

STUDENT MOBILE DEVICE POLICY

The focus of the Mobile Device program with SAU20 is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. The individual use of Mobile Devices is a way to empower students to maximize their full potential and to prepare them for college and the workplace. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning.

The policies, procedures and information within this document apply to all Mobile Devices used within Milan School District, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

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STUDENT MOBILE DEVICE POLICY

1. RECEIVING YOUR MOBILE DEVICE & MOBILE DEVICE CHECK-IN

1.1 Receiving Your Mobile Device:

Mobile Devices will be distributed at the beginning of each school year. **Parents & students must sign and return the Mobile Device Protection Plan and Student Pledge documents before the Mobile Device can be issued to their child.** The Mobile Device Protection plan outlines three options for families to protect the Mobile Device investment for the school district. Please review the Mobile Device Protection plan included in this handbook.

1.2 Mobile Device Check-in:

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

1.3 Check-in Fines:

Individual school Mobile Devices and accessories must be returned to the IT Department at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment in the district for any other reason must return their individual school Mobile Device on 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 within the district, 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 insurance deductible. Failure to return the Mobile Device will result in a theft report being filed with the appropriate Police Department depending on student

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residence. Furthermore, the student will be responsible for any damage to the Mobile Device, consistent with the District's Mobile Device Protection plan and must return the device and accessories to the IT Department in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Mobile Device.

2. TAKING CARE OF YOUR MOBILE DEVICE

Students are responsible for the general care of the Mobile Device they have been issued by the school. Mobile Devices that are broken or fail to work properly must be taken to the IT Department for an evaluation of the equipment.

2.1 General Precautions:

- The Mobile Device is school property and all users are required to follow this policy and the acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the Mobile Device to prevent damage.
- Mobile Devices must remain free of any writing, drawing, stickers, or labels that are not the property of the SAU.
- Mobile Devices must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their Mobile Device's battery charged for school each day.
- If students use "skins" to "personalize" their Mobile Devices they must not take off any SAU20 labels.

2.2 Carrying Mobile Devices:

The protective cases provided with Mobile Devices have sufficient padding to protect the Mobile Device from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Mobile Devices should always be within the protective case when carried and two hands should always be used when carrying your device.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the Mobile Device screen.

STUDENT MOBILE DEVICE POLICY**2.3 Screen Care**

The Mobile Device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Mobile Device when it is closed.
- Do not place anything near the Mobile Device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the Mobile Device against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

3. 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 computer. Students must be responsible to bring their Mobile Device to all classes, unless specifically instructed not to do so by their teacher.

3.1 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 any staff member) leaves their Mobile Device at home, they will be required to “check out” their Mobile Device from administration for 3 weeks.

3.2 Mobile Device Undergoing Repair:

Loaner Mobile Devices may be issued to students when they leave their Mobile Devices for repair with the IT Department. There may be a delay in getting a Mobile Device should the school not have enough to loan.

3.3 Charging Your Mobile Device’s Battery:

Mobile Devices must be brought to school each day in a fully charged condition. Students need to charge their Mobile Devices each evening. Repeat violations (minimum of 3 days-not consecutively) of this policy will

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result in students being required to “check out” their Mobile Device from administration for 3 weeks. Second offense will result in the loss of Mobile Device privileges for 3 weeks. In cases where use of the Mobile Device has caused batteries to become discharged, students may be able to connect their Mobile Devices to a power outlet in class provided there are cords available.

3.4 Screensavers/Background photos

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols, pictures or other images that are deemed inappropriate by the building administration will result in disciplinary actions.
- Passwords are not to be used for background images or screensavers.

3.5 Sound, Music, Games, or Programs:

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the Mobile Device and can be used at the discretion of the teacher
- Internet Games are not allowed on the Mobile Devices. If game apps are installed, the Mobile Device will be taken from the student and will be checked out through the helpdesk for a period of time to be determined by the building administrator.
- All software/Apps must be district provided. Data Storage will be through apps on the Mobile Device and google drive.

3.6 Printing:

Printing will be available with the Mobile Device. Students should talk to their teachers about which printer to print to. Students will be given information and instruction on printing with the Mobile Device at school.

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3.7 Access and Internet Usage:

- Students are allowed to set up wireless networks on their Mobile Devices. This will assist them with Mobile Device use while at home. Printing at home will require a wireless printer, proper settings on the Mobile Device and the correct app.
- Students will be setup with a SAU20 email address and this email address is to be used for school purposes only. When you leave our school district, the email address will be immediately shut off on the date of departure/graduation.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Mobile Device:

Students will be allowed to save information on the Mobile Device and Google Drive. It is recommended that students save documents in google drive as it is backed up by google and storage space is limited on the Mobile Device. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Mobile Device malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity:

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

5. SOFTWARE ON MOBILE DEVICES

5.1 Originally Installed Software:

The software/Apps originally installed by the SAU must remain on the Mobile Device in usable condition and be easily accessible at all times. Periodic checks of Mobile Devices will be made to ensure that students have not removed required apps.

5.2 Additional Software:

Students are not allowed to load extra software/Apps on their Mobile Devices. SAU will synchronize the Mobile Devices so that they contain the necessary apps for school work. Students will not synchronize Mobile Devices or add apps to their assigned Mobile Device, to include home synching accounts.

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5.3 Inspection:

Students may be selected at random to provide their Mobile Device for inspection.

5.4 Procedure for re-loading software:

If technical difficulties occur or illegal software, non SAU installed apps are discovered, the Mobile Device will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and reimage.

5.5 Software upgrades:

Students are encouraged to keep up with their App updates along with iOS updates. This will ensure that you are running the most recent software and that all apps will continue to work for you.

6. ACCEPTABLE USE

The use of the district's/SAU's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the District/SAU 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 School District/SAU. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The individual districts Student Code of Conduct shall be applied to student infractions.

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

6.1 Parent/Guardian Responsibilities:

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Should you want your student to opt out of having an 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).

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6.2 School Responsibilities are to:

- Provide Internet and Email access to its students within school district/SAU facilities.
- Provide Internet Blocking of inappropriate materials as able.
- Provide network data storage areas. These will be treated similar to school lockers. SAU reserves the right to review, monitor, and restrict information stored on or transmitted via SAU owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

6.3 Students are Responsible for:

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to Mobile Device/computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment.
- Helping the district/SAU protect our computer systems/devices by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Students should always turn off and secure their Mobile Device after they are done working to protect their work and information.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it in to the office.

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- Returning their Mobile Device to the IT Department at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at their specific school for any other reason must return their individual school Mobile Device computer on the date of termination.

6.4 Student Activities that are 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-EX: Hangouts, iMessage, MSN Messenger, ICQ, etc.
- Internet/Computer Games unless purchased by the District/SAU for educational purposes
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of Mobile Device settings (exceptions include personal settings such as font size, brightness, etc.)
- Downloading apps
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger

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- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, EBay, email, YouTube, etc.
 - Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
 - Vandalism (any malicious attempt to harm or destroy hardware, software 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 software components) of school equipment will not be allowed.
 - Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
 - Bypassing the District/SAU web filter through a web proxy

6.5 Mobile Device Care:

Students will be held responsible for maintaining their individual Mobile Devices and keeping them in good working order.

- Mobile Device batteries must be charged and ready for school each day.
- Only labels or stickers approved by the school district/SAU may be applied to the computer.
- Mobile Device cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying for a new case.
- Mobile Devices that malfunction or are damaged must be reported to the IT Department. The school district will be responsible for repairing Mobile Devices that malfunction. Mobile Devices that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with cost being borne by the student.

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- Students will be responsible for the entire cost of repairs to Mobile Devices that are damaged intentionally.
- Mobile Device damage: Students are responsible for any and all damage.
- Mobile Devices that are stolen must be reported immediately to the Office and the Police Department.

6.6 Legal Propriety:

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the School/SAU Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to School/SAU Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

6.7 Student Discipline:

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps: 1st Offense – Student(s) will check-in/checkout their Mobile Devices from the homeroom teacher or administration daily for three (3) weeks. 2nd offense – Three (3) weeks of Mobile Device privilege suspension (student still responsible for all required work) 3rd offense – Loss of Mobile Device privileges for a length of time determined by the administration and the IT Department. Senior students will also lose their senior privilege during this same period.

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7. PROTECTING & STORING YOUR MOBILE DEVICE COMPUTER

7.1 Mobile Device Identification:

Student Mobile Devices will be labeled in the manner specified by the school/SAU. Mobile Devices can be identified in the following ways:

- Record of serial number
- School District/SAU Label

7.2 Storing Your Mobile Device:

When students are not using their Mobile Devices, they should be stored in their lockers. The school district/SAU recommends the students use either a lock provided by the school district or obtain a personal lock and provide the office with a key or combination to the personal lock. Nothing should be placed on top of the Mobile Device, when stored in the locker. Students are encouraged to take their Mobile Devices home every day after school, regardless of whether or not they are needed. Mobile Devices should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store their Mobile Device, they may check it in for storage with the help desk.

7.3 Mobile Devices Left in Unsupervised Areas:

Under no circumstances should Mobile Devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any Mobile Device left in these areas is in danger of being stolen. If a Mobile Device is found in an unsupervised area, it will be taken to the IT Department or the office.

8. REPAIRING OR REPLACING YOUR MOBILE DEVICE COMPUTER

8.1 School District Protection:

School District Protection is available for students and parents to cover Mobile Device replacement in the event of theft, loss, or accidental damage. The protection cost is \$35.00 annually for each Mobile Device with a maximum cost of \$120.00 per family. This plan will include one repair or one replacement, additional replacements or repairs will cost the student \$35.00. The money from the additional repair or replacement will be collected before the device is given back or ordered. Parents will need to purchase this insurance through the District/SAU office before your student is allowed to check out a Mobile Device. The number of repairs or replacements renews every year.

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Students or parents may wish to carry their own personal insurance to protect the Mobile Device in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the Mobile Device. You will need to show proof of insurance to the school before your student(s) are allowed to check out a Mobile Device. Most insurances will require a rider for electronics and only provide so much coverage and a higher deductible.

8.3 Claims:

All insurance claims must be reported to the school office. Students or parents must file a police or fire report and bring a copy of the report to the principal's office before any Mobile Device can be repaired or replaced with School District Protection.

9. COST OF REPAIRS

Students will be held responsible for ALL damage to their Mobile Devices including, but not limited to: broken screens, cracked plastic pieces, inoperability, 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 cases and cables will be charged the actual replacement cost.

SAU20/SCHOOL DISTRICT STUDENT PLEDGE FOR MOBILE DEVICE USE

- I will take good care of my Mobile Device.
- I will never leave the Mobile Device unattended.
- I will never loan out my Mobile Device to other individuals.
- I will know where my Mobile Device is at all times.
- I will charge my Mobile Device's battery daily.
- I will keep food and beverages away from my Mobile Device since they may cause damage to the device.
- I will not disassemble any part of my Mobile Device or attempt any repairs.
- I will protect my Mobile Device by only carrying it while in the case provided.
- I will use my Mobile Device in ways that are appropriate, meet school district/SAU expectations and are educational.

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- I will not place decorations (such as stickers, markers, etc.) on the Mobile Device. I will not deface the serial number Mobile Device sticker on any Mobile Device.
- I understand that my Mobile Device is subject to inspection at any time without notice and remains the property of the SAU/ School District.
- I will follow the policies outlined in the *Mobile Device Handbook* and the *Use of Technology Resources Policy* while at school, as well as outside the school day.
- I will file a police report in case of theft, vandalism, and other acts covered by insurance.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the District/SAU Mobile Device, case and power cords in good working condition.

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office. **INTENTIONAL DAMAGE:** Students/Parents are responsible for full payment of intentional damages to Mobile Devices. Warranty, Accidental Damage Protection, or School District/SAU Mobile Device Protection **DOES NOT** cover intentional damage of the Mobile Devices.

MILAN MOBILE DEVICE PROTECTION PLAN

The District/SAU recognizes that with the implementation of Mobile Devices, there is a need to protect the investment by both the District/SAU and the Student/Parent. The following outlines the various areas of protection: warranty, accidental damage protection and insurance.

OPTION 1: School District Protection:

School District/SAU Protection is available for students and parents to cover Mobile Device replacement in the event of theft, loss, or accidental damage. This plan will include one repair or one replacement, additional replacements or repairs will cost the student \$35.00. The money from the additional repair or replacement will be collected before the device is given back or ordered. Parents will need to purchase this insurance through the District/SAU office before your student is allowed to check out a Mobile Device.

By selecting Option 1, you choose to pay for the school district annual protection coverage in the amount of \$35.00.

The family maximum will be \$120.00 for family coverage when there are three or more children in school using Mobile Devices. The \$35.00 payment is nonrefundable. This annual coverage begins upon receipt of the payment

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and ends at the conclusion of each school year.

DISCLAIMER-This policy does not cover malicious destruction of school property in which case a student may be found liable for the full replacement of the device.****

OPTION 2: Personal Home or Homeowners coverage:

Students or parents may wish to carry their own personal insurance to protect the Mobile Device in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of a Mobile Device. You will need to show proof of insurance to the school before your student(s) are allowed to check out a Mobile Device.

By selecting Option 2, you will cover the Mobile Device under your own insurance policy, you agree to pay the District the amount received from your insurance company plus any additional amount needed to cover the Mobile Device replacement/repair not to exceed \$499. Most insurances only provide in home coverage. Your policy must provide coverage wherever your student takes the Mobile Device (home, school, car, etc.).

OPTION 3: No Insurance

By selecting, you agree to pay for the replacement or repair of the Mobile Device at a cost not to exceed \$350 should the Mobile Device be stolen, lost or damaged in any way. A deposit of the full amount will be provided before a Mobile Device is checked out to your student.

I agree to the stipulations set forth in the above documents including the Mobile Device Policy, Procedures, and Information; the Acceptable Use Policy; Mobile Device Protection Plan and the Student Pledge for Mobile Device Use.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

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Individual school Mobile Device computers and accessories must be returned to the IT Department at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment within the SAU/School District for any other reason must return their individual school Mobile Device computer on the date of termination.