

# CCSD Student Mobile Device Responsible Use Handbook and Agreement

## Table of Contents

[INTRODUCTION](#)

[1.0 DEPLOYING DEVICES & COLLECTING FEES](#)

[2.0 CARE AND STORAGE OF THE DEVICE](#)

[3.0 LOSS OR DAMAGE](#)

[4.0 USING YOUR MOBILE AT SCHOOL](#)

[5.0 MANAGING YOUR FILES & SAVING YOUR WORK](#)

[6.0 OPERATING SYSTEM and APPS](#)

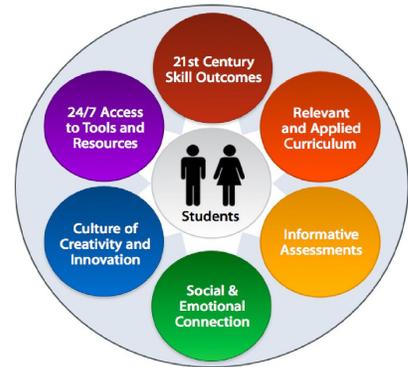
[7.0 RESPONSIBLE USE & DIGITAL CITIZENSHIP](#)

[INFRACTIONS AND CONSEQUENCES](#)

[STUDENT PLEDGE FOR MOBILE DEVICE USE](#)

## INTRODUCTION

Personalized learning is a learner-centered approach to education, with a focus on 21st century skills such as collaboration, creativity, communication and critical thinking, as well as a connection to individual interests and aspirations. To help prepare for the transition to college and the 21st century workplace, learners must be active participants in relevant, engaging and real-world learning experiences that move beyond the traditional classroom.



Mobile technologies (such as iPads and Chromebooks) provide the opportunity to better engage students in the content when innovative practices are used to meet their diverse needs. **As we deploy mobile devices into the hands of students and teachers, we do so in support of preparing students to be active participants of the 21st century workforce.**

## 1.0 DEPLOYING DEVICES & COLLECTING FEES

The procedures and information within this handbook apply to all student devices at CCSD schools during and outside of school when applicable. Teachers may set additional requirements for use in their classrooms.

### 1.1 Receiving your Mobile Device

#### FOR TAKE-HOME ONLY:

- Parents and students must attend an orientation session together before checking out a take-home device
- A take-home fee must be paid before the device can be issued to the student
  - See fee schedule below

#### FOR ALL SCHOOLS:

- **Parents and students must both sign and return the Student Mobile Device Responsible Use Agreement form.** For non take-home schools, this form will be distributed at the beginning of the semester in which the student devices are being deployed.
- The Mobile Device usage fee schedule is as follows:
  - ➔ Take home use: \$35 per student (if Mobile Device isn't taken home until 2nd semester - \$25 per student)

**All uncollected iPad fees are the responsibility of the school**

### 1.2 Returning your Mobile Device

Device accessories (such as charging cords, bricks and cases) that are furnished by the school must be returned with only normal wear and no alterations to avoid paying a replacement fee. If a student transfers, withdraws, is suspended or expelled, or terminates enrollment at a CCSD school for any reason, he/she must return the device with accessories on the date of termination. **The student will be charged the cost of any items not returned.**

## 2.0 CARE AND STORAGE OF THE STUDENT MOBILE DEVICE

Student devices are school property and all users will follow the Student Device Responsible Use Agreement, the CCSD Technology Responsible Use Policy and the CCSD Student Code of Conduct for these technologies. Students are responsible for the general care of the devices they have been issued by the school. Devices that are broken or fail to work properly must be taken to the designated school personnel for an evaluation of the equipment as soon as possible.

### 2.1 Mobile Device Identification

Student devices will be labeled in the manner specified by CCSD. Devices can be identified in the following ways:

- Serial number
- CCSD asset tag sticker
- Designated picture as wallpaper for both the Lock Screen and /or Home Screen

### 2.2 General Procedures and Precautions

Students are responsible for maintaining their mobile devices and keeping them in good working order.

- Student devices must never be left in a locker, unlocked car, or any unsupervised area in school or outside of school; Cords must be inserted carefully into the device to prevent damage
- Devices must remain free of any writing, drawing, stickers, graphics or labels that are not the issued property of CCSD
- Devices must not be exposed to direct sunlight, excessive heat, or severe cold
- Devices should not be placed near magnets; Magnets are known to damage computerized equipment such as computers and tablets
- TAKE-HOME: Students are responsible for keeping their assigned device's battery charged each school day; this charging should take place at home during the night prior to school
- NON TAKE-HOME: Devices must be returned to the appropriate teacher or home room before leaving school each day as directed by the teacher and/or school administration for charging and storage

### 2.3 Screen Care

Device screens can be damaged if subjected to rough treatment. iPad screens are particularly sensitive to damage from excessive pressure

- iPads must always be inside the protective case when carried
  - Do not place anything in the case that will press against the screen (iPads)
- Do not lean on the top of the device when it is closed
- Do not place anything near the device that could put pressure on the screen

- Do not bump the device against lockers, walls, car doors, floors, etc. as it could eventually break the screen
- Only use a clean, dry, soft cloth or anti-static cloth to clean the screen; No cleansers of any type should be used on the screen

#### **2.4 Storing Your Mobile Device**

When students are not using the devices at school, they should be stored in the teacher designated area in the classroom.

- TAKE-HOME: Students are expected to take their devices home every day after school; Devices should not be stored in a student's vehicle
  - If a student is not approved for device take-home privileges, he/she must check the device in following the established school procedures
  - Nothing should be placed on top of the device when stored
  - If a student needs a secure place to store the device, he/she may check it in for storage with designated school personnel

#### **2.5 Mobile Devices Left in Unsupervised Areas**

Under no circumstances should devices be left unsupervised by the student. Unsupervised areas include the school grounds, lunchroom, computer lab, locker rooms, library, unlocked classrooms, hallways and any area without supervision. Any device left in these areas is in danger of being stolen. If an device is found in an unsupervised area, it will be taken to the main office. **Leaving an device in an unsupervised area is considered an infraction of the Student Mobile Device Responsible Use Agreement.**

### **3.0 LOSS OR DAMAGE**

If a student mobile device is damaged, lost, or stolen, the following guidelines must be followed.

#### **3.1 Damaged Mobile Devices**

Student devices that malfunction or are damaged must be reported to designated school personnel immediately.

- The school will be responsible for sending devices that malfunction or are accidentally damaged to CCSD Tech Support
- CCSD DOES NOT cover intentional damage to devices; If it has been determined by the school that there was intentional damage to an device, the student/parent is responsible for full payment of the damage
- TAKE-HOME: If the device is damaged due to misuse, neglect or accident, the student will not be allowed to take the device home (unless it is agreed upon by the student and school that a case that will provide greater protection is purchased by the student)

#### **3.2 Missing, Stolen or Vandalized Mobile Devices**

Devices that are missing or stolen while either on or off school property must be reported immediately to designated school personnel. Devices that are not brought to school (in schools using the take home model) for three consecutive days will be considered missing. Action will be taken by the District to track missing/stolen devices to recover them, and appropriate consequences outlined in the Student Code of Conduct will be administered.

- IPADS: CCSD utilizes Mobile Device Management software (MDM) to manage all devices in the District; when an device is deemed missing or stolen, CCSD may use the MDM to locate, disable and lock the device
- THEFT AND VANDALISM: In cases of theft, vandalism, and other criminal acts, a police report MUST be filed by the student and/or parent; a copy of the police/fire report must be provided to the main office
- **Students/parents will be held responsible for full payment for the replacement of any assigned CCSD student mobile devices that are not returned to school and accounted for (stolen off campus or lost).**

## 4.0 USING YOUR MOBILE DEVICE AT SCHOOL

Mobile devices are intended for use at school each day. In addition to teacher expectations for device use, school messages, announcements, calendars and schedules may be accessed using the device when applicable. Students must bring the device to all classes unless specifically instructed not to do so by their teachers.

### FOR TAKE-HOME ONLY:

#### 4.1 Mobile Devices Left at Home

In schools using the take home model, if a student leaves the device at home, he/she is responsible for completing course work as if the device were present.

#### 4.2 Charging your Mobile Device's Battery

Student devices must be brought to school each day fully charged.

#### 4.3 Home Internet Access

Students are allowed to access wireless Internet networks on their devices in order to have wi-fi access outside of school. Keep in mind that CCSD does NOT provide Internet filtering outside of the district's network. **Parents/guardians are responsible for the online activities and behavior of their children.**

### ALL SCHOOLS:

#### 4.4 Lock Screen and Wallpaper

*Inappropriate pictures may not be used as the Lock Screen and Wallpaper. Inappropriate pictures include but are not limited to the presence of weapons, pornographic materials, inappropriate language, tobacco, alcohol, drug, gang related symbols or pictures. Use of any inappropriate pictures on the device will result in disciplinary actions per CCSD Student Code of Conduct.*

#### 4.5 Media Stored on Mobile Devices

The student device has limited storage and this storage is designated for educational use.

*Inappropriate content is NOT allowed on the device. Inappropriate content includes but is not limited to music, videos, podcasts, pictures, documents, presentations and apps that contain the presence of weapons, pornographic materials, inappropriate language or lyrics, tobacco, alcohol, drug, gang related symbols or pictures.*

- Sound must be muted at all times or ear buds/headphones used unless permission is

- obtained from the teacher for instructional purposes
- The device has limited storage and educational use has top priority; If non-educational, personal content is on the device and storage space is needed, students must delete the non-educational content to make room for required content

## 5.0 MANAGING YOUR FILES & SAVING YOUR WORK

### 5.1 Saving to the Student Device

Some storage space will be available on the student device, BUT it will NOT be backed up in case of re-imaging; it is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion

### 5.2 Network Connectivity

CCSD makes no guarantee that the District network will be up and running 100% of the time; when the network is down, the District will not be responsible for inaccessible, lost, or missing data

## 6.0 OPERATING SYSTEM AND APPS

### 6.1 District-Installed Apps

Apps installed by CCSD and/or the school must remain on the device in usable condition and be easily accessible at all times. From time to time, the school may add apps for use in a particular course. Periodic checks may be made by designated staff to ensure that students have not removed required apps or added inappropriate content.

### 6.2 Additional Apps

All devices are initially deployed with a set of base apps. Students with district-approved Apple IDs or Chrome Store logins will follow the established procedures when instructed by their teachers to install required apps. Students will be required to remove personal apps and content if space is needed for educational apps or content.

### 6.3 Inspection

Students may be selected at random to provide their CCSD-issued mobile devices for inspection by any designated staff members at school.

### 6.4 Operating System and App Updates

Updated versions of the operating system and apps are available from time to time. The District and school will provide information as needed regarding updates for the operating system and/or apps.

## 7.0 RESPONSIBLE USE & DIGITAL CITIZENSHIP

### 7.1 Statement of Responsibility

The use of the network is a privilege. The user is responsible for what he/she says and does on the network. It is important for the user to stop and think before communicating and to show respect for others and for their ideas. Student users must assume that none of their data is private or confidential. Any communication or data may be subject to review by District and/or school administration.

Wireless Internet access (wi-fi) is available on every device. Network administrators will make reasonable efforts to maintain reliable service. They cannot, however, absolutely guarantee that the system will always be available or operating correctly.

### 7.2 Parent/Guardian Responsibilities

It is expected that parents/guardians talk with their children about digital citizenship. This includes discussing the dangers and consequences of cyberbullying, inappropriate use, and other misuses of the Internet. Parents must require appropriate use of technologies at school and at home. Common Sense Media is the adopted digital citizenship curriculum of CCSD.

### 7.3 School and District Responsibilities

- CCSD provide Internet access to its students
- CCSD provides Internet filtering/blocking of inappropriate materials in compliance with the Children’s Internet Protection Act (CIPA) while using the CCSD Internet system; (This does not pertain to Internet access outside of school)
- CCSD reserves the right to review, monitor and restrict information stored on or transmitted via district owned equipment and to investigate inappropriate use of resources
- CCSD schools will provide mobile device instruction and guidance to students and encourage student adherence to the *CCSD Student Mobile Device Responsible Use Agreement* and the *CCSD Technology Acceptable Use Policy*

### 7.4 Student Responsibilities

- Students will use CCSD technologies in a responsible and ethical manner
- Students will follow school rules concerning behavior and communication that apply to District network use, the CCSD Student Mobile Device Responsible Use Agreement and the CCSD Technology Acceptable Use Policy; This policy is available online and in the student handbook
- Students will use all technology resources in an appropriate manner so as not to damage school equipment; “Damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries or service interruptions caused by the students’ own negligence, errors or omissions; Use of information obtained via CCSD’s Internet system is at the user’s own risk; The District denies any responsibility for the accuracy or quality of information obtained through the CCSD Internet system
- Students will help CCSD protect the District network and devices by contacting

- designated school personnel about any security problems they may encounter
- Students will monitor all activity on their account(s)
  - If a student should receive an electronic message containing inappropriate or abusive language, or if the subject matter is questionable, he/she is asked to inform a teacher or other designated staff member (and if applicable print a copy and turn it into designated school personnel)
  - Students will turn in the device to their school at the end of each school year; Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at a CCSD school for any reason must return the device on the date of termination

### **7.5 Student Discipline**

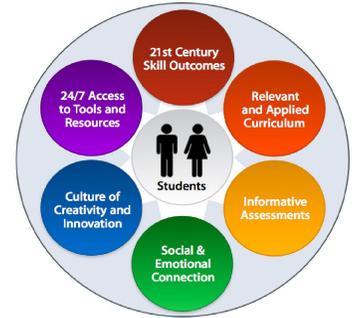
The violations and consequences outlined by this Student Mobile Device Responsible Use Handbook and Agreement are aligned with the CCSD Student Code of Conduct levels of infractions. The discipline procedures in the CCSD Student Code of Conduct address all levels of offenses, including stealing and destruction of school or personal property. This applies to all CCSD property, including school-assigned mobile devices. Depending on the seriousness of the offense, students may lose device usage rights and/or network privileges or may be suspended or in extreme cases expelled.

## **INFRACTIONS AND CONSEQUENCES**

Infractions and consequences are determined by an individual school's administration. If a student does not meet behavior expectations and responsible use, infractions and consequences will occur. The administration reserves the right to deny students access to devices at their discretion both inside and outside of school.

## STUDENT MOBILE DEVICE RESPONSIBLE USE AGREEMENT

**Any acts seen as not meeting this pledge are considered infractions resulting in consequences of limited or no mobile device use.**



- I will take good care of my assigned device.
- I will never leave my device unattended.
- I will not loan out my device to other individuals.
- I will know where my device is at all times.
- I will keep food and beverages away from my device.
- I will not disassemble any part of my device or attempt any repairs.
- I will protect my device by keeping it in the assigned protective case at all times (iPads).
- I will use my device in ways that are appropriate and that conform to CCSD expectations.
- I will not place non-approved decorations (such as stickers, markers, etc.) on the device or case.
- I will not deface the serial number device sticker on any mobile device.
- I understand that my device is subject to inspection at any time without notice and remains the property of CCSD.
- I will follow the expectations outlined in the CCSD Student Mobile Device Responsible Use Handbook at all times.
- I will notify the teacher and school administrator as soon as possible in the event of damage, theft, or loss.
- I agree to return my assigned device, case, and charging cord/brick (TAKE-HOME) to school in good working condition.

I understand and agree to the stipulations set forth in this Student Mobile Device Responsible Usage Agreement and the CCSD Technology Acceptable Use Policy.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_