

# Spartanburg County School District Five



## District Issued Mobile Device Student and Parent Guide

# Table of Contents

<b>LETTER FROM THE SUPERINTENDENT</b>	<b>4</b>
<b>SECTION 1: RECEIVING / RETURNING YOUR DISTRICT ISSUED MOBILE DEVICE</b>	
<u>1.1</u> Distribution	5
<u>1.2</u> Returning the Device	5
<u>1.3</u> Identification of the Device	6
<b>SECTION 2: CARING FOR THE DISTRICT ISSUED MOBILE DEVICE</b>	
<u>2.1</u> General Precautions	6
<u>2.2</u> Screen Care	6
<b>SECTION 3: USING YOUR DISTRICT ISSUED MOBILE DEVICE</b>	
<u>3.1</u> Device Left at Home	7
<u>3.2</u> Device Undergoing Repair	7
<u>3.3</u> Charging your Device's Battery	7
<u>3.4</u> Home Internet Access	7
<u>3.5</u> Device Camera, Microphone, Speakers, & Earphones	8
<b>SECTION 4: MANAGING YOUR FILES AND SAVING YOUR WORK</b>	
<u>4.1</u> Document Storage	8
<u>4.2</u> Saving to Google Drive/Schoology	9
<u>4.3</u> Network Connectivity	9
<b>SECTION 5: APPLICATIONS ON DISTRICT ISSUED MOBILE DEVICE</b>	
<u>5.1</u> Originally Installed Applications	9
<u>5.2</u> Additional Applications and Personal Information/Property	9
<u>5.3</u> Inspection	10
<u>5.4</u> Procedure for Reloading Applications	10
<u>5.5</u> Application Upgrades	10
<b>SECTION 6: DIGITAL CITIZENSHIP</b>	
<u>6.1</u> District Responsibilities	10
<u>6.2</u> Student Responsibilities	11
<u>6.3</u> Parent/Guardian Responsibilities	11
<u>6.4</u> Creative Commons Copyright	11
<u>6.5</u> District Issued Mobile Device Care	11
<b>SECTION 7: DISTRICT ISSUED MOBILE DEVICE DAMAGE OR LOSS</b>	
<u>7.1</u> Terms of the Device Agreement	13
<u>7.2</u> User Misuse, Abuse, or Damage	14
<u>7.3</u> Title	14
<u>7.4</u> Repossession	14
<u>7.5</u> Liability	14

**APPENDIX A**

Student Pledge for Use of the District Issued Mobile Device

**APPENDIX B**

District Issued Mobile Device Agreement

**APPENDIX C**

District Issued Mobile Device Insurance

**APPENDIX D**

Spartanburg County School District Five Network Code of Conduct

Hello!

On behalf of the District Five Schools Board of Trustees and our administration, faculty and staff, I am pleased to share this guide with you, as an introduction to D5 Live, the District's exciting new one-to-one technology initiative! In it, you will find a brief overview of the initiative, frequently asked questions, forms and other information. It is my sincere hope that, after reading this guide, you will have a better understanding of the promising path our District is taking.

In February of 2014, under the leadership of our Director of Instructional Technology, District Five held its first-ever "Visioning Day". The event brought together our Board of Trustees, students, parents, administrators and community members, all with one purpose: to envision what a 21<sup>st</sup> Century education should look like. The results set District Five on a new and exciting path, where technology would be at the forefront of every classroom. We soon embarked on a five year plan, committing that all 3<sup>rd</sup> through 12<sup>th</sup> grade classrooms in District Five would be completely one-to one by the 2017-18 school year.

D5 Live is designed to transform teaching and learning, both inside and outside, the classroom. As part of the program, District Five is equipping all students with a Dell Touch laptop. These devices were selected because of their compatibility with current and future software, access to a fast-growing library of educational applications (apps), and the ability to manage and secure the devices at a much lower cost.

D5 Live aims to give students 21<sup>st</sup> Century skills, preparing them for a successful future, in both college, and their careers. These skills are the focus of South Carolina's Profile of the Graduate, which our District and our state has endorsed. Along with knowledge in all core subjects, we want to ensure that students are mastering these skills of critical thinking, collaboration, communication and creativity.

D5 Live will address these needs by giving students a powerful educational tool that not only raises engagement and excitement for learning, but also provides them access to the vast global network of information available online. It is our hope that it also allows a more personalized learning experience for all students.

As part of this initiative, the online safety of our students is a TOP priority. All devices access the Internet through the district's web filters, which provide the utmost security, and block any inappropriate content. Even when students access the Internet on their devices away from school, all web use runs through the district's filter. Additionally, only teacher-recommended, district- approved apps or programs are installed on students' devices.

I am proud to embark on this incredible new journey, that embraces innovation, and will empower every student and teacher in District Five. This initiative promises to transform all of our classrooms, and we are excited about what the future has in store!

District Five is where excellence resides.

Sincerely,



Scott Turner  
Superintendent, District Five Schools

## RECEIVING / RETURNING YOUR DISTRICT ISSUED MOBILE DEVICE

### 1.1 DISTRIBUTION OF DEVICE

A District Issued Mobile Device will be distributed each year during each school's District Issued Mobile Device Orientation. In order for a student to receive a device for home use:

- *Parents and Students must attend orientation and sign and return the District Issued Mobile Device Agreement and Acceptable Use Policy.*
- *Parents must agree to pay the technology insurance for the student. The technology fee must be paid in full by **October 1, 2016**.*
- *Students must agree to return the device at the end of each school year for updates and maintenance.*

The District Issued Mobile Device Technology Insurance (\$40) offers families protection for the District Issued Mobile Device. Please review Appendix C.

### 1.2 RETURNING THE DEVICE

Devices (including power cords and any other district- or school-issued accessories) will be turned in to each school before the summer break.

Students transferring out of or leaving Spartanburg County School District Five during the school year **must** turn in the Device (including power cords and any other district- or school-issued accessories) before leaving the school. These students need to follow standard school checkout procedures.

If a student does not turn in his/her Device upon leaving the district, the student will be subject to criminal prosecution or civil liability. The student will also be required to pay the replacement cost for a new device.

If a student opts out of paying the technology insurance, the Device will still be available for student use within their school.

### **1.3 IDENTIFICATION OF DEVICE**

Each student's Device will be labeled in the manner specified by the district. The Device will be identified by a serial number and the Spartanburg County School District Five asset sticker. The district asset sticker **MUST NOT** be removed from the Device. Removal of any stickers will be considered damage to the Device.

### **CARING FOR THE DEVICE**

The Device is district property. All users will follow the guidelines specified in this document.

Students are responsible for the general care of their school-issued Device.

Students must take any damaged Device or Devices failing to operate properly to their school designee for evaluation and repair.

### **2.1 GENERAL PRECAUTIONS**

Your Device must remain free of any writing, drawing, stickers, or labels that are not the property of Spartanburg County School District Five. "Skins," which can be removed easily and cleanly, can be purchased by the student.

Never leave your Device in any non-secure location, such as an unlocked locker, a car, or any other unsupervised area where theft can occur. Do not leave the Device in a hot or cold vehicle as this can cause damage as well.

Be careful when inserting cords and cables into the Device to prevent damage.

Students are responsible for keeping their Device's battery charged for school each day.

### **2.2 SCREEN CARE**

Screen damage will occur when pressure is applied to the screen. Users must avoid leaning on the top of the Device, closing any items inside the Device, or placing objects in a book bag (or protective case) in a way that applies pressure to the screen.

Use only a clean, soft cloth or anti-static cloth to clean the screen. Do not use cleansers or liquids of any type.

Do not bump the Device against lockers, walls, car doors, floors, etc., as it will crack and break the screen.

## **USING YOUR DISTRICT ISSUED MOBILE DEVICE**

District Issued Mobile Devices are intended for use at school each day. Students are responsible for bringing their Device to all classes, unless specifically instructed otherwise by the teacher.

In addition to teacher expectations for Device use, students may access school messages, announcements, calendars, and schedules using their Device.

### **3.1 DEVICE LEFT AT HOME**

Students who leave their Device at home are still responsible for completing their daily course work.

Repeated offenses may result in disciplinary action which will be handled at the school.

### **3.2 DEVICE UNDERGOING REPAIR**

The school may issue a loaner Device to a student while his/her Device is being repaired by staff at their school. A student may not receive a loaner immediately. There may be a delay depending upon availability of a loaner Device.

### **3.3 CHARGING YOUR DEVICE'S BATTERY**

The Device must be brought to school each day fully charged. Students must charge their Device each evening. Repeat violations of not charging the battery for the school day may result in students not being allowed to take the Device home and being required to “check out” their Device daily from their site.

### **3.4 HOME INTERNET ACCESS**

Students may establish Wi-Fi connections with their Device outside of school. Students can then use the Device wherever access is available. District filters will still work regardless of where you are connected to the Internet. Visit [www.spart5.net/technology](http://www.spart5.net/technology) for a list of free wifi locations that are in or near District 5.

### 3.5 DEVICE CAMERA, MICROPHONE, SPEAKERS, & EARPHONES

- The Device is equipped with a front facing photo camera and video camera, a microphone to record sound, and speakers. While some teachers may request students to use these components for different assignments, **students MUST NOT play sound or music from the speakers, record sound, or take photos/videos without the permission of the teacher and/or persons they are recording.**
- District policy prohibits harassment and bullying. Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, threatening, discriminatory, harassing and/or illegal is a violation of the agreement.
- District policy and Federal Law prohibits students to access, download, post or submit, publish, scan, display, distribute or forward sexually explicit or sexually suggestive materials.
- Users of the District Issued Mobile Device are expected to comply with district policies regarding these matters. Failure to appropriately use the Device and/or violation of district policies will result in suspension of computer privileges and disciplinary action.
- If allowed to use earphones, the appropriate volume level is when only the person wearing the earphones can hear the sound.
- Earphones are fragile and can break off in the device. Please take extra care when plugging in and removing.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents and students over 18 years of age certain rights with respect to students' educational records including photographs. You can read more about FERPA online at:  
<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

For this reason, students must obtain permission to publish or make publicly available a photograph or video of any school-related activity. Unauthorized recording is subject to disciplinary action in accordance with the district's Acceptable Use Policy (see Appendix A).

*Spartanburg County School District Five retains the rights to any recording and/or publishing of any student's work or image created using district-owned property.*

## **MANAGING YOUR FILES AND SAVING YOUR WORK**

### 4.1 DOCUMENT STORAGE

We consider the Device to be used as a research tool, library, homework center, planner, collaboration tool, and much, much more. We know that incorporating this tool will benefit our teachers, students, and families. There will be limited storage on the Device, and

**academic files will take priority over personal files.** Students should have a backup option to store their files on Google Drive or Schoology. There are several reasons for this:

- In the event the Device needs to be “wiped”, all files stored on the Device will be lost.
- If the Device is lost, stolen, or damaged, the student will still be able to access his/her work if they have saved in the appropriate location.
- Academic resources take priority on the Device: anything personal is secondary. Students will be required to delete personal files to make room for academic files if needed.
- After installing academic programs, there may not be adequate storage space for personal use.

## **4.2 SAVING TO GOOGLE DRIVE / SCHOOLGY**

Students are encouraged to save their files to their district-provided Google Drive and/or Schoology account. It is each student’s responsibility to make sure that his/her work is not lost due to mechanical failure or accidental deletion.

**Device malfunctions are not an acceptable excuse for failure to submit student work.**

## **4.3 NETWORK CONNECTIVITY**

Spartanburg County School District Five can make no assurance that the network will be operational at all times. In the instance that the network may not be operational, the district will make every effort to ensure the network is functioning in a timely manner. The district will not be responsible for lost or missing data.

## **APPLICATIONS ON DISTRICT ISSUED MOBILE DEVICE**

### **5.1 ORIGINALLY INSTALLED APPLICATIONS**

The applications originally installed by Spartanburg County School District Five on each Device must remain on the Device in usable condition and readily accessible at all times.

You may not remove these required applications, and staff will periodically check Devices to ensure that students have not removed them. The school may also add other applications periodically.

Some licenses for applications require that the applications be deleted from the Device at the completion of a course. If this applies, the student will be notified, and the app will be removed by technology staff.

### **5.2 ADDITIONAL APPLICATIONS AND PERSONAL INFORMATION/PROPERTY**

Spartanburg County School District Five will sync or repair Devices so that the Devices contain the necessary applications for school work. This may be done periodically throughout the year and at the District's discretion. **Syncing and/or repairing WILL result in the loss of personal applications, personal information, and personal property (such as music).** Consequently, students who have such material on the Device should be sure to have a backup of the data.

Students will be permitted to load additional applications with teacher instruction on their Device as long as they do so in accordance with the district's Acceptable Use/Network Code of Conduct.

### **5.3 INSPECTION**

Staff may randomly select students and ask them to provide their Device for inspection.

### **5.4 PROCEDURE FOR RELOADING APPLICATIONS**

If technical difficulties occur or unauthorized applications are discovered, technology staff will block or remove these applications from the Device. The district does not accept responsibility for the loss of applications or documents deleted due to a re-sync or re-image.

### **5.5 APPLICATION UPGRADES**

The district will distribute upgraded versions of licensed applications from time to time through network process or manually by a technician.

## **DIGITAL CITIZENSHIP**

Digital Citizenship is a concept which helps teachers, technology leaders, and parents understand what students/children/technology users should know in order to appropriately use technology. Digital Citizenship is more than just a teaching tool; it is a way to prepare students/technology users for a society filled with technology.

The district expects students to use technology appropriately and responsibly whether in electronic communication or participation.

The district has electronic precautions in place in order for students to participate safely and securely and enjoy the rights of a digital world in an educational setting.

### **6.1 DISTRICT RESPONSIBILITIES**

The school will provide email access to students. Internet access will be provided while on school campus.

Filtering/blocking inappropriate Internet materials is done at the district level, and the district provides cloud data storage areas for all students with a Device.

Spartanburg School District Five reserves the right to investigate any inappropriate use of resources and to review, monitor and restrict information stored on or transmitted via Spartanburg County School District Five-owned equipment and resources.

## **6.2 STUDENT RESPONSIBILITIES**

Students will abide by the district's Acceptable Use Policy (see Appendix A) and:

- contact a teacher about any security issue they encounter.
- monitor all activity on their personal account(s).
- always shut down and secure their Device after use to protect their work and information.
- report any inappropriate content, abusive language or questionable subject matter **received or accessed** to a teacher or administrator at school
- return their Device to the issuing school on the date they withdraw from school or transfer to another school. (*This also applies to seniors who leave school mid-year or who graduate.*) These students need to follow standard school checkout procedures.

## **6.3 PARENT/GUARDIAN RESPONSIBILITIES**

Talk to your children about the values and standards you expect your children to follow as they use the Internet just as you talk to them about their use of all other information sources such as television, telephone, movies, radio, etc.

When accessing the Internet away from school, all district-issued Devices will be re-directed to the district's filter. This filter protects students from visiting harmful websites; however, the most important filter is parental supervision. Parents should monitor student activity at home and are encouraged to talk with their children about Internet safety and to stay involved in their children's online world.

## **6.4 CREATIVE COMMONS COPYRIGHT**

At the teacher's discretion, student work may be uploaded to the Internet. The student owns the copyright to his/her original work(s). Students will be encouraged to select one of the Creative Commons Copyright licenses to include with their work. This license will state how the work can be used by others.

## **6.5 DISTRICT ISSUED MOBILE DEVICE CARE**

Each student is responsible for maintaining his/her Device.

Device batteries must be charged and ready for school daily.

Students must not remove any district applied labels from the Device.

Device protective cases, if furnished by the school district, must be returned with only normal wear and no alterations.

Malfunctioning or damaged Devices must be reported to the School Technology Desk. Spartanburg County School District Five will be responsible for repairing District Issued Mobile Devices that malfunction.

A **lost** Device must be reported within **24 hours** to an administrator at your school. The district will try to assist the student in locating the Device; however, loss is NOT covered by the technology insurance. If the Device is not recovered, parents will be responsible for the replacement cost of the Device.

A **stolen or vandalized** device must be reported within **24 hours** to the school administration AND a school resource officer. A police report is **required** for Device replacement due to theft.

- Students should guard their personal information when using the Device as outlined in the Acceptable Use Policy and School Handbook. This includes, but is not limited to, sending any message that includes personal information such as: passwords, home address, personal phone numbers, student's last name or another person's last name, and information about schedules (where students are/will be, timings, dates, etc.).
- The Device is provided to students to be brought back and forth between school and home.
- Never leave the Device unattended. It is the student's responsibility to keep his/her Device stored in a safe, secure, temperature appropriate space. Students are not allowed to have in their possession any other student's Device. Any Device found unattended will be brought to the school technology location.
- The Device should not be loaned to another person. Do not let family members download applications, programs, or view inappropriate content. Each Device is assigned to one person, and that one person is responsible entirely for that particular Device.
- Any labels applied to the device by Spartanburg County School District Five need to remain intact on the device, undamaged at all times.
- Do not remove or uninstall Spartanburg County School District Five installed apps and programs on a Device.
- Do not attempt to hack a Spartanburg County School District Five Device. Do not attempt to remove or circumvent the management system installed on each Device. Using or possessing hacking software is a violation of the agreement.
- Students who violate these terms will have his/her Device "wiped."
- Spartanburg County School District Five is not responsible for lost documents, photos, music, etc. In addition to the device being "wiped," the student could face disciplinary action.

## **DISTRICT ISSUED MOBILE DEVICE DAMAGE OR LOSS**

### **7.1 TERMS OF THE DEVICE AGREEMENT**

Terms and conditions that apply to the usage of the Device under the Technology Insurance Policy is as follows:

- In order to receive a Device and be allowed to take it off school property, parents must pay a yearly Technology Fee of \$40. This fee is non-refundable.
- If the Technology Fee creates a financial hardship on the student or parent/guardian, contact your school's administration about payment options. Upon proof of financial hardship, the administration can elect to create a payment plan where the student/parent/guardian can pay fees through a payment schedule.
- The Device Technology Fee policy covers parts and repairs for system-related failures occurring from normal use. It does not cover intentional damage or damage associated with misuse of the Device. It does not cover loss, theft, or vandalism without a police report.

As with any piece of school property checked out to a student, they and their family are responsible for their assigned Device. Situations that result in a Device being damaged, destroyed, or stolen, will be dealt with on a case-by-case basis.

### **Incidents of negligence or repeated incidents may become the financial responsibility of the family, up to the full replacement cost of the device.**

- If a Device is recovered, please return the device to a front office of a district school.
- If a Device is lost, please first go to the front office to see if it has been recovered.
- If a student transfers out, moves away, is expelled, or graduates early, they must return his/her assigned Device to Spartanburg County School District Five, with charger and cable and any other district- or school-issued accessories, before departing the district. Failure to return items will result in the Device being reported stolen and police involvement to recover the device. The Technology Fee policy does not cover loss.
- Do not attempt to try to repair a Device yourself. Please take the Device to your homeroom teacher as soon as possible to have a Technology Team member examine it. If a Device needs to be worked on for an extended period of time, the student may be issued a **temporary** Device until theirs is working properly (based upon availability).

Students will comply at all times with the Spartanburg County School District Five District Issued Mobile Device Acceptable Use Policy. Failure to comply ends right of possession effective immediately.

## **7.2 USER MISUSE AND ABUSE**

If the Device is misused or abused, it could be deemed not covered by the Technology Fee. The repair costs listed in Appendix B may be applied.

## **7.3 TITLE**

Legal title to the property is with the district and shall at all times remain with the district. The right of possession and use is limited to and conditioned on full and complete compliance with the District Issued Mobile Device guidelines and Acceptable Use Policy.

The student is responsible at all times for the Device's appropriate care and use.

## **7.4 REPOSSESSION**

Spartanburg County School District Five reserves the right to repossess any Device for failure to comply with all terms of the District Issued Mobile Device Guide and/or the Acceptable Use Policy at any time.

## **7.5 LIABILITY**

Spartanburg County School District Five reserves the right to demand return of the Device at any time. District Issued Mobile Device guidelines and Acceptable Use Policies are to be renewed each school year.

Failure to return the Device to the issuing school before departure from the district may result in criminal charges brought against the student and/or the person in possession of the Device.

## APPENDIX A

### STUDENT PLEDGE FOR USE OF DISTRICT ISSUED MOBILE DEVICE

1. I will take proper care of my Device.
2. I will not loan my Device or charger and cords to others.
3. I will be accountable for my Device at all times.
4. I will charge my Device's battery daily.
5. I will not leave my Device in an unlocked vehicle.
6. I will keep food and beverages away from my Device.
7. I will not disassemble any part of my Device nor attempt repairs.
8. I will not remove district-required applications.
9. I will not stack heavy objects on top of my Device.
10. I will not leave my Device outside or use it near water.
11. I will save school-related data to the district-assigned storage (Google drive and/or Schoology.) Students are ultimately responsible for saving all their personal files to their personal cloud storage.
12. I will not place decorations (such as stickers, markings, etc.) on my Device. As previously stated, "skins," which are designed to be easily and cleanly removed are permissible.
13. I will not deface the serial number, manufacturer labels or district labels on any Device.
14. I will follow district policies outlined in the Device Student/Parent Guide and the district's Acceptable Use Policy.
15. I will file a police report in case of theft, vandalism or other violation within 24 hours.
16. I will be responsible for all damage or loss caused by negligence or abuse.
17. I agree to return my Device and power cords when I transfer or leave the district for any reason.

I have read, understand and agree to the stipulations set forth in the Device Student/Parent Guide, Spartanburg County School District Five Acceptable Use Policy and the Student Pledge for Use of the District Issued Mobile Device. I understand my Device is subject to inspection at any time without notice and remains the property of Spartanburg School District Five.

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name (print) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX B

### DISTRICT ISSUED MOBILE DEVICE AGREEMENT

To provide every student quality educational experiences, Spartanburg County School District Five is providing mobile devices for students. The mobile device is an important part of your school's curriculum. You will be able to use and take the device home after you and your parents/guardians read and agree to the terms listed on this form. If you and your parents/guardians do not agree with these terms, you will only be allowed to use the device at school. You will not be allowed to take the device home.

#### Terms of Use

- Mobile technology is for instructional purposes only and should be used in a responsible and ethical manner.
- All district and network activity will be monitored.
- Use of personal 3G, 4G, or other wireless connections will not be allowed while on school property.
- All technology used on school property may be subject to inspection.
- Spartanburg District Five reserves the right to repossess any mobile technology at any time.
- Security of the device is the responsibility of the user and must be in a secured location when not in use.
- All school board policies pertaining to technology must be adhered to. This includes, but is not limited to the District Acceptable Use/Network Code of Conduct.

#### Student Use of Device

- Students acknowledge that any issued device is the property of Spartanburg District Five.
- Students will return the device to Spartanburg District Five if the student withdraws, transfers, or moves to an alternative school.
- Students will not deface the device or adhere stickers or other markings.
- Students will bring their device fully charged to school each day. A dead battery or a device left behind is not an excuse for late/missing work.
- If damage to the device occurs, parents/guardians agree to be responsible for any repair or replacement fees.
- Students will never attempt to repair a device. Under no circumstances are students to open or tamper with, hack, "jailbreak", or reconfigure the device.
- Students will never loan their device to anyone.
- Students will not expose the device to extreme temperatures, direct sunlight for extended periods of time, and will never leave the device in a vehicle.

#### Lost, Damaged, or Stolen Devices

- If Stolen:
  - Attempt to locate device and in the event the device cannot be found, report to an instructor or administrator.
  - The instructor or administrator will report the incident to the school resource officer and a police report will be filed.
- If Lost:
  - Attempt to locate device and in the event the device cannot be found, report to an instructor or administrator.
  - The instructor or administrator will report the incident to the school resource officer.
  - Assessment and determination of the situation will be made.
  - Request for cost of replacement will be made to the student.
  - Student will be provided an alternate means by which work can be completed.
- If Damaged:
  - Student must report to the instructor or administrator a detailed description of the damage of how the damage occurred and how the damage is impacting the functionality of the device.
  - Assessment and determination of the situation will be made.
  - If determined to be intentional damage, request for cost of replacement will be made to the user.
  - Student will be provided an alternate means by which work can be completed.

**Student:** I have read, understand and agree that if I do not honor all of the terms of this agreement, I may be denied access to the Internet and other electronic media, I may be subject to disciplinary action, and my District Five issued mobile device may be confiscated.

\_\_\_\_\_  
*Student name (print)*

\_\_\_\_\_  
*Student signature*

\_\_\_\_\_  
*School*

\_\_\_\_\_  
*Date*

**Parent/Guardian:** I have read and understand this agreement and give permission for the school to allow my child to use the District Five issued mobile device under the term.

\_\_\_\_\_  
*Parent/Guardian name (print)*

\_\_\_\_\_  
*Parent/Guardian signature*

\_\_\_\_\_  
*Date*

## APPENDIX C

### DISTRICT ISSUED MOBILE DEVICE INSURANCE

#### Technology Insurance:

A prepaid technology insurance of \$40 is recommended for all students for the current school year. If the insurance is not paid, use of the device will be restricted to school property, during school hours. If technology use is restricted to school property the student will be assessed the full cost of repair or replacement for all incidents and damages that are deemed intentional.

#### Loss, Neglect, and Abuse:

The technology insurance does not cover incidents of loss, gross neglect, and intentional abuse, and will be charged to the student at the full cost of repair or replacement, as defined in the cost schedule below.

#### What is covered:

- Normal wear and tear such as: damaged or defective buttons or connectivity ports located on your device, battery repair or replacement, dust, internal overheating, internal humidity/condensation, and defects in materials or workmanship.
- Accidental damage from handling, such as damage from drops, spills and liquid damage associated with the handling and use of your device.
- Operational failure resulting from a power surge while properly connected to a surge protector.

*Student, Parent, and/or Guardian must make the decision to opt for or not opt for the technology insurance prior to taking possession of the device. If the insurance cost creates a financial hardship on the student or parent/guardian, contact your school's administration about payment options. Upon proof financial need, the administrator can elect to create a plan whereby the student's/parent/guardian can pay the fee through a payment schedule.*

<b>Full Replacement Cost</b> For loss, theft, or in cases where damage is so severe that repair is not cost effective.	\$650
<b>Major Repair</b> For damage to the screen or system board.	\$350
<b>Minor Repair</b> For damage to all other components.	\$100
<b>Cosmetic</b> For minor cosmetic damage which in no way affects the operation of the device, and will not be repaired.	\$50
<b>Accessories</b> Power adapter and cable User replaceable battery	\$25 \$50

Yes, I would like to pay the technology insurance and my full payment of \$40 is attached.

No, I choose not to pay the technology insurance. I understand that my device will not leave campus.

\_\_\_\_\_  
*Student name (print)*

\_\_\_\_\_  
*Student signature*

\_\_\_\_\_  
*School*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent/Guardian name (print)*

\_\_\_\_\_  
*Parent/Guardian signature*

\_\_\_\_\_  
*Date*

## APPENDIX D

### Acceptable Use/Network Code of Conduct

Use of the network shall be in support of education and research that is consistent with the mission of the district. Use is limited to those students who have completed the training and have a specific educational objective. The district will take measures to filter students from any objectionable material.

Users must adhere to the following rules of conduct:

1. Use the network in such a way that your use does not disrupt its use by others.
2. Maintain your personal files and data. Modifying or copying files/data of other users without their consent is not permitted.
3. Be ethical and courteous. Defamatory, harassing or obscene material and remarks are not allowed.
4. Treat information created by others as the private property of the creator.
5. Respect copyrights.
6. Respect the privacy of others.
7. Access only educationally relevant material.
8. When accessing information that requires a password, protect your password from others and refrain from using the password of others.
9. Refrain from destroying, modifying or abusing computer hardware or software. "Hacking" the system is not permitted.
10. Protect yourself by not giving out personal information such as your last name, home address, phone number, or social security number.

The district reserves the right to deny access to any user if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct. Web safety instruction will be offered to all students each school year.

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

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