



# ***Plainedge School District Mobile Device Handbook***



***2023-2024***

# 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 21<sup>st</sup> Century Learners and ensuring they become college and career ready. The use of a mobile device in a learning environment meaningfully integrates technology into the curriculum, providing students with extended opportunities to discover, create, learn, reflect, and communicate. Moreover, with returning to school during these challenging times, the need for a personal device for students to receive instruction both in class and at home (if necessary) is paramount to our successful instructional program and for students to stay in contact with their teachers and participate in classes with their peers both in class and virtually.

## **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 or as requested by the District.

### ***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 when requested 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 properly care for their mobile device.
- 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 (where applicable) at all times.
- Prevent water or other liquids from damaging the mobile device.
- 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 anything hard to avoid breakage

### ***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.

## ***Screensavers 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 for Technology as well as the Acceptable Use Policy for Remote Learning 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:** The mobile device has 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:** The District supports Google Classroom and G-Suite for sharing work and storing files. Other Cloud-based options such as DropBox or iCloud are available for students but not supported by the District. The district will not be held responsible for any loss of data on cloud-based environments.
- 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 their 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, the removal of writing, drawing, stickers, or labels, 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 & Software on Mobile Devices**

### ***District-Installed Apps & Software***

The apps and software 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 or modify required apps or software. Mobile devices will be subject to spot checks to ensure compliance.

### ***Additional Apps & Software***

The district will manage district-installed applications on all student mobile devices.

### ***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 & Software***

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.

### ***Apps & 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, the Acceptable Use – Remote Learning Policy, and building level discipline policies apply to the use of the mobile device and the Internet at home and at school. All District policies are posted on the District's website.

*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 and accessories.*

**In addition to the district's Acceptable Use Policy for Technology and the district's Acceptable Use Policy for Remote Learning, 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.
- 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 and all accessories 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.
- You are responsible for damages due to misuse.
- Do not place any stickers on the mobile device.



## ***Plainedge School District Mobile Device Acceptable Use Policy (continued)***

- 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 persist, report your problem to an administrator.
- 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
- Please make sure to properly supervise when devices when at home or off premises

#### ***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 & 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

### **With regard to remote learning – students are prohibited from the following (See Policy 4528):**

- Recording, taking photos or taking a screenshot(s) of a videoconference session or any content presented in any form during the remote learning session.
- Altering a videoconference session or any content presented during remote learning.
- Sharing, posting, or otherwise distributing, in any manner, either physically or electronically, via email, text or social media (such as Twitter, Snapchat, Instagram, Facebook, Tik Tok, etc.) any videoconference session, any part of a videoconference session, or any altered content, whether they have created or have received the recorded or altered content.
- Using the remote learning platforms for any purposes other than their intended use as directed by their teacher.
- Sharing any links, ID numbers, passwords or invitations to a school videoconference session with anyone.

### **Additional Guidelines:**

- Students must comply in all respects with the Code of Conduct (Policy 5300).
- The teacher may stop the video feed of any participant at any time, in his/her sole discretion.

Additionally, in the remote learning environment, students are to behave at all times as if they were at school. Inappropriate behavior that will not be tolerated includes, but is not limited to:

- Making inappropriate faces, gestures or comments
- Displaying an inappropriate virtual background or profile picture
- Projecting or displaying an inappropriate image
- Bullying or cyberbullying of other students or the teacher.

***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.***

**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 this handbook including 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 and will comply with all District policies. I further understand that any violation of the regulations in that document will result in loss of all mobile device privileges. Should I commit any violation, my mobile device and Internet privileges will be revoked and school disciplinary action and/or other appropriate actions will 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 the Mobile Device Loan and Use including all District policies that govern the use of this device. 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. All Internet access while used on the Plainedge School District network is filtered and monitored. When the mobile device is used off campus, it will also be filtered. It is the responsibility of the student to use the mobile device appropriately. Parents should ensure appropriate supervision when devices are off campus. We encourage parents to discuss appropriate use with their child and set guidelines for home and off campus use and monitoring in compliance with our policies.**

**The Plainedge School District will 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. Parents should monitor the sites that are visited. 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** \_\_\_\_\_