NASH COUNTY PUBLIC SCHOOLS

TECHNOLOGY HANDBOOK

2025-2026 SCHOOL YEAR

NASHCOUNTY
PUBLIC SCHOOLS

Technology Handbook Table of Contents

Revised 7/2025

Strategic Focus and Instructional Focus

- **Strategic Focus:** The 1:1 device program in Nash County Public Schools is designed to support the learning of all students. In our rapidly evolving world, students must develop critical thinking, digital literacy, analytical problem-solving skills, and responsible digital citizenship. By integrating advanced technology into instruction, we aim to empower students to reach their full potential. This program ensures students have continuous access to information and interactive learning opportunities in dynamic environments, available 24/7 throughout the school year.

- **Instructional Focus:** Nash County Public Schools is committed to ensuring every student has the opportunity to succeed through education. By providing devices for all students in grades K-12, we ensure that every student has the tools needed to move forward. Technology enables us to differentiate learning, break down language barriers with tools like text-to-speech, and empower students to engage with their strengths, enhancing their overall educational experience.

Parent/Guardian and Student Responsibilities

Parents/guardians should review the entire handbook with their students, ensure proper care and storage of devices at home, and monitor internet browsing and file storage.

Student responsibilities with devices are to ensure proper care of school-issued devices and chargers at school and home, and to bring fully charged devices to class each day. A fully charged battery should hold its charge for approximately 10 hours of continuous use.

Students are expected to abide by the generally accepted rules of network etiquette, including, but not limited to, the following:
- Be polite. Do not become abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language, pictures, or symbols.
- Illegal activities are strictly forbidden.
- Do not reveal your school name or address, your personal address or phone number, or those of others.
- Remember that electronic mail (e-mail) is not guaranteed to be private. System operators have access to all mail messages. Messages relating to or in support of, illegal activities may be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network by others.

Caring for District Devices

Students are responsible for the general care of their district-issued devices. Devices that are broken or fail to work properly must be taken to the designated staff member (i.e., Teacher or Media Coordinator) to ensure a technology repair ticket is completed promptly.

General Precautions

- No food or drink is allowed next to your device while it is in use.
- Cords and cables must be inserted carefully into the device.
- The device must remain free of any writing, drawing, stickers, or labels that are not the property of the NCPS.
- The device must never be left in an unlocked car or any unsupervised area.
- Students are responsible for keeping their device's battery charged daily.
- The device should not be exposed to extreme temperatures or direct sunlight for extended periods. **Extreme heat or cold may cause damage to the device. (i.e., in a car overnight).**

Screen Care

The device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Device.
- Do not place anything near the Device that could put pressure on the screen.
- Do not place anything in the cover that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the Device against lockers, walls, car doors, floors, etc. as this will eventually break the screen.
- DO NOT use any type of liquid or water on the Device.

Screensavers

- Following NCPS Policy 3225/4312/7329, inappropriate media may not be displayed at school and may not be used as a screensaver.
- Images of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, and gang-related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers are not to be used.

Prohibited Student Device Activities

- Illegal installation or transmission of copyrighted materials.
- Any attempt to "hack" the NCPS network or staff accounts.
- Any action that violates existing Board policy or public law.
- Any action that violates the NCPS Code of Conduct.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the principal or computer technician/media center personnel, will be considered an act of vandalism and subject to disciplinary procedures.

Revised 7/2025

Sound, Music, Games, or Programs

Sound must be muted during school hours unless permission is granted by the teacher for instructional purposes. At the teacher's discretion, headphones may be used for classroom activities. Non-educational internet games are not allowed on the devices during school hours, and no games may be installed at any time. All applications must be district-provided. Data storage space will be available on the device, but it will not be backed up in the event of re-imaging. A $25 re-imaging fee will be charged to clean the device.

Acceptable Use Policy (AUP) Explained

The use of technology resources is a privilege, not a right. This agreement is provided to make both students and educators aware of their responsibilities associated with the efficient, ethical, and lawful use of these resources. Violations of the User Terms and Conditions outlined in this policy may result in the termination of privileges and disciplinary action. The school's Student Code of Conduct will apply to student infractions, and law enforcement agencies may be involved when applicable.

Purpose and Use

The school-issued device is an informational resource tool for students and teachers, offering access to a variety of tools, and greater collaboration on instructional projects, communication, and research. Internet access is coordinated through a complex association of government agencies, and regional, and state networks. The network's successful operation relies on users acting appropriately and following strict guidelines that mandate ethical and legal use. Any violations of these provisions will result in the suspension or termination of Internet access, along with other disciplinary measures.

Monitoring and Compliance

All activity over the network or using district technologies may be monitored and retained. Misuse of school resources can lead to disciplinary actions. The use of a student account must support educational research and be consistent with the instructional objectives of the school system. Non-educational games, videos, and music are not allowed on the school's account.

Prohibited Activities

- Transmission of materials in violation of federal or state regulations, including but not limited to copyrighted materials, threatening or obscene materials, or material protected by trade secret.
- Use for commercial activities, product advertisement, or political lobbying.
- Use of other networks or computing resources must comply with the rules of that network.

This agreement is designed to ensure that technology resources are used responsibly and in a manner that supports educational goals. Compliance with these guidelines will help maintain a productive and safe digital environment for all users.

A copy can be found in Appendix A of this document.

Hardship Application

If you are unable to pay the Technology Usage Fee for your student, please complete the Hardship Application (Appendix B) and return it with the requested documentation. The application deadline is September 30th each year. You can mail or bring the completed application to the school or the Technology office at the Central Office addressed to Tremain McQueen, Executive Director of Technology.

Security

Ensuring security on any computer network is a high priority, especially when it involves many users. To maintain a secure environment, students must adhere to the following guidelines:

1. Reporting Security Issues: If a student identifies a security problem, they must notify an administrator immediately. Under no circumstances should the student demonstrate the problem to other users.

2. Account Integrity: Students must not use another individual's name or account. Attempting to log in to the network as another user or as a system administrator will result in the cancellation of user privileges.

3. Security Risks: Any user identified as a security risk or who has a history of problems with other computer systems may be denied access to the Internet and other network resources.

By following these guidelines, we can ensure a safer and more secure network for all users.

Internet Privileges

The Internet is a valuable tool that provides access to information and encourages the exchange of ideas among students. However, it is important to remember that the use of the Internet is a privilege, not a right. Inappropriate use of the Internet will result in the cancellation of these privileges.

Key points to note:

1. Definition of Inappropriate Use: School and district administrators have the authority to determine what constitutes inappropriate use. Their decision on this matter is final.

2. Revocation of Access: Internet access may be denied to a student at any time if it is deemed necessary due to unacceptable use.

3. Disciplinary Action: Additional disciplinary actions may be taken at the building level if necessary.

By adhering to these guidelines, students can help maintain a positive and productive online environment.

District Responsibilities

It is the responsibility of Nash County Public Schools (NCPS) to implement Internet blocking protocols to prevent access to inappropriate materials and ensure the security of online resources. NCPS retains the right to review, monitor, and restrict information stored on or transmitted via NCPS-owned equipment, as well as investigate any inappropriate use of these resources. NCPS will also facilitate access to online textbooks and resources across various subject areas, and offer staff guidance to assist students in researching while ensuring their compliance with the acceptable use policy.

Device Rollout and Collection for Students

New devices for 2nd, 5th, and 9th graders will be distributed at the beginning of each school year, if the NCPS Device Refresh Plan is fully funded. Students are expected to retain their devices for 4 years.

Parents and students are required to sign and return the Student/Parent Acceptable Use Agreement. This form is to be completed within the first 10 days of school. However, the Technology Usage fee (of $20 per year for every student who utilizes a device) should be paid at the start of the year. Should it not be paid, the fee will follow the student and accumulate each year, which could affect graduation.

Devices will not be collected at the end of each school year unless deemed necessary by school administration or district staff. Instead, devices will be sent home with students over the summer until the next school year.

End-of-Year/Semester Check-In and Student Transfers

Students will turn in devices to school staff at the end of each year/semester for state testing, device inspection, and/or other requests. If a student refuses to turn in their district device, the school administration will be responsible for collecting the device promptly. If the administration is unsuccessful, the matter will be turned over to local law enforcement, and the student's grade reports/transcripts will be withheld.

Device Inspection, Repairs, and Damage Fees

All devices provided by Nash County Public Schools are the property of Nash County Public Schools District. Students may be selected at random to provide their Devices for inspection at any time during the school year. Therefore, students should not consider their computers' contents confidential. Teachers, administrators, and/or school technicians can ask to see the Device at any time. Inspections will occur during collection for testing and at random times during the year. Ongoing fees will be assessed upon finding issues with devices.

NCPS Fee Schedule

Student Chromebooks

- Flat repair fee of $20 per damage incident.
- This includes screens (limit of 2 repairs), headphone ports, etc.
- Lost chargers are not included and will remain at $40.

Dell Laptops

- Flat repair fee of $50 per damage incident.
- This includes screens, motherboards (limit of 2 repairs), headphone ports, keyboards, etc.
- Lost chargers are not included and will remain at $50.

Theft of Device (Steps to Take)

1. Immediately notify your school administrative staff, media specialist, and the local police department.
2. File a police report.
3. Turn in a copy of the police report to your school and send a copy to the NCPS Technology Department. *Failure to follow these steps will result in a lost device charge to the student.*

Vandalism

Vandalism will result in the cancellation of user privileges. Vandalism is defined as any malicious attempt to harm or destroy the data of another user or agency connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

Disclaimer

Nash County Public Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Nash County Public Schools will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via the Internet is at the user's own risk. Nash County Public Schools is not responsible for the accuracy or quality of information obtained through the Internet.

Home Internet Access for Students

Students are allowed to set up wireless networks on their Devices. Local providers often negotiate a discounted Internet service for students at home, but the cost is the responsibility of each family. There is no expectation of home internet for students; however, some businesses and the public library may offer free wireless Internet services. We have partnered with the Sprint 10 Million Project, which provides high school students who qualify, a MiFi for internet connectivity.

Appendix A - Student Acceptable Use Policy (AUP)

Nash County Public Schools
Student/Parent Device & Acceptable Use Agreement
Technology Services

Student Name: _____   Student ID # _____

Name of School: _____   School Year: _____

Parent/Guardian Name: _____   Phone: _____

Parent Email Address: _____

I _____understand and will abide by the Technology Handbook, which includes the Acceptable Use Policy. I further understand that any violation of the regulations is unethical and, in some instances, may constitute a criminal offense. If I commit any violation, my access privileges may be revoked, and if school behavior codes are involved or laws are broken, school disciplinary and/or appropriate legal action may be taken.

Student Signature: _____   Date: _____

PARENT OR GUARDIAN

As the parent or guardian of _____, I have read the Technology Handbook, which includes the Acceptable Use Policy, designed for educational purposes only, and that Nash County Public Schools will make every effort to monitor the use of the Internet. However, I also recognize that it is impossible for Nash County Public Schools to restrict access to all controversial materials, and I will not hold the school system responsible for materials acquired on the network either at home or at school. I accept full responsibility for any vandalism that my child should commit on the Internet and for my child's compliance with the Terms and Conditions. I hereby permit my child to use the Internet for educational purposes. I have also received a copy of the Student/Parent 1:1 Technology Handbook and agree to the terms.

Parent/Guardian Signature: _____   Date: _____

**To easily access the Technology Handbook, please visit
bit.ly/NCPSTechHandbook or use the QR Code.**

Revised 7/2025

Appendix B - Hardship Application (Tech Fee)

Nash County Public Schools
Student Hardship Application
Technology Services

School: _____

Student Last Name: _____

Student First Name: _____

Student Number (UID): _____

Grade: _____

Device Type: _____

Please explain below your hardship in paying the usage fee:

_____

_____

_____

How much are you able to pay? _____

Are you able to make monthly payments for the device? _____

If you are receiving any monthly assistance, please attach documentation showing proof. You need to provide copies of all assistance.

Submit an application to:

Nash County Public Schools
Technology Dept: Attn Tremain McQueen
930 Eastern Avenue
Nashville, NC 27856

Alternatively, you can email: mhbrake@ncpschools.net

Application Deadline: September 30th (of each school year)

Revised 7/2025