

MOBILE DEVICE GUIDE

For Parents and Students



EMHS Technology Initiative



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CARING FOR YOUR DISTRICT ISSUED MOBILE DEVICE

DISTRIBUTION AND RETURNING YOUR DISTRICT ISSUED MOBILE DEVICE

Distribution of District Issued Mobile Device

A District Issued Mobile Device will be distributed each year following each school's District Issued Mobile Device Orientation. If a student elects to receive a District Issued Mobile Device:

- Parents must sign and return the District Issued Mobile Device Agreement and Acceptable Use Agreement before the school can issue a District Issued Mobile device to a student. A parent orientation will be made available and must be viewed by the parent or guardian.
- Parents must agree to purchase the insurance plan for the student. Schools will work with families for which this is a financial hardship; however, a minimum down payment must be made before a device can be issued, and the balance must be paid in full by October 1st. Students must return the device at the end of each school year for updates and maintenance.

Returning District Issued Mobile Device

- Students transferring out of or leaving HCSD2 for any reason (moving, expulsion, early graduation, etc.) during the school year must return the District Issued Mobile Device, including power cords, cases and any other district-issued or school-issued accessories, before leaving the school. Failure to return items may result in the District Issued Mobile Device being reported stolen and police involvement to recover the device.
- Seniors will return their District Issued Mobile Devices (including power cords, cases and any other district-issued or school-issued accessories) to their home school before leaving the school.
- If a student does not return his/her District Issued Mobile Device upon leaving the district, the student may be subject to criminal prosecution or civil liability. The student will also be required to pay the full replacement cost for a new District Issued Mobile Device and accessories.
- District Issued Mobile Device protective cases, if furnished by the school district, must be returned with only normal wear and no alterations. Cords and chargers should be maintained and returned in working order. For iPads, one cord and one case will be provided; it will be the responsibility of the student/parent to replace them if damaged or lost.

Identification of District Issued Mobile Device

Each student's District Issued Mobile Device will be labeled in the manner specified by the district. The District Issued Mobile Device can be identified by Serial Number and the HCSD2 Inventory Label. The district inventory label and any manufacturer's label should not be removed from the device.

CARING FOR YOUR DISTRICT ISSUED MOBILE DEVICE

The District Issued Mobile Device is district property. All users will follow these guidelines and the HCSD2 Acceptable Use Agreement (AUA).

General Precautions

- Carefully insert cords and cables into the District Issued Mobile Device to prevent damage.
- Never leave your District Issued Mobile Device in any non-secure location, such as an unlocked locker, a car or any other unsupervised area where theft can occur.
- It is the student's responsibility to keep his/her District Issued Mobile Device stored in a safe, secure, temperature appropriate space.

Carrying District Issued Mobile Device

- The district may require a protective case for some District Issued Mobile Devices. These cases should have sufficient padding for typical use. The district may allow students to use their own protective case OR receive a district-issued case.
- Cases should not hold other objects. Folders, workbooks, etc. should be kept in a book bag or carried separately to avoid placing excessive pressure and weight on the District Issued Mobile Device screen.

Screen Care

- Screen damage will occur when pressure is applied to the screen. Users must avoid leaning on the top of the device, closing any items inside the device, or placing objects in a book bag (or protective case) in a way that it applies pressure to the screen.
- Use only a clean, soft cloth to clean the screen. Do not use cleansers or liquids of any type unless directed by the district.
- Do not bump the District Issued Mobile Device against lockers, walls, car doors, floors, etc., as it will crack and break the screen.
- Screens that are hinged should not be forced open to the point of breaking the hinge.

USING YOUR DISTRICT ISSUED DEVICE RESPONSIBLY

District Issued Mobile Devices are intended for use at school each day. Students are responsible for bringing their District Issued Mobile Device to all classes, unless specifically instructed otherwise by the teacher.

Student Responsibilities

- Each student is responsible for maintaining his/her District Issued Mobile Device.
- District Issued Mobile Device batteries must be charged and ready for school daily.
- Students may not remove any district applied or manufacturer labels from the device.
- Students should guard their personal information when using the District Issued Mobile Device, as outlined in the AUA and HCSD2's Student Code of Conduct. This includes, but is not limited to, sending any message that includes personal information such as: passwords, home address, personal phone numbers, student's last name or another person's last name, and information about schedules (where students are/will be, timings, dates, etc.).
- Students will comply at all times with HCSD2 District Issued Mobile Device AUA. Failure to comply ends right of possession effective immediately. *Never leave a District Issued Mobile Device unattended.
- Students are not allowed to have in their possession any other student's District Issued Mobile Device. *Students should not log into other student accounts on their District Issued Mobile Device.
- The District Issued Mobile Device should not be loaned to another person. Do not let family members download applications, programs or view inappropriate content. Each District Issued Mobile Device is

assigned to one person, and that one person is responsible entirely for that particular District Issued Mobile Device.

- Do not attempt to hack a HCSD2 District Issued Mobile Device. Do not attempt to remove or circumvent the management system installed on each District Issued Mobile Device. Using or possessing hacking software is a violation of the agreement.
- District Issued Mobile Devices should not be connected to “hot spots”, other networks, or VPNs while at school.
- Students who violate these terms will have his/her District Issued Mobile Device “wiped.” In addition to the device being “wiped,” the student could face disciplinary action in accordance with the district’s Student Code of Conduct.
- HCSD2 is not responsible for lost documents, photos, music, etc.

District Issued Mobile Device Left at Home

Students who leave their District Issued Mobile Devices at home are still responsible for completing their daily course work.

Charging Your District Issued Mobile Device Battery

The students who are allowed to take home their District Issued Mobile Device must bring the device to school each day in a fully charged condition. Other students must return their District Issued Mobile Device each day to their homeroom to be charged. Repeat violations of not charging the battery for the school day may result in disciplinary consequences.

Home Internet Access

Students may establish Wi-Fi connections with their District Issued Mobile Device outside of school. Students can then use the District Issued Mobile Device wherever access is available. District internet filters are only applied when using HCSD2 internet connections. Parents/guardians should take precautions to filter and monitor home or public internet usage.

District Issued Mobile Device Camera, Microphone, Speakers and Earphones

- The District Issued Mobile Device is equipped with a photo and video camera, a microphone to record sound, and speakers. While some teachers may request students to use these components for different assignments, students should not record sound, take photos or videos, or play back sound or music from the speakers without the permission of the teacher and/or persons they are recording.
- District policy prohibits harassment and bullying. Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, threatening, discriminatory, harassing and/or illegal is a violation of the agreement.
- District policy and Federal Law prohibits students to access, download, post or submit, publish, scan, display or distribute or forward sexually explicit or sexually suggestive materials.
- Users of the District Issued Mobile Device are expected to comply with district policies regarding these matters while using the District Issued Mobile Device, both on-campus and off-campus. Failure to appropriately use the device and/or violation of district policies will result in suspension of computer privileges and disciplinary action. The HCSD2 Student Code of Conduct is available online under the Office of Student Services.
- If allowed to use earphones, the appropriate volume level is when only the person wearing the earphones can hear the sound.

The Family Educational Rights and Privacy Act (**FERPA**) is a federal law that affords parents and students over 18 years of age certain rights with respect to students' educational records including photographs. For this reason, students must obtain permission to publish or make publicly available a photograph or video of any school-related activity. Unauthorized recordings are subject to disciplinary action in accordance with the district's Acceptable Use Agreement.

HCSD2 retains the rights to any recording and/or publishing of any student's work or images created using district-owned property.

MANAGING YOUR FILES AND APPLICATIONS

At all schools, we consider the District Issued Mobile Device in our classrooms to be a research tool, library, creation station, homework center, planner, collaboration tool, and much, much more. We know that incorporating the District Issued Mobile Device into our schools will benefit our teachers, students, and families.

Apps and Downloads

Students are allowed to personalize their District Issued Mobile Device through backgrounds and themes. The District Issued Mobile Device is primarily a cloud-based internet device; therefore, there is very limited storage on the device and academic files take priority over personal files. Apps and downloads provided or made available by the district will be thoroughly vetted. The district reserves the right to limit the ability of students to download apps, extensions and other web tools onto district devices.

Storage for files

There will be limited storage on the device and academic files take priority over personal files. Every student is provided a Google Drive account with unlimited storage. Several other backup options exist for cloud storage, such as iCloud, OneDrive, Amazon Cloud Storage, Copy, etc. However, some storage providers charge fees that are the responsibility of the student.

There are several reasons to take advantage of cloud storage:

- In the event the device needs to be "wiped," all files stored on the device will be lost.
- If the device is lost, stolen, or damaged, the student will still be able to access his/her work if it is saved in cloud storage.
- Academic resources take priority on the device; anything personal is secondary. Students must delete personal files to make room for academic files if needed.
- After installing academic programs, there may not be adequate storage space for personal use.
- Devices will be turned into the school at the end of the academic school year and reset. Files should be saved in cloud storage if they will be needed after the school year ends.
- District Issued Mobile Device malfunctions are not an acceptable excuse for failure to submit work.

Originally Installed Applications

The applications originally installed by HCSD2 on each District Issued Mobile Device must remain on the District Issued Mobile Device in usable condition and readily accessible at all times.

You may not remove these required applications. Staff will periodically check District Issued Mobile Devices to ensure that students have not removed them. The school may also add other applications periodically.

Some licenses for applications require that the application be deleted from the District Issued Mobile Device at the completion of a course. If this applies to an application for student use, the student will be notified and the app will be removed at the end of the course through network processes.

Additional Applications

HCSD2 syncs District Issued Mobile Devices so that the devices contain the necessary applications for school work.

If students are permitted to load additional applications on their District Issued Mobile Device, they must do so in accordance with the district's Acceptable Use Agreement (AUA). Installing apps on District Issued Mobile Devices may be restricted depending on the device. Attempting to install or download restricted apps, such as a VPN, may result in the device being reset and/or disciplinary action.

Procedure for Reloading Applications

If technical difficulties occur or unauthorized applications are discovered, technology staff will block or remove these applications from the device. The school does not accept responsibility for the loss of applications or documents deleted due to a re-sync.

Application Upgrades

The district will distribute upgraded versions of licensed applications from time to time through network processes.

DIGITAL CITIZENSHIP

Digital Citizenship is a concept that helps students understand how to use technology appropriately in a society full of technology. The district has electronic precautions in place in order for students to participate safely and securely in this environment and enjoy the rights of a digital world in an educational setting.

The district expects students to use technology appropriately and responsibly whether in electronic communication or participation.

District Responsibilities

The school will provide Internet access and a closed, limited-access email system to students.

School staff will help students conduct research and ensure student compliance with the district's Acceptable Use Agreement. The district and school will comply with both federal and state laws regarding student internet use, such as FERPA, CIPA, and COPPA.

Filtering/blocking of inappropriate internet materials is done while on the district internet system. The device **does not contain filters** and is dependent on the internet settings to which it is connected.

HCSD2 reserves the right to investigate any inappropriate use of resources and to review, monitor and restrict information stored on or transmitted via HCSD2 -owned equipment and resources.

Inspection

Staff may randomly select students and ask them to provide their District Issued Mobile Device for inspection.

Network Connectivity

HCSD2 makes no assurance that the network will be operational at all times. In the rare instance that the network may not be operational, the district will make every effort to ensure the network is functioning in a timely manner.

Student Responsibilities for Digital Citizenship

Students will abide by the district's Acceptable Use Agreement and:

- Contact an administrator about any security issue they encounter.
 - Monitor all activity on their personal account(s).
 - Always shut down and secure their District Issued Mobile Device after use to protect their work and information.
 - Report email containing inappropriate or abusive language or questionable subject matter to a teacher or administrator at school.
 - Return their District Issued Mobile Device to the issuing school on the date they withdraw from school or transfer to another school. *(This also applies to seniors who leave school mid-year or who graduate.)*
- These students need to follow standard school checkout procedures.

Parent/Guardian Responsibilities

Talk to your children about the values and standards you expect them to follow as they use the Internet, just as you talk to them about their use of all other media information sources such as television, telephone, movies, radio, etc. Parents are encouraged to monitor student activity at home, especially Internet access. District issued devices do not contain content filters and are dependent on the filters of the home or public internet connection.

Creative Commons Copyright

At a teacher's discretion, student work may be uploaded to the Internet. The student owns the copyright to his/her original work(s). Students will be encouraged to select one of the Creative Commons Copyright licenses to include with their work. This license will state how the work can be used by others.

DISTRICT ISSUED MOBILE DEVICE DAMAGE OR LOSS

As with any piece of school property checked out to students, the students and their families are responsible for their assigned District Issued Mobile Device. Situations that result in a District Issued Mobile Device being damaged, destroyed, or stolen, will be dealt with on a case-by-case basis.

Terms of the District Issued Mobile Device Agreement

Terms and conditions that apply to the usage of the District Issued Mobile Device under the insurance plan are as follows:

- In order to receive a District Issued Mobile Device, parents must pay a yearly fee of \$25 for a nonrefundable, annual insurance plan.

- If the fee creates a financial hardship on the student or parent/guardian, contact your school's administration about payment options. Upon proof of financial hardship, the administration can elect to create a payment plan where the student/parent/guardian can pay fees through a payment schedule. Payment must be paid in full by October 1st.
- The District Issued Mobile Device insurance covers parts and repairs for system-related issues or failures occurring from normal use. It does not cover intentional damage or damage associated with misuse of the District Issued Mobile Device. It does not cover theft or vandalism without a police report. **The insurance plan does not cover loss.**

Lost Devices

- If a District Issued Mobile Device is lost, please first go to the Media Center or other school designated location to see if it has been recovered.
- If a District Issued Mobile Device is recovered, please turn the device in to the Media Center or the school's designated location.

A **lost** District Issued Mobile Device must be reported within **24 hours** to the Media Center. The district will try to assist the student in locating the device; however, loss is NOT covered by insurance. If the device is not recovered, parents/guardians will be responsible for the replacement cost of the device.

A **stolen or vandalized** District Issued Mobile Device must be reported within **24 hours** to the Media Center and the Hampton County Sheriff's Department. A police report is **required** by the insurance provider for device replacement due to theft and is the responsibility of the student and/or parent to obtain.

Damaged Devices

- Students should not attempt to repair or take the District Issued Mobile Device to an outside repair source. Doing so could invalidate the warranty and the student will be responsible for the damage. Please take the District Issued Mobile Device to the Media Center as soon as possible and have a HCSD2 technology team member examine it.
- If a District Issued Mobile Device needs to be worked on for an extended period of time, the student may be issued a temporary or replacement device (based upon availability) until the mobile device is working properly and may be returned to the student.
- Malfunctioning or damaged District Issued Mobile Devices must be reported to the Media Center in a timely manner. HCSD2 will be responsible for repairing District Issued Mobile Devices that malfunction.

User Misuse and Abuse Costs

If device is misused or abused, it could be deemed not covered by the insurance provider. The repair costs below may be applied and may be adjusted at any time:

Estimated Repair Cost for Lenovo Yoga 11e Thinkpads due to Deliberate Damage or Neglect:

- Broken screen - \$200
- AC adapter with power cord- \$50.00
- Power cable - \$10.00
- Full replacement price - \$815.00

Incidents of negligence or repeated incidents may become the financial responsibility of the family, up to the full replacement cost of the device.

Title

Legal title to the property is with the district and shall at all times remain with the district.

The right of possession and use is limited to and conditioned on full and complete compliance with the District Issued Mobile Device guidelines and Acceptable Use Agreement.

The student is responsible at all times for the District Issued Mobile Device's appropriate care and use.

Repossession/Liability

HCSD2of reserves the right to repossess or demand return of any District Issued Mobile Device for failure to comply with all terms of the District Issued Mobile Device Guide and/or the Acceptable Use Agreement.

Failure to return the District Issued Mobile Device to the issuing school before departure from the district may result in criminal charges brought against the student and/or the person in possession of the District Issued Mobile Device.

District Issued Mobile Device guidelines and Acceptable Use Agreements are to be renewed each school year.

DISTRICT ISSUED MOBILE DEVICE USAGE RULES & AGREEMENTS

1. The mobile device is property of HCSD2 and is maintained by the District Technology Department. Use of this device is a privilege and violation of any of these rules could result in loss of computer and/or Internet use and/or other disciplinary action.
2. Students will care for the mobile device as an appropriate and valuable educational tool. Students will not write on or attach stickers to this device. Students will not cause damage to the school computers/devices, the computer network or other school equipment.

3. Students will use the mobile device for educational purposes only. Students will not use the mobile device for online games or other off-task activities.
4. Students will respect and abide by the District Internet filter system. Accessing inappropriate Internet sites and content is strictly forbidden.
5. Students will not attempt to bypass or circumvent District filters by using personal hotspots, VPNs, or other methods on district devices.
6. Students will utilize the District adopted software and resources.
7. Students will practice appropriate and ethical use of technology and obey all copyright laws. Students will not copy work, plagiarize documents or use materials (text, photos, videos, etc.) without citing sources for all materials.
8. Students will practice Internet safety. Students will not give out any personal information such as name, address, telephone number, or the school name and location. Students will not take part in an interactive web project, chat room, or social networking site without their teacher's direct supervision.
9. Students will use the mobile device to create and publish original work. Students are responsible for the content of all files and materials on the mobile device.
10. Students will use the network to research, create and collaborate. Students will not use the computer or network to insult, bully or otherwise harass others.
11. Students will alert their teacher immediately if they encounter any inappropriate material on the device. Students will not create, access, display, distribute or download offensive (bad) messages, images or materials.
12. Students will organize and maintain files on the computer and server and protect these files by keeping usernames and passwords private. Students will not share passwords or attempt to login using credentials or passwords that are not their own.
13. Students are responsible for all assignments, even if the mobile device is unavailable or access privileges have been suspended. Teachers will provide non-digital options to assignments as needed.

By choosing to receive a District Issued Mobile Device, parent and student have agreed to the following:

- I would like to receive a District Issued Mobile Device and agree to pay the insurance plan cost of \$25.00, paid in full by October 1st.
- I agree to pay the school/district cost to repair or replace the device or accessory if the item becomes lost, misused, abused or deemed not covered by the insurance plan.
- I agree to follow all HCSD2 mobile device usage rules as stated in the Mobile Device Guide and the Acceptable Use Agreement.
- I agree that I understand and consent to the responsibilities outlined in the HCSD2 Mobile Device Guide.