

St. Maries Joint School District No. 41 is committed to providing a safe, rigorous, and engaging learning environment that prepares all students to be career and college ready. Accessing and using technological resources is one of the cornerstones of a 21<sup>st</sup> Century education. This Policy describes the rules for acceptable use of school-issued mobile computing devices. Using these resources responsibly will promote educational excellence by facilitating resource sharing, fostering creativity, and promoting communication in a safe, secure environment for all users.

### **DISTRIBUTING MOBILE COMPUTING DEVICES**

Before they are issued a device, each student must submit a Student Mobile Computing Device Agreement which is attached to this Policy. Additionally, each student must submit a signed copy of the Internet Access Conduct Agreement that is attached to Board Policy 502.17 – District Provided Access to Electronic Information, Devices, and Networks. Each form must be signed by the student and by their parent or guardian if the student is under eighteen (18) years of age.

At the end of the school year, the school will collect all devices from students. At the school's discretion, students may be issued devices to support summer programs.

The Superintendent shall establish procedures for the maintenance of records regarding the devices, including tracking device inventory and which device is issued to which student.

### **CARE AND SAFETY**

Students are responsible for the general care of the device they have been issued by the District and are expected to observe the following precautions:

1. No food or drink is allowed next to a device while it is in use;
2. Insert and remove cords, cables, and removable storage devices carefully;
3. Shut down the device when not in use to conserve battery life;
4. Stickers, drawings, or permanent markers may not be used on the device;
5. Do not vandalize the device or any other school property;
6. The device must never be left in any unsupervised area;
7. Do not place anything near the device that could put pressure on the screen;
8. Clean the screen with a soft, dry cloth or anti-static cloth;

9. The device should not be stored any place that is subject to extreme temperatures;
10. Other precautions as determined by the building principal.

The Superintendent will designate an individual or office at the school level where devices must be taken if they break or fail to work properly.

### **USE AT SCHOOL**

The devices are intended for use at school each day. Students shall not take the devices home with them. Students are responsible for bringing their device to all classes, unless specifically advised not to do so by their teacher. Power cords must stay with the device at all times, and the device must be returned for recharging at the end of each school day. Repeat failures to comply with these requirements will result in disciplinary action.

Students without a device will use a computer in the classroom or a device from the lending pool depending upon availability and the principal's discretion. This includes students whose devices are undergoing repair.

Sound must be muted or headsets must be used at all times unless the teacher directs otherwise.

Students may use printers in classrooms, the library, and computer labs with teachers' permission during class or breaks. All printing should be limited to educational purposes.

Should students, parent(s)/guardian(s), or any other users place personalized items on the device in violation of this Policy, such items may be accessed or viewed by District staff at any time, for any reason, including randomly selected device reviews. No content placed on District-provided devices is privileged or confidential.

### **MANAGING FILES**

Once details are known about the availability of file space that is shared or is backed up automatically, the Superintendent will set a procedure for where students and teachers should save important documents.

Students should also back up their work frequently using removable file storage or by e-mailing important documents to themselves. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.

**SOFTWARE**

The software originally installed by the District must remain on the device in usable condition and be easily accessible at all times.

From time to time, the school may add or update software applications. The licenses for such software sometimes require that the software be deleted from devices at the completion of a course. Periodic checks of devices will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

All devices will be equipped with anti-virus protection software which will be upgraded regularly.

It is the responsibility of individual students to be aware of additional software programs and files loaded onto their device which are required for classes or school activities.

Students wishing to add additional software onto a device must first obtain the permission of the school's technology department. Any additional software must be appropriate for the school environment and comply with the Internet Access Conduct Agreement. Violent games and computer images containing obscene or pornographic material are banned. The technology department shall determine whether a game is violent, and the student may appeal this decision to the building principal. Each student is responsible for ensuring that only licensed software is loaded onto his or her device.

**INSPECTION AND FILTERING**

Filtering software will be used to prevent access to material considered inappropriate or harmful to minors.

The internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school principal, as necessary, for purposes of bona fide research or other educational projects being conducted by students age eighteen (18) years and older.

Students may be selected at random or for cause to provide their device for inspection. If technical difficulties occur or unauthorized software or any other violation of District Policy is discovered, all files and the hard drive may be reformatted. Only authorized software will be installed. The school does not accept responsibility for the loss of any software or other materials deleted due to a re-format and re-image.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District will cooperate fully with local, state or federal officials in any investigation concerning or relating to violations of law.

**REMOTE ACCESS OF DEVICES**

Devices may be equipped with the ability to be accessed remotely in the case of technical problems requiring remote assistance, missing or stolen devices, or for any other appropriate District purpose. A student does not need to be asked for permission prior to remote software maintenance.

**ACCEPTABLE USE**

Access to the devices is a privilege and not a right. Each student and/or parent(s)/guardian(s) will be required to follow the Internet Access Conduct Agreement attached to Board Policy 502.17 – District Provided Access to Electronic Information, Services, and Networks and this District Provided Mobile Computing Device Policy. Violation of these Policies, whether by the student or another party, while the device is in student custody may result in disciplinary action for the student, possible revocation of device privileges, and/or contacting law enforcement authorities.

**PROTECTING AND STORING DEVICES**

Students are expected to password protect their devices and shall keep their password confidential.

When students are not using their devices, the devices should be stored in their lockers. Students will return the devices as directed by the building principal for storage and recharging each day at the end of the school day.

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds, the cafeteria, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. Unsupervised devices will be confiscated by staff and taken to the building principal's office. Disciplinary action may be taken for leaving a device in an unsupervised location.

**REPAIR OF DEVICES**

Students are to report all device problems to the District technology personnel and/or the building principal.

The Superintendent will issue a document clarifying student or parent responsibility for lost and damaged devices when the details of the District's insurance policy are known.

**MOBILE COMPUTING DEVICE AGREEMENT**

This Agreement is valid for the current school year only.

*Every student who is issued a District-owned mobile computing device, regardless of age, must read and sign below:*

I have read, understand, and agree to abide by the terms of the St. Maries Joint School District No. 41’s policies regarding District-provided mobile computing devices, Board Policy 505.11 – District Provided Mobile Computing Devices. Should any violation or misuse of the device occur while it is in my custody, I understand and agree that I may lose access to the device, and will forfeit any fees paid for use of the device, regardless of whether the misuse was committed by me or another person.

I accept full responsibility for the safe and secure handling of the device for the current school year. I accept full responsibility for the proper use and safeguarding of the device under all applicable policies. I understand that it is my responsibility to immediately report any damage, theft, or problems with the device to a teacher or the building principal.

User’s Name (Print): \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_

User’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Status:                    \_\_\_\_\_ I am 18 or older                    \_\_\_\_\_ I am under 18

If I am signing this Policy when I am under 18, I understand that when I turn 18, this Policy will continue to be in full force and effect and agree to abide by this Policy.

**Parent(s) or Legal Guardian(s):** If the student is under 18 years of age, a parent(s)/legal guardian(s) must also read and sign this Mobile Computing Device Agreement.

As the parent(s)/guardian(s) of the above student, I understand my student’s responsibility in the use and care of the device and my financial responsibility in the event my student loses the device or is found to be the cause of deliberate or negligent damage to it. I understand that if he or she is found to be responsible for the deliberate or negligent damage or for the loss of the device, I will be financially responsible for reasonable repair/replacement cost.

I have read the District Policy 505.11 – District Provided Mobile Computing Devices, and explained it to my student. I understand that if any violation or misuse of the device occurs while it is my student’s custody, his or her access privileges to the internet or use of a mobile computing device can be suspended or terminated, that he or she will forfeit any fees paid for use of the device, and he or she may face other disciplinary measures, regardless of whether the misuse was committed by him or her or by another person.

\_\_\_\_\_ I understand my student cannot take the District-owned mobile computing device home with him or her. In the event my student inadvertently takes a District-owned device home with him or her, I understand that I will be responsible for monitoring my student’s use of the device outside the school setting.

Parent(s)/Guardian(s) (Print): \_\_\_\_\_

Parent(s)/Guardian(s)Signature: \_\_\_\_\_

Home Phone:\_\_\_\_\_ Cell Phone:\_\_\_\_\_

Address:\_\_\_\_\_

Date:\_\_\_\_\_ School Year:\_\_\_\_\_

**Policy Cross Reference:**

Board Policy 502.17 District-Provided Access to Electronic Information, Services, and Networks

**Legal Reference:**

Idaho Code §33-1627 Online Courses – Mobile Computing Devices and Teacher Training  
Technology Task Force Final Task Force Recommendations

P.L. 106-55420 U.S.C. §6801, et seq. Children’s Internet Protection Act  
47 U.S.C. §254(h) and (l) Universal Service

**Policy History:**

Reviewed: 07/13/2015  
Adopted: 07/13/2015