is as an instructional tool.

Guidelines for Proper Care of the Laptop

- ☐ The laptop will not be loaned to anyone.
 - I will not remove any LCSD labels, stickers, screen protectors, or cases already placed on the laptop by the District.
- ☐ I will not write on or place any labels or stickers on the laptop.
- ☐ Proper care is to be given to the laptop at all times, including but not limited to the following:
 - Keep food and drink away from the laptop.
 - Do not expose the laptop to extreme heat or cold.
 - Do not attempt to repair a damaged or malfunctioning laptop.
 - Do not upgrade the laptop operating system unless directed by District staff.
 - Use the correct laptop power cord to charge the laptop.
 - Proper security is to be provided for the laptop at all times, including, but not limited to, the following:
 - Do not leave the laptop unattended in an unlocked classroom or extra-curricular activity.
 - Do not leave the laptop in an unlocked vehicle.
 - Do not leave the laptop in plain view in a vehicle.

Laptop Management

- ☐ District purchased software will be installed on student laptops.
 - To protect the students and the district from loss of a laptop, the G-Suite security software service and/or any other security software installed by the District must remain on at all times.
 - Students should utilize cloud storage and flash drive backups to ensure the security of their personal files. LCSD shall not back up nor store students' personal files. Laptops may be re-imaged to correct software and/or hardware issues and all local files may be lost during this process.



Student Laptop Acceptance Form

I understand that the laptop, equipment, and/or accessories that LCSD has provided to me are the property of Leake County School District. I agree to the terms outlined in the LCSD Laptop User Agreement and the District Technology Handbook. I understand that the laptop and all items checked out to me on this form shall be returned to the District at the end of each school year, or upon withdrawal from the school.

I understand that I will report any damage, loss, or theft of the laptop to LCSD personnel immediately. In addition, I understand that I may be held responsible for reimbursement for loss, damage, or repair of the laptop issued to me, which may have occurred at school or at home, or while the mobile device was being transported, in accordance with the policies and procedures outlined in the LCSD Technology Handbook. I may be held responsible for full reimbursement for a lost/stolen laptop that is not reported within the timeframe outlined in the Leake County School District Technology Handbook.

I understand that a violation of the terms and conditions set out in the LCSD Technology Handbook may result in the restriction and/or termination of my use of a LCSD laptop, any other computer technology equipment, and/or accessories.

I have been given the fee structure and I understand that I will be held legally liable for those fees.

Item Checklist and Condition *(new or used)*

_____ Laptop

_____ Hard Shell Case

_____ Sleeve

_____ Power Supply (extension and brick)

_____ Other *(please explain)* _____

Student Name:

School:

Student Username:

Student Password:

Print the Device Bar Code: _____

By signing below, I acknowledge receipt of my device, the LCSD Laptop Estimated Fee Schedule, and I understand the terms and conditions outlined in the above Student LCSD Laptop Acceptance Form.

Print Parent/Guardian Name: _____

Parent Signature : _____

Student Signature: _____ Date: _____



Leake County School District

Assignment of Student Equipment (Hand Receipt)

Print School Name: _____

From (Print Student Name): _____

Date: _____

This to verify that I have the equipment listed below and I am using it to conduct official school district business.

Description of Equipment	Model Number	Serial Number	Barcode Number

Description of Accessories	Condition (New or Used)
Hard Shell Case	
Sleeve	
Power supply with extension cable and brick	
Other (<i>if necessary, please explain</i>)	

Print Student Name

Student Signature

Print Parent/Guardian Name

Parent/Guardian Signature

Parent/Guardian Phone Number



LEAKE COUNTY SCHOOL DISTRICT

TECHNOLOGY RESOURCE AGREEMENTS FOR EMPLOYEES

The technology device you will be accessing is the property of the *Leake County School District* and is intended for educational purposes. Users agree to the terms and conditions of the Technology Acceptable Use Policy. Users agree to avoid any violation of state or federal laws. Users are alerted that they are entitled to no expectation of privacy in their use of this computer and access of the internet. Users' device usage and internet access may be monitored at any time for unacceptable and illegal use.

I understand that the data maintained by the SAM Spectra student database is sensitive and confidential. I acknowledge that the access to and release of student information is governed by the Family Educational Rights and Privacy Act of 1974 and Section 37-15-1, et seq. of the Mississippi Code of 1972 Annotated, as amended. I further acknowledge that this data may only be accessed and used for legitimate educational interests and is sensitive, confidential, and not subject to disclosure. I acknowledge that I fully understand that the release by me of this information to any unauthorized person could subject me to disciplinary action including termination and/or criminal and civil penalties imposed by law.

I understand that, as an internet user, I accept responsibility to abide by this District's Board approved policy on internet and network access and by procedures as stated below in this Agreement. I understand that the use of the internet and access to it is a privilege and not a right. I agree to act in accordance with the following rules.

I understand that any or all of the following sanctions could be imposed if I violate any of the policies and procedures regarding the use of Leake County School District technology resources, including the internet, as outlined in the Leake County School District's Technology Acceptable Use Policy; the e-mail system as outlined in the Leake County School E-Mail Archiving And Retention Policy; the use of personal mobile phones as outlined in the Leake County School District Mobile Phone Usage Policy and the District's Internet Safety Policy.

1. Use of the internet and email system is a privilege, not a right. Unacceptable and/or illegal use may result in denial, revocation, suspension and/or cancellation of the user's privileges, as well as disciplinary action, including, but not limited to, non-renewal or termination, if applicable, imposed by District or School Administrators.
2. Additional disciplinary action may be determined at the individual school in line with existing practice regarding inappropriate language or behavior.
3. Disciplinary action, including but not limited to, not being eligible for employment in the Leake County School District and/or not allowed access to any Leake County School District site.
4. Legal action, when applicable, may be pursued. The Leake County School District will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through the user's device, internet or email account.

I understand, accept the responsibility, and agree to abide by the terms and conditions as stated in the Technology Acceptable Use Policy. I understand that some internet and email violations are unethical and may constitute a criminal offense resulting in legal action. I further understand that the Leake County School District is not responsible for the actions of individual users or the information they may access. I agree to take full responsibility for usage of technology resources and understand that I can be held accountable for not following district policy.

This Acceptable Use Policy is a legal and binding document. Your signature constitutes agreement to comply with the above stated district policy and supporting Administrative Regulations.

EMPLOYEE NAME _____

LOCATION _____ DATE _____

EMPLOYEE SIGNATURE _____



EMPLOYEE DEVICE USER AGREEMENT

As a borrower of a LCSD laptop:

- ☐ I will follow the guidelines outlined in the LCSD Technology Procedures Handbook.
- ☐ I will follow the guidelines listed below for proper care of the laptop.
- ☐ I will report to school authorities any problems/issues I encounter while using the laptop.
 - I understand that resetting the laptop to factory settings may occur as a result of any repairs or modifications on the laptop, and this reset may result in the loss of any data stored locally on my laptop.
 - I understand that it is my responsibility to turn in my laptop for periodic updates throughout the school year if/when requested.
- ☐ I understand that the primary use of the laptop is as an instructional tool.

Guidelines for Proper Care of the Laptop

- ☐ The laptop will not be loaned to anyone.
 - I will not remove any LCSD labels, stickers, screen protectors, or cases already placed on the laptop by the District.
- ☐ I will not write on or place any labels or stickers on the laptop.
- ☐ Proper care is to be given to the laptop at all times, including but not limited to the following:
 - Keep food and drink away from the laptop.
 - Do not expose the laptop to extreme heat or cold.
 - Do not attempt to repair a damaged or malfunctioning laptop.
 - Do not upgrade the laptop operating system unless directed by District staff.
 - Use the correct laptop power cord to charge the laptop.
 - Proper security is to be provided for the laptop at all times, including, but not limited to, the following:
 - Do not leave the laptop unattended in an unlocked classroom or extra-curricular activity.
 - Do not leave the laptop in an unlocked vehicle.
 - Do not leave the laptop in plain view in a vehicle.

Laptop Management

- ☐ District purchased software will be installed on employee laptops.
 - To protect the employee and the district from loss of a laptop, the G-Suite security software service and/or any other security software installed by the District must remain on at all times.
 - Employees should utilize cloud storage and flash drive backups to ensure the security of their personal files. LCSD shall not back up nor store employees' personal files. Laptops may be re-imaged to correct software and/or hardware issues and all local files may be lost during this process.



EMPLOYEE DEVICE ACCEPTANCE FORM

I understand that the laptop, equipment, and/or accessories that LCSD has provided to me are the property of Leake County School District. I agree to the terms outlined in the LCSD Laptop User Agreement and the District Technology Handbook. I understand that the laptop and all items checked out to me on this form shall be returned to the District at the end of each school year, or upon any separation from the District.

I understand that I will report any damage, loss, or theft of the laptop to LCSD personnel immediately. In addition, I understand that I may be held responsible for reimbursement for loss, damage, or repair of the laptop issued to me, which may have occurred at school or at home, or while the mobile device was being transported, in accordance with the policies and procedures outlined in the LCSD policy. I may be held responsible for full reimbursement for a lost/stolen laptop that is not reported within the timeframe outlined in the Leake County School District Technology Procedures Handbook.

I understand that a violation of the terms and conditions set out in the LCSD Technology Procedures Handbook may result in the restriction and/or termination of my use of a LCSD laptop, any other computer technology equipment, and/or accessories.

I have been given the fee structure and I understand that I will be held legally liable for those fees.

Item Checklist and Condition *(new or used)*

_____ Laptop

_____ Case

_____ Sleeve

_____ Power Supply (extension and brick)

_____ Other *(please explain)* _____

Employee Name: _____

Location: _____

Print the Device Bar Code: _____

By signing below, I acknowledge receipt of my device, the LCSD Laptop Estimated Fee Schedule, and I understand the terms and conditions outlined in the above Employee LCSD Device Acceptance Form.

Print Employee Name: _____

Employee Signature: _____ Date: _____



LEAKE COUNTY SCHOOL DISTRICT

Assignment of Employee Equipment

(Hand Receipt)

Print District Location: _____

From (Print Employee Name): _____ Date: _____

This to verify that I have the equipment listed below and I am using it to conduct official school district business.

Description of Equipment	Model Number	Serial Number	Barcode Number

Description of Accessories	Condition (New or Used)
Case	
Sleeve	
Power supply with extension cable and brick	
Other (<i>if necessary, please explain</i>)	

Print Employee Name

Employee Signature



LEAKE COUNTY SCHOOL DISTRICT | G Suite for Education Student Email Accounts

To Parents and Guardians:

At the Leake County School District, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At the Leake County School District, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the Google Workspace for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. Parents will have access to their student's email account by allowing the parent to have the student's email account password. If you don't provide your consent, we will not create a Google Workspace for Education account for your child. If the District does not have your consent to use Google services, it could potentially impact your student's educational experience. For example, students who cannot use Google services may need to use other software to complete assignments or collaborate with peers. Students must also have a signed Technology Acceptable Use and Internet Safety Contract on file with the district which addresses proper use of email by students and staff

I give permission for the Leake County School District to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

Thank you,
Will Russell, Superintendent of Education

Full name of student

Printed name of parent/guardian

Signature of parent/guardian

Date

Google Workspace for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following “Core Services” offered by Google (described at https://workspace.google.com/terms/user_features.html):

- Gmail
- Currents
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Google Hangouts, Google Chat, Google Meet, Google Talk
- Jamboard
- Keep
- Sites
- Vault

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at https://workspace.google.com/terms/education_privacy.html You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, the Leake County School District may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

Does Google use student personal information for users in K-12 schools to target advertising?

No. For Google Workspace for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with a Google Workspace for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using a Google Workspace for Education account.

Can my child share information with others using the Google Workspace for Education account?

As applicable for the Leake County School District, we may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- **With parental or guardian consent.** Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through Google Workspace for Education schools.
- **With the Leake County School District.** Google Workspace for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- **For external processing.** Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the Google Workspace for Education privacy notice and any other appropriate confidentiality and security measures.
- **For legal reasons.** Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
 - meet any applicable law, regulation, legal process or enforceable governmental request.
 - enforce applicable Terms of Service, including investigation of potential violations.
 - detect, prevent, or otherwise address fraud, security or technical issues.
 - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting Cleo Brooks, Office of Technology at cleobrooks@leakesd.org. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact [insert contact information for the school administrator]. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [Google Workspace for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [Google Workspace for Education Privacy Notice](https://workspace.google.com/terms/education_privacy.html) (at https://workspace.google.com/terms/education_privacy.html), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>).

The Core Google Workspace for Education services are provided to us under [Google Workspace for Education Agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at https://www.google.com/apps/intl/en/terms/education_terms.html) [if school/district has accepted the Data Processing Amendment (see <https://support.google.com/a/answer/2888485>), insert: and the [Data Processing Amendment](https://www.google.com/intl/en/work/apps/terms/dpa_terms.html) (at https://www.google.com/intl/en/work/apps/terms/dpa_terms.html)].



USE OF ARTIFICIAL INTELLIGENCE

The Leake County School District acknowledges the potential benefits and challenges posed by the use of Artificial Intelligence (AI) in educational settings. The following guidance outlines procedures and protocols for the responsible and ethical integration of AI technologies within our educational programs and administrative operations. The purpose of this guidance is to ensure that the use of Artificial Intelligence in LCSD is aligned with the district's educational goals, respects student and staff privacy, promotes transparency, and upholds ethical considerations. LCSD will ensure that the use of AI tools in the classroom complies with all applicable data privacy laws and regulations.

The use of AI tools in the classroom is permitted for educational purposes. Teachers are allowed to use AI tools for writing lesson plans, but they must ensure that the content produced is accurate and appropriate for the intended audience. Teachers must also ensure that the use of AI tools does not replace the need for human interaction and feedback. Teachers are responsible for ensuring that the use of AI tools in the classroom are in compliance with this policy. Teachers should also ensure that students are aware of the use of AI tools and how they are being used in the classroom. Teachers should ensure that the use of AI tools in the classroom does not violate academic integrity policies. Teachers are encouraged to incorporate AI-related discussions and activities into their lessons.

Students are expected to use all technology resources responsibly, ethically, and as permitted. Any misuse of technology for academic purposes will be considered a violation of school board guidelines. Obtaining improper assistance or generating content submitted for grading using artificial intelligence tools including, but not limited to, language model-based Chatbot is strictly prohibited. Any attempt to obtain improper assistance or generate content to be submitted for grading using artificial intelligence tools will be considered a violation of school board guidelines. Students in violation of this protocol will be subject to discipline up to and including suspension or expulsion.

The primary goal of implementing AI technologies is to enhance and support the learning experience of students, facilitate personalized learning pathways, and provide educators with valuable tools for effective instruction. Any use of AI technologies within the district, whether in the classroom or administrative operations, should be transparent and well-communicated to all stakeholders, including students, parents, educators, and staff.

The district is committed to safeguarding the privacy and security of student and staff data. Any AI applications that involve data collection, processing, or storage must adhere to all relevant laws and regulations, such as the Family Educational Rights and Privacy Act (FERPA). Personal Identifiable Information (PII) must be handled securely and only shared with authorized personnel.

Educators and staff shall receive appropriate training and professional development to effectively use AI tools and understand their potential impact on teaching and learning. AI technologies may be integrated into the curriculum to enhance teaching and learning experiences. Educators are encouraged to explore AI-driven educational resources and tools that align with learning objectives. The school district will monitor the use of AI tools in the classroom to ensure compliance with this guidance.