



## HPS Mobile Device Program Student/Parent Handbook

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# Overview

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Highline Public Schools (HPS) views the use of electronic resources as central to the delivery of its educational program and expects that all students will use electronic resources as an essential part of their learning experiences. It is the policy of HPS to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege to explore resources comes a responsibility for the parent and for the student.

When signing the Student Use and Responsibilities Agreement, you (student and parent/guardian) are acknowledging that you understand and accept the information of all documents associated with Policy 2026.

HPS students and families must understand that:

1. All students are allowed access to electronic resources unless the school is notified in writing by the parent/guardian.
2. All users of the HPS network and/or equipment must comply at all times with the Highline Public School's Responsible Use Agreement Policy 2022 and subordinate documents.
3. Mobile devices are on loan to students and remain the property of HPS.
4. All users are accountable to all school, district, local, state, and federal laws.
5. All use of the mobile device and network must support education.
6. Students and families must follow all guidelines set forth in this document and by HPS staff.
7. All rules and guidelines are in effect before, during, and after school hours, for all HPS computers whether on or off the school campus.
8. All files stored on HPS equipment or network devices are the property of the district and may be subject to review and monitoring.
9. The term "equipment" or "technology" refers to mobile devices, batteries, power cord/chargers and cases. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook or a school issued calculator.
10. Students are expected to keep the mobile devices in good condition. Failure to do so may result in expenses for repair or replacement by student and/or parent/guardian.
11. The price that the district paid for the mobile device includes: the mobile device, case, battery, and a 3-year warranty.
12. The mobile device warranty will cover normal wear and tear along with other damage that might occur during normal use of the mobile device.
13. Students are expected to report any damage to their computer as soon as possible. This means no later than the next school day.

14. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
15. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
16. All users are expected to follow existing copyright laws and educational fair use policies.
17. Students may only log in under their assigned username. Students may not share their password with other students.
18. Students may not loan mobile device components to other students for any reason. Students who do so are responsible for any loss of or damage to components.
19. Mobile devices come with a standardized image preloaded.
20. All students have access to a network drive on which to store data (the S drive or equivalent). It is the responsibility of the student to see to it that critical files are backed up regularly to this location.
21. All students have an Office 365 and a G-Suite account with storage options for cloud access.
22. Any failure to comply may result in disciplinary action. HPS may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
23. HPS reserves the right to confiscate district property at any time.

## Parent/Guardian Responsibilities

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Highline Public Schools makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the mobile devices in the home. There are several responsibilities assumed by the parent/guardian. These are outlined below.

### Removal/Classroom Use Agreement for District Owned Portable Technology – 2026F

**Parent/Guardian Responsibility** The parent/guardian/student are responsible for the cost of repair or replacement at the date of loss if the property is:

- Not returned.
- Intentionally damaged.
- Lost because of negligence.
- Stolen, but not reported to school and/or police in a timely manner (within 4 days).

<b>Orientation Topics</b>	<ul style="list-style-type: none"> <li>• HPS Responsible Use Agreement Policy 2022 and Procedure 2022P</li> <li>• Student/Parent Mobile device Handbook 2026H</li> <li>• Internet safety - <a href="http://highlineschools.org">http://highlineschools.org</a></li> <li>• Parent/guardian and student responsibilities</li> </ul>
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## Monitor Student Use

### **Parent/Guardian Responsibility**

The parent/guardian must agree to monitor student use at home, and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

### **Suggestions**

- Investigate and apply parental controls available through your internet service provider and/or your wireless router.
- Develop a set of rules/expectations for mobile device use at home. Some websites provide parent/child agreements for you to sign.
- Only allow mobile device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
- Demonstrate a genuine interest in what your student is doing on the mobile device. Ask questions and request that they show you his or her work often.

## Support Student Safety

### **Shared Responsibility**

For schools and parents/guardians alike, student safety is always a high priority. The precautions described in this section are intended to help students be safe on the path to and from school. Student safety always comes first.

### **Safety Tips for Review**

Please review the following safety tips with your student:

- Walk to and from school in groups of two or more.
- Be aware of your surroundings including people, vehicles, and wheeled devices.
- Let someone know when you leave and when you arrive home.
- Follow the safest route to school. Use main streets; avoid dimly lit areas, alleys, and shortcuts.
- If someone follows you on foot, get away from him or her as quickly as possible.
- If someone follows you in a car, turn around and go in the other direction.
- Always tell a parent, guardian, school official, or trusted adult what happened.
- Obey the traffic lights and crosswalk signals.
- Look both ways and never run across the street.
- Turn the embroidered side of the case toward your body.
- If someone demands your mobile device, **give it to the person.**

# Mobile device Rules and Guidelines

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These rules and guidelines are provided so that students and parents/guardians are aware of the responsibilities students accept when they acquire and use district-owned equipment. In general, this use requires efficient, ethical and legal utilization of all technology resources while attending HPS. ***Violations of these rules and guidelines will result in disciplinary action from school and/or district administration.*** Students receive equipment-related training at school during the first weeks of school. Below you will find a summary of the main points of each training topic.

## Electronic Resource Policy, Responsible Use Agreement Procedures, Online Learning, and Copyright Compliance

**General Guidelines** All use of technology must:

- Support learning.
- Follow local, state, and federal laws.
- Be school appropriate.

**Security Reminders**

- Do not share logins or passwords.  
*Exception: students are asked to share passwords with parents or guardians*
- Do not develop programs to harass others, hack, bring in viruses, or change others' files.
- Follow Internet safety guidelines.

**Activities Requiring Teacher Permission**

- Using headphones in class.
- Downloading programs, music, games and videos.
- Playing games.

**Appropriate Content**

All files must be school appropriate. Inappropriate materials include explicit or implicit references to:

- Alcohol, tobacco or drugs.
- Gangs.
- Obscene language or nudity.
- Bullying or harassment.
- Discriminatory or prejudicial behavior.

**Thumb Drives**

- All HPS rules and guidelines apply to any thumb drive plugged into a HPS mobile device, including review by school or district personnel.
- Backing up files to the S: drive is the preferred method for saving as well as to the student's Office 365 or G-Suite account.

## Mobile device Use, Care, and Classroom Routines

- Hallways**
- Keep your mobile device in the HPS case at all times.
  - Always use the handle, strap, or two hands to carry the mobile device.
  - Never leave the mobile device unattended for any reason.
  - Log-off or lock the computer before you change classes.

- Classroom Habits**
- Center the mobile device on the desk.
  - Close the lid of the mobile device before standing up.
  - Lock the computer before walking away from it.
  - Follow all directions given by the teacher.

- Care of Mobile device at Home**
- The power cord/charger travels to/from home/school.
  - The mobile device may stay in the case, even to charge.
  - Charge the mobile device fully each night.
  - Use the mobile device in a common room of the home.
  - Store the mobile device on a desk or table - never on the floor!
  - Protect the mobile device from:
    - Extreme heat or cold.
    - Food and drinks.
    - Small children.
    - Pets.

- Traveling To and From School**
- Completely shut down the mobile device before traveling.
  - Do not leave the mobile device in a vehicle.
  - Use your backpack or carry the case by the handle or shoulder strap.
  - If ever in a situation when someone is threatening you for your mobile device, **give it to them** and tell a staff member as soon as you arrive at school.
  - Stolen devices are tracked and will be retrieved in cooperation with the local police department.

- Prohibited Actions** Students are prohibited from:
- Putting stickers or additional markings on the mobile devices, cases, batteries, or power cord/chargers.
  - Defacing HPS issued equipment in any way. This includes but is not limited to marking, painting, drawing or marring any surface of the mobile devices or any stitching on the case.
  - If such action occurs, the student will be billed the cost of repair or replacement.

## Troubleshooting and Swaps

### **Troubleshooting Procedure**

1. Student tries to fix the problem.
  - Always try restarting the mobile device as the first step in troubleshooting.
  - If appropriate, student may ask a classmate for help.
  - Student may ask a teacher if the teacher is available to help for this purpose.
  - Students are reminded not to waste too much time troubleshooting so they do not miss too much class time.
2. If the student is unable to resolve the problem, the student should fill out a swap form – see the IT office for that form.
3. Student should copy any work that they have saved locally to his/her S: drive or Office 365 or G-Suite account.
4. Student takes mobile device to the IT office during open hours.
  - If the IT office isn't open, the student can continue to use his/her mobile device or work on paper.
  - Student returns to class with a swap mobile device.
5. When the student's original mobile device is ready to be picked up, the student will receive notification to pick up mobile device.
6. Student picks up mobile device from IT office during open hours.
7. There is no guarantee that files will be preserved in the repair of damaged or faulty equipment.

## Email for Students

**Purpose** All HPS students are issued an Office 365 and G-Suite email account. Office 365 and G-Suite allows students to safely and effectively communicate and collaborate with HPS staff and classmates, giving them an authentic purpose for writing.

The effective use of email is

- A 21st Century communication tool.
- Used in careers and higher education settings.
- A way to meet the National Educational Technology Standards (NETS).

### **Guidelines and Reminders**

- Email should be used for educational purposes only.
- Email transmissions may be monitored by staff at any time to ensure appropriate use. This means that staff may check students' email.
- All e-mail and all contents are property of the district.
- Students should not delete email unless instructed to do so by a teacher. Deleting email will be interpreted as suspicious behavior and may be followed up with further investigation or disciplinary action.
- Email should only be used by the authorized owner of the account.
- Students need to protect their passwords.

- Restrictions and Limitations**
- Students may be limited to sending and receiving email only within the district.
  - Student email defaults to a “student only” view in the address book, but students may email teachers and other staff as well.
  - Mailbox size may be restricted.

- Unacceptable Use Examples**
- Non-education related forwards (e.g. jokes, chain letters, images).
  - Harassment, profanity, obscenity, racist terms.
  - Cyber-bullying, hate mail, discriminatory remarks.
  - Email for individual profit or gain, advertisement, or political activities.

## Web Cams

**Purpose** Each mobile device may be equipped with a web cam. This equipment offers students an extraordinary opportunity to experience a 21<sup>st</sup> Century tool and to develop 21<sup>st</sup> Century communication skills.

**Examples of Use** Web cams are to be used for educational purposes only, under the direction of a teacher. Examples include:

- Recording videos or taking pictures to include in a project
- Recording a student giving a speech and playing it back for rehearsal and improvement.

**Important Note** Please note that installing internet calling/video-conferencing software (i.e. Skype, Hangouts, Zoom) is prohibited on HPS mobile devices, unless related by the Department of Technology Services. Software for using the web cam is already installed on the HPS mobile device. Cameras will not be used to view student use or activity at any time.

**Safety** Please refer to the *Parent Responsibility* section of this document for suggestions on monitoring student use of technology in the home.

## Listening to Music

**At School** Listening to music on your mobile device is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment.

## Watching movies

**At School** Watching movies on your mobile device is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment



**At Home** Watching movies on your mobile device (from a streaming website) may be allowed at home with permission from parents/guardians and as allowed via third-party tools.

## Gaming

**At School** Online gaming is not allowed during school hours unless you have been given permission by a teacher. Any games must be in support of education.

**At Home** Online gaming is allowed at home if all of the following conditions are met:

- The content of the game is school appropriate.
- You have permission from your parent/guardian.
- The game is in support of education.
- All school work is complete.
- No download of any kind is needed.

**You are not allowed to load personal software onto your computer.**

## Printing (Windows devices only)

**Printing at School** Any documents that require printing should be printed at school. This means there should be no school-required reason for printing at home. If a student chooses to print school work at home, we suggest using the following options:

- Save the file on a thumb/flash drive and use the home computer to print.
- Email the file to the student's Office 365 or G-Suite account. Use the home computer to access the web-based email and print from the home computer.

**Printing at Home** Printer drivers can be installed on the school mobile Windows devices.

## Desktop Backgrounds, Profile Pictures, and Screensavers

**Considerations** Any images set as the desktop background must be in line with the Responsible Use Agreement Policy (2022) and guidelines set forth by school and/or district administration.

- Inappropriate media may not be used as a desktop background, profile picture, or screensaver. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols will result in disciplinary action and/or loss of mobile device privileges.

## Copyright and Plagiarism

**Considerations** Students are expected to follow all copyright laws. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the *Fair Use Doctrine of the United States Copyright Law (Title 17, USC)*

# Technology Discipline

## Behaviors and Discipline Related to Student Computer Use

<b>Tech-related Behavior Violations</b>	<b>Equivalent “traditional” Classroom Violations</b>
Email, instant messaging, internet surfing, computer games (off-task behavior)	Passing notes, looking at magazines, games (off-task behavior)
Missing case	No binder/missing supplies
Cutting and pasting without citing sources (Plagiarism)	Plagiarism
Cyber-bullying	Bullying, harassment
Damaging, defacing, or endangering mobile device or accessories	Vandalism, property damage
Using profanity, obscenity, racist terms	Inappropriate language
Accessing pornographic material, inappropriate files, or files dangerous to the integrity of the network	Bringing pornographic or other inappropriate content to school in print form
Using an electronic resources account authorized for another person	Breaking into or using some else’s locker

<b>Tech Violations</b> <i>Behavior unique to the digital environment without a “traditional” behavioral equivalent</i>
Chronic, tech-related behavior violations (see above)
Deleting browser history
Using electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use
Making use of the electronic resources in a manner that serves to disrupt the use of the network by others
Unauthorized downloading or installing software
Attempts to defeat or bypass the district’s Internet filter
Modification to district browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity

**School-Based Discipline** The discipline policies at each school encompass the one-to-one environment. Please reference the materials specific to each school or contact the school directly for details.

**Progressive Discipline** Discipline is progressive. Low-level, first-time infractions will have lesser consequences than infractions that are repetitive or more serious in nature.

**Progressive Discipline Steps Example**

*The following are for illustration purposes only. The appropriate progressive discipline steps for the individual would apply.*

- Warning
- In-class consequence
- School-based consequences
- Parent contact
- Administration referral
- Loss of mobile device for the class period
- Loss of mobile device or of network access for extended period of time

**Classroom Interventions** For low-level infractions, classroom interventions will be the first level of discipline. This includes, but is not limited to, verbal warnings, seating changes, and teacher contact with home.

**Consequences** HPS may remove a user’s access to the network without notice at any time if the user is engaged in any unauthorized activity.

Examples of Unacceptable Use

Unacceptable conduct includes, but is not limited to, the following:

1. Using the network for illegal activities, including copyright, license or contract violations
2. Unauthorized downloading or installation of any software including shareware and freeware
3. Using the network for financial or commercial gain, advertising, or political lobbying
4. Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments
5. Vandalizing and/or tampering with equipment, programs, files, software, network performance or other components of the network; use or possession of hacking software is strictly prohibited
6. Gaining unauthorized access anywhere on the network
7. Revealing the home address or phone number of one’s self or another person

8. Invading the privacy of other individuals
9. Using another user's account or password, or allowing another user to access your account or password
10. Coaching, helping, observing or joining any unauthorized activity on the network
11. Posting anonymous messages or unlawful information on the network
12. Participating in cyber-bullying or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous
13. Falsifying permission, authorization or identification documents
14. Obtaining copies of, or modifying files, data or passwords belonging to other users on the network
15. Knowingly placing a computer virus on a computer or network
16. Attempting to access or accessing sites blocked by the HPS filtering system
17. Downloading music, games, images, videos, or other media without the permission of a teacher
18. Sending or forwarding social or non-school related email

## Mobile Device Security

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**Balanced Approach** Two primary forms of security exist: mobile device security and internet filtering. Each of the mobile devices has a security program installed on it. HPS strives to strike a balance between usability of the equipment and appropriate security to prevent the units from being damaged or used to cause damage to the HPS network.

**Mobile device Security** Security is in place on the mobile device to prevent certain activities. These include downloading or installing software on the mobile devices, removing software, changing system settings, etc.

**Internet Filtering at School and Home** HPS maintains an on-site internet filtering software package. This program automatically filters all student access to the internet. The district may employ filtering for home use if necessary to fulfill requirements set forth by state and/or federal agencies.

# Damaged Equipment

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**Insurance** 2026F outlines insurance options for parents/guardians. The price that the district paid for the mobile device includes: the mobile device, case, batteries, a 3-year warranty, a 1-year extended care package and insurance.

Student and parent/guardian may be required to reimburse for the cost of replacement (pro-rated accordingly) for lost, stolen or missing equipment, if the device was negligently handled.

**Repairs** Occasionally, unexpected problems do occur with the mobile devices that are not the fault of the user (computer crashes, software errors, etc.). The IT office will assist students with having these fixed. These issues will be remedied at no cost.

**Loaner Mobile devices – “Swaps”** Temporary replacements, known as “swaps”, are available at each school so that learning is not disrupted by the repair process. Students are responsible for the care of the swap while issued to them. The same rules and regulations apply to swaps. Students are required to make frequent backups to their S: drive, Google Drive, or OneDrive in case they need to be issued a swap.

**Accidental Damage vs. Negligence** Accidents do happen. There is a difference; however, between an accident and negligence. After investigation by school or district administration, and determination by the authorized repair company, that the mobile device is deemed to be intentionally or negligently damaged by the student, the student may be subject to discipline and the cost of repair or replacement.

## Lost or Stolen Equipment

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### Lost Equipment

**Reporting Process** If any equipment is lost, the student or parent must report it to the school immediately. Students can let a teacher or administrator know, and the staff member will assist him/her.

**Financial Responsibility** The circumstances of each situation involving lost or damaged equipment will be investigated individually. Students/families may be billed for damaged or lost equipment.

## Stolen Equipment

**Reporting Process** If equipment is stolen, a police report must be filed and the student or parent must provide a copy of the police report to the school in a timely manner. If there is not clear evidence of theft, or the equipment has been lost due to student negligence, the student and parent will be responsible for the full cost of replacing the item(s) at time of loss. Failure to report the theft to the proper staff and follow the proper filing procedure may result in a bill for full replacement cost to the student, at time of loss.

**Financial Responsibility** Mobile devices may be covered by the parent/guardian’s insurance policy or if waived by other means. The district uses anti-theft software for tracking some devices. After investigation, if a mobile device is deemed stolen, the student will cover the replacement value. The student may be issued a replacement computer, depending on school investigation results.

## **Insurance**

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**Personal Liability Coverage** Assigned equipment is covered by the parent/guardian’s insurance policy or waived.

## **Replacement Costs – – (costs are approximate. We do our best to find the best pricing)**

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Item Missing or Damaged	Windows	Chromebook	Tablet
Touchpad	117.70		
Keyboard	349.00	40.00	60.00
LCD (Full: back, front, hinges, LCD)	886.49	175.00	
POWER: AC Charger (not incl. power cord)	61.22	40.00	
Replacement	559.00-1059.00	275.00-349.00	299.00-529.00
Laptop Case / Tablet cover	20.00	20.00	60.00
Digitizer Pen (x360 only)	130.00		

### Payment Timeline

Parents/guardians/students have 30 days to pay any bills. If bills are not cleared within 30 days, students/parents will be billed for the full cost of repairs, and a claim will be filed by the school. The school may setup payment plans to clear bills, if needed.