



Plainedge School District Mobile Device Handbook



2018-2019

PLAINEDGE SCHOOL DISTRICT

Mobile Device Handbook

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Introduction

The Mobile Device program in the Plainedge School District is designed to provide access to cutting edge tools appropriate for learners of varied interests and abilities. Providing students with Mobile Devices to use at home or in the classroom demonstrates our commitment to educating our students as 21st century learners and ensuring they become college and career ready. The use of the Mobile Device in a learning environment meaningfully integrates technology into the curriculum, providing students with extended opportunities to discover, create, learn, reflect, and communicate.

Procedures

While this handbook addresses the use of Mobile Devices that are distributed to students to use both in and out of school, it also applies to the use of Mobile Devices (and other devices) that will not leave school and will be permitted only for in-classroom use. Teachers may establish supplementary requirements in their own classrooms to ensure effective and safe utilization. Violation of any of the requirements set forth herein may subject a student to discipline pursuant to the Student Code of Conduct.

Distribution of Mobile Devices

Parents and their students must sign the Mobile Device Loan and Use Agreement prior to receipt of a mobile device.

Mobile Device Returns

The mobile device, together with any accessories including chargers and cases, must be returned in satisfactory condition. Students will be held financially responsible for any damage done to the Mobile Device or the accessories. Students will be notified of the procedures they will need to follow for the return of the mobile devices. Mobile devices and any accessories must be returned when students are requested to do so. If a student leaves the school district for any reason, his or her mobile device must be returned by the last day of enrollment. If a student fails to return the Mobile Device by the end of the school year or by the last day of enrollment, the student will be responsible for the replacement cost. The student will be required to pay for the replacement of the Mobile Device or, if applicable, the insurance deductible. Failure to return the Mobile Device will result in a theft report being filed with the Police Department.

Care of the Mobile Device

Students are responsible for taking care of their school-issued mobile device. In the event that a mobile device breaks or fails to function properly, the mobile device must be returned to their teacher.

Protecting the Mobile Device

- All users must adhere to all Plainedge School District Acceptable Use, technology and district policies.
- All users must adhere to the mobile device user guide in the mobile device's library.
- Carefully insert cables to prevent damage.
- Keep mobile devices free of writing, drawing, stickers, or labels not included with the device upon receipt.
- Never leave the mobile device in an unlocked locker, car or unsupervised area.
- Students must keep their mobile device's battery charged for school each day.
- Keep the mobile device in its protective case at all times.
- Take good care of the screen of the mobile device:
 - Use a clean, soft, dry or anti-static cloth to clean the screen. Never use a cleanser.
 - Don't lean or put any pressure on the mobile device or screen.
 - Take care not to knock the mobile device against walls, floors, lockers or anything hard to avoid breaking the screen or device.

Protecting and Storing your Mobile Device

Student mobile devices are identified through the serial number as well as district asset tags. For mobile devices sent home with a student, the mobile device is attached to a student's name through the signed AUP form.

Storing your Mobile Device

Store your mobile device in your locker (if available) when not in use. Do not place anything on top of the mobile device. The district encourages students to take their mobile devices home every day after school, whether or not they are needed. Do not store your mobile device in a vehicle.

Leaving your Mobile Device in Unsupervised Areas

Under no circumstances should mobile devices be left in unsupervised areas such as athletic fields, cafeterias, computer labs, locker rooms, library, unlocked classrooms, and hallways. Any mobile device left in these areas is in danger of being stolen. If any mobile device is found in an unsupervised area, it will be taken to the office.

Use of the Mobile Device at School

For those students for whom mobile devices are permitted to leave school, they must remember to bring them to school every day unless told otherwise by their teacher. Teachers will set up expectations for the use of the mobile devices in their classrooms. The mobile device may be used for accessing information also available to students through the network. If a student neglects to bring a mobile device to class, assignments must be completed and expectations met as if they had their mobile device in class.

Charging the Battery

Bring your mobile device to school fully charged. Use an electrical wall outlet only to charge your mobile device. Do not use a computer port for charging.

Screen Savers and Background Photos

- Screensavers and background photos must be appropriately selected.
- Symbols, images and photos may not represent guns, weapons, alcohol, drugs, or gang-related symbols.
- Images may not be pornographic or contain inappropriate language.

Home Internet Access

Students are permitted to set up wireless networks on their mobile devices so they may use them at home. The district's Acceptable Use Policy (AUP) must be followed at home and in all locations.

Sound, Music, Games, or Programs

- *Sounds must be muted unless the teacher grants permission.*
- *A selection of apps will be installed by the district.*
- *Students who load apps from their own accounts must adhere to the expectations set forth in the Acceptable Use Policy.*
- *The district reserves the right to review a student's mobile device at any time.*

Network Connectivity

The Plainedge School District will make every effort to keep the network functional at all times. However, no guarantees can be made and the District cannot be held responsible for lost or missing data.

Inspection

Spot checks of mobile devices will take place. Students may be required to provide their mobile device to school district personnel for inspection.

Managing Files and Saving Work

There are several ways to manage files on the mobile device:

- VMWare: Students can utilize the VMWare app to save and open documents to and from their network home folders in or out of district. Students will use their network logins to connect to their home directories.
- Email: Most mobile device productivity apps support the ability to open and email Word documents, PowerPoints, spreadsheets, PDF's, images, or other common file types. Students and teachers can exchange course-related files through their school-supplied e-mail accounts.
- Cloud-based Services: Students may have the option to utilize free cloud-based options such as Dropbox or Google Drive. While the district allows the use of such services by students on their mobile devices, the district cannot be held responsible for supporting these services or for the data stored.
- It is the student's responsibility to save work and ensure it is not lost due to mechanical failure or deletion. Mobile device malfunctions are not an acceptable excuse for not submitting work in a timely fashion.

Repairing or Replacing your Mobile Device

School District Protection

The Plainedge School District is insuring mobile devices to cover mobile device replacement in the event of theft, loss, or accidental damage. Parents will be required to pay the replacement cost should the mobile device be damaged, stolen, or lost. Additionally, parents will be required to pay for damaged, stolen or lost accessories.

Claims

In the event a mobile device is lost, stolen, or damaged the student must report it to his/her teacher. The teacher will provide the appropriate form to complete and submit to the Principal with a copy to the Business Office. In the event of theft, a police report must be filed and attached. Students or parents must file this documentation and provide full replacement cost to the district before a mobile device can be repaired or replaced.

Cost of Repairs

In the event that insurance does not provide coverage, students will be held responsible for ALL damage to their mobile devices including, but not limited to: broken screens, cracked plastic pieces, inoperability from jailbreaking, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as sleeves, cases, chargers, and cables will be charged the actual replacement cost.

Apps on Mobile Devices

District-Installed Apps

The apps originally installed by the Plainedge School District must remain on the mobile device in usable condition and be accessible at all times. The district may add apps for use in a specific course with licenses that may require deletion from the mobile device at the conclusion of the class. Students may not remove required apps. Mobile devices will be subject to spot checks to ensure compliance with this rule.

Additional Apps

The district will manage district-installed applications on all student mobile devices. Students will be permitted to download apps of their choosing, through their iTunes accounts, provided they adhere to the district's Acceptable Use Policy. Students are encouraged to download free apps only. **The downloading of apps for a fee is the responsibility of the student and his or her parent/guardian.**

Circumvention of Managed Settings

Student mobile devices are managed by the District to protect their security and settings. Students may not circumvent any District management settings through software restoration or jailbreaking. Such acts will result in the confiscation of the mobile device and disciplinary action.

Re-loading Apps

Technical difficulties or the discovery of pirated software may result in the need for the mobile device to be restored from back-up. The district does not accept responsibility for the loss of any software or documents deleted due to a re-format or re-image.

Software Upgrades

Upgraded versions of licensed software/apps are available from time to time. Students may be required to check in their mobile devices for periodic updates and syncing.

Forms and Policies

Plainedge SCHOOL DISTRICT Mobile Device Acceptable Use Policy (AUP) (Students)

The mobile device, when used responsibly, can support the education and organization of our students. The use of a school-issued mobile device connected wirelessly to the school network is allowed inside and outside the classroom during the school day.

The mobile device is an educational tool that can be used to enhance our instructional programs and student learning. The mobile device is the Plainedge School District's property. The Plainedge School District's Code of Conduct, the Computer Network and Internet Use Policy and building level discipline policies apply to the use of the mobile device and the Internet at home and at school. The Acceptable Use Policy is included in the district calendar and posted on the Internet (see User Policy link on the school's home page).

In the event that a school-issued mobile device is lost, stolen, or broken through user error or neglect, it will be the responsibility of the student and parent to reimburse the district for the replacement cost of the mobile device.

In addition to the district's Acceptable Use Policy, the following terms and conditions further define the acceptable use and conditions of borrowing of the Mobile Device:

- Transmission of any material in violation of any national, state or local laws and regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, racially offensive material, or material protected by trade secret or contract.
- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the mobile device itself, or software in the device, on the network on any network through the Internet, or of another user. This includes, but is not limited to, the uploading or creation of computer viruses.
- Failure to exercise reasonable precaution in the care and use of the mobile device may result in the suspension or cancellation of a student's mobile device privileges and/or other appropriate disciplinary action in accordance with the Plainedge School District's Code of Conduct or building level discipline policies.
- The use of the mobile device for personal financial gain is prohibited.
- Installation of inappropriate apps by students is prohibited.

Plainedge School District Mobile Device Acceptable Use Policy (continued)

- Your mobile device and charger have been assigned a serial number and an identification number. Do not remove the identification labels.
- You are responsible for the return of the mobile device as directed by your teacher or administrator.
- Keep your mobile device properly charged.
- Never leave your mobile device unattended anywhere, any time.
- All mobile devices have a web filtering software. Do not tamper with the web filtering client.
- If you are having a problem with your mobile device, save your work then reboot your mobile device. Most problems are solved by rebooting the mobile device. If the problems still persists, report your problem to an administrator.
- You are responsible for damages due to misuse.
- Do not place any stickers on the mobile device.
- The student is permitted to install content on the school-issued mobile device as long as AUP guidelines are followed.
- All messages or postings from a school-issued mobile device to any Internet site on or off campus, at any time, shall be educationally purposeful, legal, and appropriate.
- Audio and video recordings or photos taken in school are strictly prohibited unless under the supervision, and with the express permission, of a faculty member.
- Students will respect copyright laws and licensing agreements pertaining to materials stored on a school-issued mobile device.
- A student is responsible for bringing it to school as required by his or her teacher(s). If a student does not bring their school-issued mobile device to school, or fails to charge it fully, a substitute will not be provided and chargers will not be made available. The student will be required to do their schoolwork offline while still meeting all class assignments and to make up any missed work.
- The school retains the right to have an administrator, teacher, or other employee collect and/or inspect the school-issued mobile device at any time and to modify its setting or content as needed.
- The use of a school-issued mobile device is a privilege and not a right. Any user who does not comply with these guidelines may lose access or have their mobile device privileges revoked.

Summary of Responsibilities

Parent/Guardian Responsibilities

Discuss with your children the values and standards they should follow on the use of the Internet

- In the event that a school-issued mobile device is lost, stolen, or broken through user error or neglect, it will be the responsibility of the student and parent to pay the deductible to cover the replacement of the school-issued mobile device

Student Responsibilities

- Use the mobile device in a responsible and ethical manner
- Obey school rules and adhere to Acceptable Use Policy guidelines regarding the use of technology
- Use all technology resources in an appropriate manner so as to not damage school equipment
- Contact an administrator about any security problems they may encounter
- Monitor all activity on their accounts
- Turn off and secure their mobile device when not in use

Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Messaging services
- Changing of mobile device settings (exceptions include personal settings such as font size, brightness, etc.)
- Downloading inappropriate apps
- Gaining access to other students' accounts, files, and/or data
- Vandalism
- Bypassing the district filter
- Use or possession of hacking software
- Cyberbullying

Any users who have repeated or severe infractions of the mobile device AUP will be subject to disciplinary action as stated in the Code of Conduct and other district policies.

Nothing contained herein shall interfere with or in any way take away from the district's acceptable use policy for technology or any other policies. They remain in effect and govern the use of this technology as well.

Apple School Program Agreement

Dear Parent or Guardian,

We are excited that your student in the grades 4, 5, 6, and 7 will be using a mobile device as a part of your school's program. We know that as a parent or guardian, you want the best learning environment for your student—one that makes learning personal for each student and allows for creativity, collaboration, and critical thinking.

Please read this email carefully as it contains important information and instructions.

Apple ID for Students

As part of this program, your student will have an Apple ID—an account with Apple that provides easy access to school materials, like documents and textbooks. An Apple ID also gives students access to iCloud, so they can access content on multiple devices and stay up to date from anywhere.

For students under the age of 13, we must obtain your verifiable parental consent before we can create an Apple ID for your student. This is in compliance with the Children's Online Privacy Protection Act (COPPA). You will provide your parental consent by agreeing to the Parent Privacy Disclosure and Consent online.

For students under 13, the following features will apply:

- No credit card is required to set up the account.
- Limit Ad Tracking is turned on for the account to ensure the student does not receive targeted advertising from Apple.
- The accounts are unable to opt in to receive marketing materials from Apple.
- Parents and guardians are notified of material changes to the service or issues with the account.

For more information on Apple IDs for Students, please see the Parent Guide.

Creating an Apple ID

To create an Apple ID for your student, go to our online consent form and enter the temporary password included at the top of this email. Provide the information requested, and you will then be asked to review and agree to the iOS, iCloud, Game Center, and iTunes Store terms and conditions, Apple Limited Warranty as well as the Apple Privacy Policy and the Parent Privacy Disclosure and Consent notice. We will use the parent or guardian email address you provide during this process to contact you about important changes to our policies or services, to notify you of issues with your student's account, or to verify a reset to your student's password.

Apple School Program Agreement (continued)

Parental restrictions

A mobile device can give your student access to a wealth of information. However, there may be times when you want to limit your student's access to certain types of content or resources. On your student's mobile device, you can set restrictions, such as preventing in-app purchases and designating allowable content. Please refer to the [Parent Guide](#) to learn more about setting device restrictions. We strongly encourage you to set device restrictions promptly after creating your student's Apple ID.

Getting started

Once your student has an Apple ID, he or she can begin using the mobile device with all the apps, books, and educational content that your district has chosen. It is important that all students have an Apple ID so they are prepared with all the right materials for the classroom.

For more information about Apple's education programs, please see apple.com/education.

Sincerely,
Apple Inc.

Please note that the Plainedge School District has created your child's Apple ID and has already assigned it to their mobile device. Please note this applies to iPads only.

Plainedge Public School District
Mobile Device Loan and Use Agreement

Device: _____ **Asset Tag #:** _____ **Serial #:** _____

Disclaimer:

The Plainedge School District makes no warranties of any kind, whether express or implied, for accuracy or quality of information obtained through the Internet. Use any information obtained via the Internet at your own discretion.

Regardless of the circumstances, the Plainedge School District shall not be responsible for any loss of student data, assignments or other information.

We have read and agree to the terms specified in the Plainedge School District's mobile device Acceptable Use Policy.

Student:

I have read, understand and will abide by the terms and conditions for mobile device and Internet usage. I further understand that any violation of the regulations in that document may result in loss of all mobile device privileges. Should I commit any violation, my mobile device and Internet privileges may be revoked and school disciplinary action and/or other appropriate actions may be taken,

User's Name (print) _____

User's Signature _____ **Date** ____ / ____ / ____

Parent/Guardian:

As the parent or guardian of this student, I have read the Terms and Conditions of Mobile Device Loan and Use including the Apple School Program Agreement. I understand that the Plainedge School District has taken precautions to limit access to inappropriate and unauthorized materials, but I also recognize that it is impossible to exclude every occurrence of this material. The Plainedge School District may not be held liable for any inappropriate or unauthorized materials accessed or acquired by the student. Further, I accept full responsibility for supervision for my child when the mobile device is used at home. It is suggested that parents monitor the sites that students visit. I understand and acknowledge that I am financially responsible for any damage to or loss of Plainedge School District property.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____ **Date** _____