

Mitchell Public Schools Electronic Mobile Device Policy and Procedures

The purpose of this policy is to provide understanding and define expectations for the care and use of Mobile Devices by all users.

The focus of the mobile device program at Mitchell Public Schools is to provide tools and resources to the 21st Century Learner. The use of Mobile Devices in the classroom and at home enhances the development of personal skills related to collaboration, communication, creativity, critical thinking, organization and work ethic. Therefore, the integration of a variety of technological devices throughout the educational program is essential to the growth and preparation of students for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. The immersion of Mobile Devices does not diminish the vital role of the teacher as the greatest resource for our students. Mobile Devices are a tool, no different than a calculator, book or notebook, to be utilized for the improvement of the learning environment. The devices will allow the teachers to facilitate learning by increasing available resources and strategies used in the classroom.

The mission of Mitchell Public Schools is to provide a base of knowledge, encouraging both reading and critical thinking in a safe environment. The use of Mobile Devices facilitates this mission by providing additional resources and increasing the awareness of safety in an online environment. Digital citizenship and internet safety are primary concerns and are addressed in all disciplines.

The policies, procedures and information within this document apply to all Mobile Devices used in the Mitchell Public School District, including all other devices considered by administration to fall under this policy. Teachers may set additional requirements for the use of such devices in their classroom.

TABLE OF CONTENTS

| | |
|---|----|
| 1. Mobile Device Specification | 3 |
| 2. Receiving and Check-In of Your Mobile Device | 3 |
| 3. Care of Your Mobile Device | 4 |
| 4. Using Your Mobile Device at School | 5 |
| 5. Managing Content and Saving Work | 6 |
| 6. Apps and Digital Books | 7 |
| 7. Acceptable Use | 8 |
| 8. Repairs and Replacement: Related Costs | 11 |
| 9. Other Mobile Devices That Remain at School | 12 |
| 10. BYOD (Bring Your Own Device) | 12 |
| 11. Mobile Device Student Pledge | 13 |
| 12. Mobile Device Agreement Form | 14 |
| 13. Mobile Device “Option Out” Form | 15 |

1. MOBILE DEVICE SPECIFICATIONS

Chromebook - Lenovo N-22

Restriction: No personal machines will be allowed in Mitchell Public Schools without permission from building administration.

2. RECEIVING AND CHECK-IN OF YOUR MOBILE DEVICE

2.1 Receiving Your Mobile Device

Mobile Devices will be distributed each fall during Mitchell Mobile Device Orientation. Parents and students must sign and return the Mobile Device Acceptable Use and Student Pledge document before the Mobile Device can be issued to their child.

2.2 Mobile Device Check-In

Mobile device will be returned during the final week of school so they can be checked for serviceability. If a student transfers out of the Mitchell Public School District during the school year, the Mobile Device will be returned at the time of check out.

2.3 Check-In Fines

Individual school Mobile Devices and accessories must be returned to the MPS designated check-in site at the end of each school year.

Students who withdraw, are suspended or expelled, graduate early, or terminate enrollment for any other reason must return their individual school Mobile Device upon the date of termination. If a student fails to return the Mobile Device at the end of the school year or upon termination of enrollment at MPS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the Mobile Device, or, if applicable, any fees that are deemed necessary. Failure to return the Mobile Device will result in a theft report filed with local law enforcement.

Furthermore, the student will be responsible for any damage to the Mobile Device, consistent with the District's Mobile Device Policy and must return the device and accessories to the designated check-in site in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Mobile Device.

3. CARE OF YOUR MOBILE DEVICE

Students are responsible for the general care of the mobile device that has been issued to them by the school. Mobile Devices that are broken or fail to work properly must be taken to the Technology Director for an evaluation of the device.

3.1 General Precautions

- Follow the Mobile Device and Mitchell Public Schools Acceptable Use Agreements.
- Carefully insert/remove cords, cables and cards to avoid damage.
- It is the student's responsibility to keep the device charged for school each day.
- Students must keep the device and its case free of damage, while not in use.
- Stickers, or labels that are not the property of Mitchell Public Schools shall never be attached to the mobile device.
- Mitchell Public Schools labels should never be removed or tampered with.
- Food/drink is not recommended while using the Mobile Device.

3.2 Storing Your Mobile Device

Secure your Mobile Device at all times. Never leave the Mobile Device in an area that is unsupervised or unlocked, any vehicle (at home or at school), or with an un-trusted individual.

Unsupervised areas: (include but are not limited to)

- School grounds and campus.
- Lunchroom, computer lab, media center, locker rooms, unlocked classrooms, gymnasium, lockers, and hallways.

Any Mobile Device left in these areas is in danger of being **stolen**. A mobile device found in an unsupervised area will be turned in to the office or Technology Coordinator. The student responsible for the device will attend a retraining session on the care and use of the device.

- When not using the Mobile Device, students should store the device in a locker or other secure location. Do not place items on top of the device.
- Students in athletics and activities must take care to ensure their Mobile Device is secured if they bring the device to practice or events.
- Secure locations for temporary storage include checking the device in with a teacher, media director, or office.

3.3 Transporting or Carrying Your Mobile Device

Care must be taken when placing the Mobile Device into backpacks, lockers, folders and/or workbooks to avoid placing pressure and weight on the Mobile Device screen.

3.4 Screen Care

The screens are particularly sensitive to excessive pressure placed on the screen and can be damaged if subjected to rough treatment.

- **No Cleansers** of any type should be used to clean the screen.
- Do not lean on the Mobile Device.
- Do not place anything near the Mobile Device that may press against the screen.
- Avoid dropping or “bumping” the Mobile Device against lockers, walls, car doors, floors, etc. as it will eventually break the screen and/or other components.

4. USING YOUR MOBILE DEVICE AT SCHOOL

Mobile Devices are intended for use at school each day. In addition to teacher expectations for Mobile Device use, school messages, announcements, calendars and schedules may be accessed using the Mobile Device. Students must be responsible for bringing their Mobile Device to all classes, unless specifically instructed not to do so by their teacher.

4.1 Mobile Devices Left at Home

If students leave their Mobile Device at home, they are responsible for getting the course work completed as if they had their Mobile Device present. If a student repeatedly (3 or more times as determined by Teacher/Administrator) leaves their Mobile Device at home, they will be required to “check out” their Mobile Device from the Media Center for a specified period of time.

4.2 Mobile Device Undergoing Repair

Loaner Mobile Devices (if available) may be issued to students during the time that their device is under repair. Loaner devices will be issued on a first come first served basis.

4.3 Charging Your Mobile Device’s Battery

Students are responsible for bringing their fully charged device to school each day; therefore, the Mobile Devices need to be charged each evening. The Power Adapter that has been checked out with the device should remain at home and stored in a safe place where it will not be damaged or lost. The same charger that was issued to the student at check-out will be checked in with the device at the end of the year.

4.4 Screensavers/Background Photos

- Inappropriate or copyrighted media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary action (including but not limited to loss of use of the device).

4.5 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Educational games may be allowed at teacher discretion. Gaming for the sake of personal amusement is prohibited.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary action (including but not limited to loss of use of the device).
- The Mobile Device is owned by the Mitchell Public School District; therefore, the Acceptable Use Policy governs the use of the device at all times.

4.6 Printing

There will be **No Printing** directly from the Mobile Device.

4.7 Home Internet Access

Students are allowed to set up wireless networks on their Mobile Devices. This will assist them with Mobile Device use while at home. The chromebooks have to be connected to a wifi connection in order to function.

5. MANAGING CONTENT AND SAVING WORK

5.1 Saving to the Mobile Device

Mitchell Public Schools will not back up information. It is the student's responsibility to ensure that the work is not lost due to mechanical failure or accidental deletion. Mobile Device malfunctions are not an acceptable excuse for not submitting work.

It is the student's responsibility to manage the allotted Mobile Device storage space. If the Mobile Device storage space becomes full, the student will need to delete any personal item or App(s) to make room for school required items or App(s). Remember that photos, video and music use a high amount of storage space.

5.2 Network Connectivity

The Mitchell Public School District makes no guarantee that their wireless network will be up and running 100% of the time. In the rare case that the wireless network is down, the District will not be responsible for lost or missing data.

While connected to the District wireless internet, content will be filtered as it is for all devices connected on the District network. Parents will need to monitor content when students are working and connected off-site. Inappropriate content downloaded or browse/viewed on or off-site is unacceptable and subject to disciplinary action of the student. This would include non-educational games, presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures.

6. APPS AND DIGITAL BOOKS

6.1 Mitchell Public Schools Installed Apps

- The applications installed by Mitchell Public Schools must remain on the Mobile Device in usable condition and be easily accessible at all times
- Mitchell Public Schools personnel will determine adoption or discontinued use of Apps and reserve the right to remove apps and bear no responsibility for lost data when apps are removed.

6.2 Student Installation of Apps

- Students are allowed to load Apps on their Mobile Devices.
- Students are responsible for managing their allocated storage availability on their Mobile Devices. Personal apps, pictures, music, and/or movies may need to be removed to allow for needed storage on Mobile Devices.

6.3 Inspection

Students may be selected at random to provide their Mobile Device for inspection by administrators or members of the Technology Committee. Inspection of the device includes the physical condition of the device and content loaded onto the device. If requested, the student must provide the username and password to access their data. Damage, tampering, or inappropriate content will result in discipline or fines to the student.

6.4 Procedure for Reloading Apps

If technical difficulties occur, non-authorized or inappropriate apps are identified, the Mobile Device will be restored to original settings and Apps. The school does not accept responsibility for the loss of any applications or documents deleted due to a restoration.

6.5 App Upgrades

- Students are **NOT** allowed to update any of the Mitchell Public Schools core Apps. Mitchell Public Schools personnel will periodically update those core Apps.
- Students can update any of their personal Apps.

6.6 Digital Books

- Only school-approved material (books, etc.) will be allowed on Mobile Devices.
- Presence of non-educational games, pornographic materials, inappropriate language, alcohol, drug, and gang related material or pictures will result in disciplinary actions.

7. ACCEPTABLE USE

These guidelines are provided here so that students and parents are aware of the responsibilities students and adults accept when they use Mitchell Public School District owned Mobile Devices.

The use of the Mitchell Public School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Mitchell Public School District is not transferable or extendible, by students, to people or groups outside the district and terminates when a student is no longer enrolled in the Mitchell Public School District. If a person violates any of the User Terms and Conditions named in this policy or the Acceptable Use policy of the Student/Parent Handbook, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

7.1 Parent/Guardian Responsibilities and Terms

- Will read the Acceptable Use Policy and discuss it with my child.
- Will supervise my child's use of the Mobile Device at home.
- Will make sure my child charges the Mobile Device nightly and begins the school day with a fully charged battery (Once per day unless the battery is near or fully discharged).
- Will make sure my child brings the Mobile Device to school each day.
- Will discuss appropriate use of the Internet and supervise my child's use of the Internet. Consider the use of Internet filters for home on-line networks.
- Will **NOT** attempt to repair the Mobile Device.
- Will report any problems or damage to the Mobile Device to the building administrator, teacher, and/or school technology specialists.
- Will report loss/theft of Mobile Device to school and proper authorities (police) within 24 hours if occurrence happens outside of school.
- Will **NOT** change or attempt to change the configuration of software or hardware.
- Will **NOT** remove any Apps or certificates on the Mobile Device except for personal Apps.
- Will **NOT** alter or remove the school device management certificates at any time.
- I agree to allow the school administration, teacher, or technology department to examine the device, Apps, and content at any time.
- I agree to make sure that the Mobile Device is returned to the school when requested and upon my child's withdrawal from Mitchell Public Schools.
- Signing this agreement gives permission to the student to create online accounts under the Mitchell Public School staff direction and guidance only for educational purposes.

- Should you want your student to opt out of having a Mobile Device, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements (may take longer).

7.2 School Responsibilities

- Provide Internet and email access to its students during the school day.
- Utilize an Internet filter to block inappropriate materials as able on and off campus.
- Provide staff guidance to aid students in doing research and help assure student compliance to the Mitchell Public School Acceptable Use policy, copyright adherence and digital citizenship training.

7.3 Student Responsibilities

- Read the Acceptable Use policy and discuss it with my parent/guardian.
- Use computers/devices in a responsible and ethical manner.
- Charge the Mobile Device nightly and begin the school day with a fully charged battery (Once per day unless the battery is near or fully discharged) .
- Bring the Mobile Device to school every day.
- Make the Mobile Device available for inspection by an administrator, teacher or technology personnel upon request and provide the username and password.
- Obey general school rules concerning behavior and communication that apply to technology use. This means use of appropriate language in all communications.
- Use all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, loss of data resulting from delays, non-deliveries, missed-deliveries or service interruptions caused by the student’s own negligence, errors or omissions.
- Assist the Mitchell Public School District in protecting our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitor all activity student accounts (Teacher Coursework).
- Follow all the timelines for collection of Mobile Devices at the end of the school year and as requested by District personnel.
- Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Mitchell Public Schools for any other reason must return their individual school Mobile Device on the date of termination.
- Report to teachers or technology personnel any malfunctioning Mobile Device or damaged device.

7.4 Student Activities Strictly Prohibited

- Illegal installation use of or transmission of copyrighted materials. If you are unsure, ask a teacher.
- Any actions that violate existing Mitchell Public Schools policies or public law.
- Accessing, uploading, downloading or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Using external devices with the Mobile Device without prior approval from the administration.
- Accessing other student's accounts, files, and/or data.
- Use of the school's Internet/email for financial or commercial gain or for any illegal activity.
- Giving out personal information (name, address, photo or any other identifying information), for any reason, over the Internet, including, but not limited to, setting up Internet accounts for personal use (chat rooms, EBay, email).
- Participating in credit card fraud, electronic forgery or other forms of illegal behavior.
- Attempting to alter harm or destroy hardware, Apps or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage components of school equipment.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Mitchell Public School web filter through a web proxy or any other means.
- If a student receives any communication containing inappropriate or abusive language or media, it is necessary to:
 1. Show a teacher or administrator immediately.
 2. Save a copy for the teacher/administrator.
 3. Delete the material from the device and/or storage **IN THE PRESENCE** of the teacher/administrator.
 4. Students are prohibited from sharing/forwarding any inappropriate material via email or through any other means of communication.
- Students will report loss/theft of device to parents, school and proper authorities (police) within 24 hours.
- Students **WILL NOT**:
 - Change or attempt to change the configuration or settings of managed devices. Any attempt will result in disciplinary action.
 - Attempt to repair, alter, or make additions to the Mobile Device.
 - Remove or attempt to remove Mitchell Public School identification tags on Mobile Devices.
 - Deface device with any type of stickers or markings.

- Mobile Devices are **STRICTLY FORBIDDEN** to be used or powered on in bathrooms, dressing rooms, or locker rooms.

Violations of these prohibited activities will result in consequences as shown in Section 5.8 of the Mitchell Jr/Sr High School Student Discipline Policy.

7.5 Student Discipline

The discipline procedures in the Mitchell Public Schools handbooks address serious and major offenses such as stealing and destruction of school or personal property, which apply to the Mobile Device. Depending on the seriousness of the offense, students may lose Mobile Device and/or network privileges as well as being held for detention, suspension, retraining, or in extreme cases, expulsion.

Consequences in no particular order:

- Retraining of acceptable and responsible use.
- Conference with teacher and teacher documentation.
- Written or verbal warning and/or detention.
- Written or verbal contact with parents.
- Parent Conference with student.
- Suspension from Mobile Device use for 1-3 days or more due to repeat offenses.
- In-School Suspension.
- Suspension from School.
- Expulsion
- Notification of outside agency and/or police with filing of charges where appropriate.
- Permanent loss of Mobile Device.

8. REPAIRS AND REPLACEMENTS: RELATED COSTS

8.1 Repairs or Replacement Costs

Students will be held responsible for **ALL** damage to their devices resulting from misuse, neglect, or accidental damage including but not limited to: broken screens, cracked plastic pieces, inoperability, etc.

Any damage to a mobile device due to vandalism, horseplay, etc. will result in disciplinary action and repair or replacement costs accrued by the person responsible for such damage.

| Claim | |
|---------------------------------|-----------------------|
| Lost Device | Full Replacement Cost |
| Destroyed (total loss) device | Full Replacement Cost |
| Stolen Device due to negligence | Full Replacement Cost |
| Repairs | Full Repair Cost |

The Superintendent, Building Principal and/or Technology Director will determine if negligence was involved in the incident and will review each case. Fees may possibly be waived and/or payment plans will be accepted on merits of each case.

The school district will contact the designated vendor to send in devices that malfunction or receive damage.

9. OTHER MOBILE DEVICES THAT REMAIN IN SCHOOL

There are Mobile Devices owned by Mitchell Public School District that will remain in the school at all times. These devices will be used as loaners during repair time and Mitchell Public Schools will manage these devices in regards to restrictions and installation of apps and content.

- No student will be allowed to install apps or digital books on a loaned device..
- Students will follow all the guidelines in this Policy while devices are loaned out to the individual or classroom.
- Internet access may or may not be provided to these devices.
- Screen savers – no changes allowed.

10. BYOD (Bring Your Own Device)

Mitchell Public Schools does not support a Bring Your Own Device program. Personal devices will not be supported, maintained, or repaired by the District or given access to the school wireless network.

Mitchell Public Schools Student Pledge for Mobile Device Use

1. I will take good care of my Mobile Device.
2. I will never leave the Mobile Device unattended.
3. I will never loan out my Mobile Device to other individuals.
4. I will know where my Mobile Device is at all times.
5. I will charge my Mobile Device daily.
6. I will keep food and beverages away from my Mobile Device since they may cause damage to the device.
7. I will not disassemble any part of my Mobile Device or attempt any repairs.
8. I will protect my Mobile Device by only carrying it while in the case provided.
9. I will not place decorations (such as stickers, markers, etc.) on the Mobile Device.
10. I will not deface the serial number or District tags on any Mobile Device.
11. I understand that my Mobile Device is subject to inspection at any time without notice and remains the property of Mitchell Public Schools.
12. I will follow the policies outlined in the Acceptable Use Agreement while in school and outside of the District grounds.
13. I will be responsible for all damage or loss of the Mobile Device that is caused by neglect or abuse.
14. I agree to return the Mobile Device and accessories in good working condition.
15. I will use appropriate measures to secure the Mobile Device when not in use.
16. I will use my Mobile Device in ways that are appropriate and acceptable to meet Mitchell Public Schools educational expectations.

I agree to the rules and guidelines presented in the above document and promise to abide by these stipulations.

| | |
|----------------------|--|
| Student Name (Print) | |
| Student Signature | |
| Date | |

| | |
|---------------------|--|
| Parent Name (Print) | |
| Parent Signature | |
| Date | |

All students must return their Mobile Device and accessories at the end of each school year. If a student transfers, is suspended or expelled, or terminates enrollment at MPS the Mobile Device and accessories must be turned in by the date of termination.

Mitchell Public Schools

Mobile Device Agreement Form 2016-2017

Please print the following information:

| | |
|-----------------------------|--|
| Student Name | |
| Grade Level | |
| Parent/Guardian Name | |

I agree that my student and I have read and will comply with all policies and procedures with the Mitchell Public Schools District Mobile Device Policy. I understand that this policy covers one Chromebook device and accessories that are property of Mitchell Public Schools for this student named on this form.

Student Signature

Parent/Guardian Signature

Date

Mobile Device “Option Out” Agreement

I DO NOT wish to allow my child to take the Mobile Device and accessories off school grounds. I do understand that students are held responsible for ALL school assignments, projects, assessments, etc. that may require technology use outside of the regular school day. I choose to provide this additional technology opportunity for my student with my personal home technology.

| | |
|----------------------------------|--|
| Student Signature | |
| Parent/Guardian Signature | |

Student Signature

Parent/Guardian Signature

Date