



West Bloomfield School District

Caring For A District Provided Device

Students are responsible for the general care of the Mobile Computing Device they have been issued by the school.

Mobile Computing Devices that are broken or fail to work properly must be taken to the designated area as soon as possible so that they may be evaluated.

District-owned Mobile Computing Devices should never be taken to an outside computer service for any type of repairs or maintenance.

Students should never leave their Mobile Computing Devices unattended.

General Precautions

- No food or drink should be next to Mobile Computing Devices.
- Cords, cables, and removable storage devices must be inserted carefully into Mobile Computing Devices.
- Mobile Computing Devices should not be exposed to extreme temperatures such as a overly hot or cold car.
- Heavy objects must never be placed on top of Mobile Computing Devices.
- Mobile Computing Devices must remain free of any **writing, drawing, stickers, and labels**.
- Mobile Computing Devices must be properly shut down daily to allow for updates and to prolong battery life.
- Mobile Computing Devices should arrive at school **fully charged**.

Protective Sleeve or Hard Cover Case

A sleeve or hard cover case is recommended to protect the device. Although protective sleeves or hard cases provide some protection, they are not guaranteed to prevent damage. It is the student's responsibility to care for and protect his/her device.

Carrying Mobile Computing Devices

- Always transport Mobile Computing Devices with care. Failure to do so may result in disciplinary action.

- Never lift Mobile Computing Devices by the screen.
- Never carry Mobile Computing Devices with the screen open.

Screen Care

The Mobile Computing Device screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Mobile Computing Device when it is closed.
- Do not store a Mobile Computing Device with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Asset Tags

- All Mobile Computing Devices will be labeled with a District asset tag.
- Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Mobile Computing Device for tampering with a District asset tag or turning in a Mobile Computing Device without a District asset tag.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students may set up their home printers with a print solution to print from their Mobile Computing Devices at home.

Logging into a Mobile Computing Device

- Students will log into their Mobile Computing Devices using their school issued Google Apps for Education account.
- Students should never share their account passwords with others, unless requested by an administrator.

Using Your Mobile Computing Device Outside of School

Students are encouraged to use their Mobile Computing Devices at home and other locations outside of school for educational purposes. A WiFi Internet connection will be required for the majority of Mobile Computing Device use, however, some applications can be used while not connected to the Internet. Students are always bound by the district's Acceptable Use Policy and all other guidelines wherever they use their Mobile Computing Devices.

Updates

The Mobile Computing Device operating system, updates itself automatically. Students do not need to manually update their Mobile Computing Devices. Computers need to be powered down daily for automatic updates.

Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Mobile Computing Devices, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers or the media center staff.

Software

Mobile Computing Devices seamlessly integrate with the current education suite of productivity and collaboration tools. All work is stored in the cloud.

Mobile Computing Device Identification

Records :

The district will maintain a log of all Mobile Computing Devices that includes the Mobile Computing Device serial number, asset tag code, and name and ID number of the student assigned to the device.

Users :

Each student will be assigned the same Mobile Computing Device for the duration of his/her time at West Bloomfield School District. Take good care of it! Students will be required to return the district-provided device for the duration of the summer.

Mobile Computing Device Troubleshooting

A loaner Mobile Computing Device may be issued, upon evaluation, to students when they leave their school-issued Mobile Computing Device for troubleshooting and repair in the designated location (see Theft, Loss, and Repair for more details).

Theft, Loss, and Repair

If the district-provided device is damaged or needs to be repaired, an assessment will be conducted by the district. This can be arranged by bringing the device to the building iCenter for drop off and assessment. If the assessment indicates negligent damage, the student will be responsible for repair/replacement costs as assessed by the repair vendor selected by the district. Students will receive a replacement device upon receipt of payment. Desktop computers will be available for student use until the fee is received. If the

assessment does not indicate negligent damage, the student will be issued a loaner Mobile Computing Device.

If a device is stolen no replacement will be given absent a police report.

If a device is lost, the student will be responsible for Replacement Costs

Estimated Replacement Costs (subject to change)

Replacement and repair estimates fluctuate depending on the warranty and vendor costs. Repair costs will be provided to student/guardian by repair vendor when a repair is needed. In the case of full replacement, the student/guardian will be notified of the current replacement cost. Payment must be made through the school. There is no guarantee that a student will receive the newly purchased device. At no point will there be any parts or broken devices returned to students/guardians.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Mobile Computing Device, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Mobile Computing Devices at any time for any reason related to the operation of the District.

By using a Mobile Computing Device, students agree to such access, monitoring, and recording of their use.

Monitoring Software

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Mobile Computing Devices.

Disciplinary Actions

Disciplinary actions for such violations will follow the Student Code of conduct and may include, but are not limited to:

- Confiscation of device
- Restoration/Restitution.
- Student discipline pursuant to District discipline policies and procedures, including but not limited to suspension and expulsion.