



Student/Parent Device Policy

Revised December 6, 2024

Terms

You will comply at all times with the Lee County School District's Student/Parent Device Policy. Any failure to comply could potentially end your right of possession of the device effective immediately.

Title

Legal title to the property is with the district and shall at all times remain in the district. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this policy. The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate care and use, both on and off campus.

Liability

The permission granted to the student ceases on the last calendar day for the current school year (unless terminated earlier by LCS). Failure to return the said device on or before this date to the campus principal or his/her designee may result in criminal charges being sought against the student and/or the person who has the device. Lee County Schools reserves the right at any time to demand return of the device forthwith.

In case of theft, vandalism, and other criminal acts, by someone other than the student the device is issued to, the student must report this incident to the principal or designated school administrator within 24 hours of discovery. Incidents happening off campus must be reported to the police by the parent and a copy of the report be brought to the school.

Insurance

All repairs must be completed by the Lee County School Technology Department or the insurance provider.

In the event that a device is lost, a police report may be required to be made with Lee County Sheriff's Department. A replacement device may not be provided until the police report is submitted to the school system. Students and families will not be charged any fee for use of devices purchased with federal funding.

Use of Computers and Devices on the Network

Lee County Schools recognizes the importance of a student being able to utilize technology in their education. To assist in this effort the district is providing the following:

Cloud Storage

Student logins will provide access to Google cloud storage, which can be accessed from anywhere on any device. Students can save important items on this cloud drive, which is governed by Google Workspace for Education privacy

agreement between Google and the Lee County Board of Education. Please see page 8 for Google Workspace for Education for account information.

Devices

The district will provide a device for students to use while enrolled in Lee County Schools. No devices from home will be given full access to the network. Effort will be made to keep a number of spare Chromebook devices on campus in order to ensure access to a device in the event the original device assigned to the student requires servicing for any reason.

Internet Resources

Online assignments may be posted through the Lee County Online Learning Management System.

Content Filtering

All Lee County Schools devices have content filtering rules assigned to every student that will limit user's access to obscene and inappropriate online content on campus. While these filters are designed to block most inappropriate sites, Lee County Schools cannot guarantee 100% effectiveness as hundreds of thousands of new websites are created daily.

General Device Rules

Backgrounds

- Inappropriate media may not be used as a background.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.

Stickers/Marking UP

Students are not allowed to mark up or write on their devices in any way. Students are not allowed to place stickers on their devices unless they use specific approved stickers made available by the school. If the school does provide stickers, they are to only be placed on the case, not directly on the device itself.

Sound

- Sound will be muted while in the classroom unless permission is obtained from the teacher for instructional purposes.
- No headphones should be used except for instructional purposes and as directed by the classroom teacher.

Deleting Files

Any folders or files that were not created or not recognized should not be deleted by students. Deletion or tampering of certain files may result in a device failure and will interfere with your ability to complete class work and may affect your grades.

Music, Games, Programs, Apps, or Extensions

- Music and games may not be downloaded. This may be a violation of

copyright laws.

- All software loaded on the system must be district approved.

No Loaning or Borrowing Devices

- Do not loan your device to others.
- Do not share passwords or usernames.

Unauthorized Access

Access to another person's account or computer without his/her consent or knowledge is considered hacking and is in violation of Section 13A-8-103 [Alabama Computer Crime Act]

Device Protection

Some devices will come with a protective lightweight case that must remain on at all times. Additionally, the device, along with power cord, should be transported to and from school in a protective backpack/bag for safe keeping.

Acceptable Use of Technology Resources

These guidelines are provided so that students and parents are aware of the responsibilities students accept when they use district owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, cloud storage, digitized information, communications technologies and Internet access. In general, this requires efficient, ethical and legal utilization of all technology resources.

Expectations:

- Students are expected to use computers, other technology hardware, software and computer networks including the Internet as defined by this policy.
- All users are expected to follow existing copyright laws. Copyright guidelines are posted and/or available in the media center of each campus as well as posted on the district website.
- Although the district has an Internet safety plan in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

Network Services

Internet/Technology Use

The internet is available for use by Lee County students. Since certain information on the internet is inappropriate for public school use, all teachers and school staff reserve the

right to decide what is appropriate or inappropriate for students using this resource. Students who abuse the use of the internet will be disciplined or may lose the right to use the internet.

It is the intent of the Lee County Board of Education to provide its students, teachers, administrators, and support personnel with the technology, software, supportive resources, and professional development that will help prepare them for our ever-changing technological society now and into the 21st Century.

The Lee County School System is acutely aware that in providing these technology resources for our students and employees, it is incumbent that all users accept responsibility for proper use of these resources. It is the position of the Lee County School System that every individual using these resources will comply with all system policies and procedures as well as local, state, and federal laws and/or guidelines governing the usage of technology and its components.

Furthermore, each individual will also use the system's technology resources in an efficient manner so as to do no harm to individuals, institutions, or companies.

To ensure that all users are aware of guidelines and laws regarding the use of technology resources in Lee County Schools, legal and ethical practices of software and hardware usage will be taught to all students and employees in the system. Additionally, a copy of these guidelines will be distributed to every user and will be prominently displayed in every area where these resources are being used.

Guidelines

1. All abusers will be held accountable for their actions. Exemplary behavior is expected from all users at all times.
2. Users are not to harm the computers or network in any way.
3. Students and employees of Lee County Schools are not to attempt to modify technology resources, utilities and/or configurations, change the restrictions associated with their accounts, or attempt to breach any technology resource security system, either with or without malicious intent.
4. The computer or internet should not be used to view, send, or display obscene, lewd, profane, vulgar, disrespectful, rude, threatening, or inflammatory language, messages, or pictures.
5. The posting of electronic chain letters or other useless information is a violation of system policy.
6. Copyright laws allow the installation of a single copy of any given software program on one computer at a time.
7. Illegal copies of software may not be created or used on school equipment.
8. No one is to share his/her computer password with another person.
9. No one is to use the computer or Internet to reveal personal addresses or

telephone numbers.

10. Accessing any work, folders, or files which are not assigned to the person under his/her computer password is forbidden.
11. Individuals are not authorized to make copies of any software or data without the written consent of the System Technology Director. Any questions about copyright provisions should be directed to the System Technology Director.
12. Users are expected to report any policy violations or problems with the security of any technology resources to the principal or the Lee County Schools Technology Director.

All Lee County Schools technology resources, regardless of purchase date or location are subject to these guidelines. Any questions about these guidelines, their interpretation, or specific circumstances will be directed to the System Technology Director before processing. Violators of this policy will be handled in a manner consistent with comparable situations requiring disciplinary action, including but not limited to: (1) loss of access; (2) additional disciplinary action to be determined in line with existing practice regarding inappropriate language or behavior; an (3) legal action, when applicable.

Internet

The internet provides unlimited resources from a global network of computers which enhances the educational environment. Through internet exploration, students can access information and resources from thousands of libraries, museums, databases, and educational sites. While there is a vast amount of valuable information available through internet access, some sites may contain material which is not consistent with the educational objectives of the school. The intent of the Lee County Schools is to provide free and equal access to resources available via the internet with the understanding that faculty, staff, and students will access and use information that is appropriate for instructional and educational purposes. Internet access is a privilege, not a right. All internet users are expected to act in a considerate and responsible manner. As in all educational materials used in Lee County Schools, this resource used in the classroom will be screened. Therefore, only students who sign the student handbook agree to conduct themselves in a considerate and responsible manner will be allowed independent access, unless explicitly requested in writing by the student's guardian to be restricted from any and all internet access.

All school rules and guidelines for appropriate technology usage will apply to usage of the internet. Because communications on the internet are often public in nature, all users should be careful to maintain appropriate and responsible communications. To maintain system integrity and to ensure that the system is being used responsibly, the System Technology Director and other authorized personnel reserve the right to review files and network communications.

The school has no duty to regulate or review off-campus Internet/cell phone messages, statements, postings, or acts on devices not owned by the Lee County School System, but when those acts threaten violence against another student or employee, disrupt the learning environment or orderly conduct of school, the school can take action. Discipline can range from conferencing with the student(s), to expulsion. Law enforcement may be

contacted if necessary.

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):

- Assignments
- Calendar
- Classroom
- Cloud Search
- Drive and Docs
- Gmail
- Google Chat
- Google Chrome Sync
- Google Meet
- Groups for Business
- Jamboard
- Keep
- Migrate
- Tasks

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following “**Additional Services**”:

- Google Books
- Google Cloud Print
- Google Photos
- Google Scholar

Further, we allow students to access additional third-party services with their Google Workspace for Education accounts. Our school administrator enables access to these third-party services with your student’s Google Workspace for Education account, and authorizes the disclosure of data, as requested by the third-party services.

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, Lee County Schools 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 core services, Google also collects information based on the use of those services. This includes:

- account information, which includes things like name and email address.
- activity while using the core services, which includes things like viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services.
- settings, apps, browsers & devices. Google collects information about your student's settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of your student's apps, browsers, and devices with Google services, including IP address, crash reports, system activity, and the date and time of a request.
- location information. Google collects information about your student's location as determined by various technologies such as IP address and GPS.
- direct communications. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support

The Additional Services we allow students to access with their Google Workspace for Education accounts may also collect the following information, as described in the [Google Privacy Policy](#):

- activity while using additional services, which includes things like terms your student searches for, videos they watch, content and ads they view and interact with, voice and audio information when they use audio features, purchase activity, and activity on third-party sites and apps that use Google services.

- apps, browsers, and devices. Google collects the information about your student's apps, browser, and devices described above in the core services section.
- location information. Google collects info about your student's location as determined by various technologies including: GPS, IP address, sensor data from their device, and information about things near their device, such as Wi-Fi access points, cell towers, and Bluetooth-enabled devices. The types of location data we collect depend in part on your student's device and account settings.

How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. See the [Google Cloud Privacy Notice](#) for more information.

In Google Additional Services, Google may use the information collected from all Additional Services to deliver, maintain, and improve our services; develop new services; provide personalized services; measure performance; communicate with schools or users; and protect Google, Google's users, and the public. See the [Google Privacy Policy](#) for more details.

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

No. There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes.

Some additional services show ads; however, for users in primary and secondary (K12) schools, the ads will not be personalized ads, which means Google does not use information from your student's account or past activity to target ads. However, Google may show ads based on general factors like the student's search queries, the time of day, or the content of a page they're reading.

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

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. For example, if your student shares a photo with a friend who then makes a copy of it, or

shares it again, then that photo may continue to appear in the friend's Google Account, even if your student removes it from their Google Account. When users share information publicly, it may become accessible through search engines, including Google Search.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google except in the following cases:

With our school: Our school administrator (and resellers who manage your or your organization's Workspace account) will have access to your student's information. For example, they may be able to:

- View account information, activity and statistics;
- Change your student's account password;
- Suspend or terminate your student's account access;
- Access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;
- Restrict your student's ability to delete or edit their information or privacy settings.

With your consent: Google will share personal information outside of Google with parental consent.

For external processing: Google will share personal information with Google's affiliates and other trusted third party providers to process it for us as Google instructs them and in compliance with our [Google Privacy Policy](#), the [Google Cloud Privacy Notice](#), and any other appropriate confidentiality and security measures.

For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

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 wish to stop any further collection or use of your child's information, you can request that we use the service controls available to access personal information, limit your child's access to features or services, or delete personal information in the services

or 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 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/>), and the [Google Cloud Privacy Notice](https://cloud.google.com/terms/cloud-privacy-notice) at (<https://cloud.google.com/terms/cloud-privacy-notice>).

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) and the Cloud Data Processing Addendum (as <https://cloud.google.com/terms/data-processing-addendum>).

By agreeing to the Student/Parent Device Policy, you are giving Lee County Schools permission to create/maintain a Google Workspace for Education account for your student as outlined above. If you would like to opt out of the Google Workspace for Education account, your request must be submitted in writing to the Lee County Schools Technology Director.