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Textbooks and Chromebook Policies and Procedures

TEXTBOOKS

In cooperation with Greenville County Schools, Mauldin High School will once again assign books to students based on the electronic bar-coding system. If the student's barcode is missing when the book is returned, the student will be assessed a lost book fine.

Once a book has been issued to a student, the book becomes the sole responsibility of that student. Students are responsible for restitution that must be paid for any "new" damages to a book. If a student chooses to leave a textbook in a classroom, the student will be charged for a lost textbook if the textbook is not returned. Students should not leave textbooks or any other personal belongings in an unsecured location.

If a book is lost during the course of the year, a new book cannot be issued until restitution has been made for the lost book. When books are returned, students should make sure the book is free of paper and/or markings that were not present when the book was issued. Students are encouraged to use book covers to protect their books.

If a student needs to be issued a textbook after the first week of school, they may contact AP Mrs. Fountain. The student will be contacted when the request has been completed. Throughout the year, students may turn in textbooks to the Media Center.

Mauldin High School will not assign an extra set of textbooks for students. If a student has accommodations outlined on an Individualized Education Plan or 504 Plan on file at the school, the committee can meet to determine how to make outlined accommodations regarding textbooks. Questions regarding this policy should be directed towards the guidance department (504) or the student's special education case manager (IEP).

For additional textbook questions, contact Mrs. Rachel Fountain at rfountain@greenville.k12.sc.us.

Assessing Fines

Fines will be based on the damage and location of damage or markings.



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CHROMEBOOKS

Greenville County School recognizes the importance of preparing students for 21st Century careers. The Personalized Learning Initiative, launched in August 2016, focuses on instruction that is:

- Paced to the learning needs of students
- Tailored to the learning preferences of students
- Customized to the interests of students

The Personalized Learning Initiative attempts to engage students in real-world, authentic learning and prepare students for their future in a world of digital technology and information. In order to accomplish these goals, each student will be given a Chromebook as the vehicle to power their learning.

Students who fail to follow Chromebook Guidelines could receive the following consequences listed below:

Consequences for Violations of the Student Chromebook Policy

Level I Offenses	Level II Offenses
Level I offenses are less serious, and consequences begin with a student verbal warning. These offenses may occur either on school grounds or as the student uses the district-owned device at other locations.	Level II offenses are more serious, and consequences begin with administrative disciplinary action. These offenses may occur either on school grounds or as the student uses the district-owned device at other locations.
Examples of Level I Offenses: • Sharing passwords • Defacing computers (e.g., stickers, markers, etc.) • General mishandling of the device during class time • Failure to bring charged device • Clearing web browser history • Creating, accessing, downloading, or distributing non-educational materials (e.g.,	Examples of Level II Offenses: • Downloading, posting, or distributing material that: - o Is harmful or prejudicial to others (e.g., defamatory, libelous, bullying, or harassing) - o Is pornographic, obscene, or sexually explicit, or profane (e.g. photos and music) - o Is illegal (e.g., copyrighted materials) - o Refers to weapons, alcohol, drugs, guns or



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games, music) without permission and/or during class time • Accessing chat rooms, bulletin boards, or blogs without teacher/administration permission • Failure to Follow Teacher Directives • Failure to be Polite and Courteous Digital Citizens • Consecutive Failure to Bring Device to Class • Other items as deemed by school administration	gangs - o Constitutes gambling - o Is otherwise restricted • Intentionally destroying hardware or software • Engaging in theft • Engaging in any illegal activity • Harming or destroying another user's data • Creating or sharing a computer virus • Disrupting the network or the educational process • Other items as deemed by school administrators
Violations of these guidelines may result in one of the following but not limited to these disciplinary actions:	
<u>Teacher actions for Level I offenses:</u> 1st offense - Verbal warning to student 2nd offense - Contact with parent 3rd offense - Teacher-assigned detention 4th offense- Referral to administration *Deviation from this, is allowed at the discretion of each teacher. <u>Level I offenses may also require:</u> • Financial Restitution • Removal of unauthorized files and folders • Restriction of District-Issued Chromebook Use Privileges	<u>Administrative actions for Level II offenses may include but are not limited to the following:</u> • Removal of unauthorized files and folders • Financial Restitution • Administrative Detention • Suspension • Notification of Law Enforcement • Temporary or Permanent Suspension of Chromebook Use Privileges • Recommendation for expulsion Administrative discretion is taken into account when administering consequence for each infraction.
If a violation of the Student Chromebook and Acceptable Use Policy violates other rules of the student handbook, consequences appropriate for violations of those rules may also be imposed. *If a student's District-Issued Chromebook privileges are restricted this means that for the period of the restriction, the student may only use his/her Chromebook while at school and under teacher supervision or not at all. This could result in a negative impact on the student's grade and ability to complete work at school.	



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Failure to bring a fully charged Chromebook device to school each day will be considered a Level One Offense:

- 1st offense** - Verbal warning to student
- 2nd offense** - Contact with parent
- 3rd offense** - Teacher-assigned detention
- 4th offense** - Referral to administration

For a continually updated version of these guidelines, please visit the Mauldin High website or revisit this page.

GCS Student Acceptable Use Policy

Greenville County School District encourages students to use a variety of technologies to enhance their learning. To ensure the privacy and safety of our students, and to protect data and our resources, we ask parents and students to become familiar with the policies and regulations that have been established for technology use in the district. The district's Acceptable Use Policy (Board Policy and Administrative Rule EFE) is available on the district website, <http://www.greenville.k12.sc.us>, in the Board of Trustees section.

Students must:

1. Respect and protect their privacy and the privacy of others by doing the following:
 - a. Use only assigned accounts and keep passwords secret.
 - b. Keep personal information such as: name, address, phone number, etc., offline.
 - c. Have permission to photograph or videotape other individuals and to subsequently post these images or videos to the Internet.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - a. Observe all network security practices.
 - b. Treat digital technologies with care, report any damages, security risks or violations to a teacher or administrator.
3. Respect and protect the copyrighted/intellectual property of others.
 - a. Cite all sources appropriately.
 - b. Follow all copyright laws.
 - c. Use electronic communication devices appropriately to assure academic integrity.



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4. Respect and practice the principles of community.
 - a. Communicate only in ways that are kind, responsible, respectful and lawful.
 - b. Use electronic communication devices for schoolwork only.
 - c. Limit the use of Greenville County School District email for school-related email and projects.
 - d. Report threatening or offensive materials to a teacher or administrator.
5. Respect the property of Greenville County Schools.
 - a. Do not loan the Chromebook to friends or family members
 - b. Do not disassemble the Chromebook or case
 - c. Do not leave the Chromebook in an unsecure location or near water or food