

Student Device Responsible Use Handbook and Agreement

INTRODUCTION

1.0 DEPLOYING DEVICES & COLLECTING FEES

[1.1 Receiving your device](#)

[1.2 Returning your Device](#)

2.0 CARE AND STORAGE OF THE STUDENT DEVICE

[2.1 Device Identification](#)

[2.2 General Procedures and Precautions](#)

[2.3 Storage of Devices](#)

[2.4 Screen Care](#)

[2.5 Personalization of Devices](#)

3.0 LOSS OR DAMAGE

[3.1 Damaged Devices](#)

[3.2 Missing, Stolen or Vandalized Devices](#)

4.0 TAKING DEVICES HOME

[4.1 Devices Left at Home](#)

[4.2 Charging your Device's Battery](#)

[4.3 Home Internet Access](#)

5.0 MANAGING YOUR FILES & SAVING YOUR WORK

[5.1 Saving to the Student Device](#)

[5.2 Network Connectivity](#)

[5.3 Media Stored on Devices](#)

6.0 OPERATING SYSTEM AND APPLICATIONS

[6.1 District-Installed Apps](#)

[6.2 Additional Apps](#)

[6.3 Operating System and App Updates](#)

7.0 RESPONSIBLE USE & DIGITAL CITIZENSHIP

[7.1 Statement of Responsibility](#)

[7.2 Parent/Guardian Responsibilities](#)

[7.3 School and District Responsibilities](#)

[7.4 Student Responsibilities](#)

[7.5 Student Discipline](#)

[8.0 INFRACTIONS AND CONSEQUENCES](#)

[9.0 STUDENT DEVICE RESPONSIBLE USE AGREEMENT](#)

INTRODUCTION

The procedures and information within this handbook apply to all student devices at MISD schools during and outside of school when applicable. Teachers may set additional requirements for use in their classrooms.

1.0 DEPLOYING DEVICES & COLLECTING FEES

1.1 Receiving your device

- Parents / guardians and students must acknowledge and consent to the Student Device Responsible Use Agreement form. This agreement will be part of the registration process to allow for electronic signature. Parents / guardians are encouraged to review this agreement with their students prior to registration as parental consent also includes student consent.
- Parents / guardians choosing to opt-out can opt-out during online enrollment or registration for each child enrolled in MISD.
- An OPTIONAL non-refundable Device Protection Fee can be paid to cover accidental damage for the first incident and provide discounts for subsequent accidental damage incidents. If you choose not to pay the OPTIONAL non-refundable Device Protection Fee you are responsible for the full cost of repair or replacement.
 - Payments are made in the My School Bucks online payment system. Installment plans are also available in the [My School Bucks](#) online payment system or upon request at your child's campus.

2020 - 2021 M*Powered OPTIONAL Device Protection Fee			
iPad - Elementary student per year		Laptop - Secondary student per year	
\$25 - (OPTIONAL Fee)	\$0 - No device protection	\$50 - (OPTIONAL Fee)	\$0 - No device protection
1st Incident - No Charge	You are responsible for the full cost of repair or replacement. See table.*	1st Incident - No Charge	You are responsible for the full cost of repair or replacement. See table.*
2nd Incident - \$60		2nd Incident - \$125	
3rd Incident - \$140		3rd Incident - \$300	
Stolen (Police Report required) - \$0, \$50		Stolen (Police Report required) - \$0, \$100	
Intentional/Lost - \$225		Intentional/Lost - \$500	
<i>Please visit with your campus principal for scholarship opportunities</i>			

Common Device Repairs and Costs*			
Elementary iPad		Secondary Laptop	
Screen Repair	\$119	Screen Repair	11" - \$200 / 13" - \$250
Home Button	\$59	Keyboard (Topcase)	\$200
Headphone jack	\$59	Logic Board (liquid spills)	\$500

1.2 Returning your Device

- Device accessories (such as charging cords, bricks and cases) that are furnished by the school must be returned with only normal wear and no device modifications to avoid paying a replacement fee. If a student transfers, withdraws, is suspended or expelled, or terminates enrollment at a MISD school for any reason, he/she must return the device with accessories on the date of termination. If the device is not returned, it will be assumed the device has been stolen. Action will be taken by the District to reclaim the device and accessories.

2.0 CARE AND STORAGE OF THE STUDENT DEVICE

Student devices are school property and all users will follow the Student Device Responsible Use Handbook and Agreement, the MISD Acceptable Use Procedures, and the MISD Student Code of Conduct for these technologies. Students are responsible for the general care of the devices they have been issued by the school. Devices that are broken or fail to work properly must be taken to school personnel for an evaluation of the equipment as soon as possible.

2.1 Device Identification

Student devices will be labeled in the manner specified by MISD. Devices can be identified in the following ways:

- Serial number
- MISD asset tag sticker

Secondary students are encouraged to use personal backpacks for safe transport of their device to and from school. We strongly recommend a backpack with a padded area designed to protect the device. The district will provide a protective iPad case for elementary students.

2.2 General Procedures and Precautions

Students are responsible for maintaining their devices and keeping them in good working order.

- Cords must be inserted carefully into the device to prevent damage and stored in a way that does not stress the cords.
- Devices, including power cords, must remain free of any writing, drawing, stickers, graphics or labels that are not the issued property of MISD.
- Devices must not be exposed to direct sunlight, excessive heat, or severe cold.
- Devices should not be placed near magnets; magnets are known to damage computerized equipment such as computers and tablets.

2.3 Storage of Devices

Students are responsible for securely storing devices in designated areas when not in use. If a device is found in an unsupervised area, it will be taken to the main office. **Leaving a device in an unsupervised area is considered an infraction of the Student Device Responsible Use Handbook and Agreement.**

- Students are expected to take their devices home everyday after school.
- Nothing should be placed on top of the device when stored.
- If a student needs a secure place to store the device, he/she may check it in for storage with designated school personnel.

2.4 Screen Care

Device screens can be damaged if subjected to rough treatment. iPad and laptop screens are particularly sensitive to damage from excessive pressure.

- iPads must always be inside the protective case when carried.
- Do not place anything in the case that will press against the screen.
- When closing the laptop screen, pay special attention to papers, notecards, pencils, and other items that may get overlooked when closing the screen.
- Do not lean on the top of the device when it is closed.
- Do not place anything near the device that could put pressure on the screen.
- Do not bump the device against lockers, walls, car doors, floors, etc. as it could eventually break the screen.
- Only use a clean, dry, soft cloth or anti-static cloth to clean the screen.
- No cleansers of any type should be used on the screen.
- Do not carry your laptop by the screen. Lid should be closed when not in use.

2.5 Personalization of Devices

The District encourages student creativity and personalization while in school to promote a higher sense of ownership in the student's educational process.

- **PERSONALIZATION OF LAPTOPS:** If a student purchases a skin or case that snaps onto the laptop, the student may personalize the case with graphics, stickers, and any other decorations that do not violate the Code of Conduct.
- **PERSONALIZATION OF IPADS:** iPads by nature do not allow for as much personalization as other devices, and as such, a student wanting to personalize his/her iPad will be limited to purchasing a sleeve to place the iPad and District-provided case into for transport and/or storage. Student purchased sleeves may be personalized with graphics, stickers, and any other decorations that do not violate the MISD Student Code of Conduct.
- **LOCKSCREEN AND WALLPAPER:** Inappropriate pictures may not be used as the Lockscreen and Wallpaper. Inappropriate pictures include, but are not limited to, the presence of weapons, pornographic materials, inappropriate language, tobacco, alcohol, drug, gang-related symbols or pictures. Use of any inappropriate pictures on the device will result in disciplinary actions per MISD Student Code of Conduct.

3.0 LOSS OR DAMAGE

If a student device is damaged, lost, or stolen, the following guidelines must be followed:

3.1 Damaged Devices

Student devices that malfunction or are damaged must be reported to school personnel immediately.

- MISD DOES NOT cover intentional damage to devices. If it has been determined by the school that there was intentional damage or gross negligence to a device, the student/parent is responsible for full payment of the damage.
- If the device is damaged due to misuse or neglect, the student may not be allowed to take the device home.
- ACCIDENTAL REPAIRS will be handled as outlined in Section 1.0.
- The school will be responsible for sending devices that malfunction or are accidentally damaged to MISD Technology Services. All repairs will be performed by MISD or its authorized agent.
- Repairs due to device failures will be handled by the District and a loaner device, if available, will be provided to the student.

3.2 Missing, Stolen or Vandalized Devices

Devices that are missing or stolen on or off school property must be reported immediately to school personnel. Action will be taken by the District to track missing/stolen devices and appropriate consequences outlined in the Student Code of Conduct will be administered.

- Devices that are not brought to school for three consecutive days will be considered missing.
- MISD utilizes Mobile Device Management software (MDM) to manage all devices in the District. When a device is deemed missing or stolen, MISD may use the MDM to locate, disable, and lock the device.
- **THEFT AND VANDALISM:** In cases of theft, vandalism, and other criminal acts, a police report MUST be filed by the student and/or parent. A copy of the police/fire report must be provided to the main office.
- Students/Parents/guardians will be held responsible for full payment for the replacement of any assigned MISD student devices that are not returned to school and accounted for (stolen off campus or lost).

4.0 TAKING DEVICES HOME

Students must bring the device to all classes unless specifically instructed not to do so by their teachers.

4.1 Devices Left at Home

If a student leaves the device at home, he/she is responsible for completing course work as if the device were present.

4.2 Charging your Device's Battery

Student devices must be brought to school each day fully charged. As devices should last the entire school day on a single charge. It is encouraged that students leave AC adapters at home so that they are not lost, stolen, or misplaced.

4.3 Home Internet Access

Students are allowed to access wireless internet networks on their devices in order to have wi-fi access outside of school. Keep in mind that MISD does provide internet filtering outside of the district's network as a courtesy and that no system is foolproof. Due to the security safeguards MISD has employed, MISD does not guarantee that the device will connect to the internet in every home environment. Parents / Guardians are responsible for the online activities and behavior of their children while away from school.

5.0 MANAGING YOUR FILES & SAVING YOUR WORK

5.1 Saving to the Student Device

Some storage space will be available on the student device, BUT it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

5.2 Network Connectivity

MISD makes no guarantee that the District network will be up and running 100% of the time. When the network is down, the District will not be responsible for inaccessible, lost, or missing data.

5.3 Media Stored on Devices

The student device has limited storage, and this storage is designated for educational use. Inappropriate content is NOT allowed on the device. Inappropriate content includes, but is not limited to, music, videos, podcasts, pictures, documents, presentations and apps that contain the presence of weapons, pornographic materials, inappropriate language or lyrics, tobacco, alcohol, drug, gang related symbols or pictures.

- The device has limited storage and educational use has top priority.
- If non-educational or personal content is on the device and storage space is needed, students must delete the non-educational content to make room for required content.

6.0 OPERATING SYSTEM AND APPLICATIONS

6.1 District-Installed Apps

Apps installed by MISD must remain on the device in usable condition and be easily accessible at all times. From time to time, the school may add apps for use in a particular course.

6.2 Additional Apps

All devices are initially deployed with a set of base apps. Students will follow the established procedures when instructed by their teachers to install required apps.

6.3 Operating System and App Updates

Updated versions of the operating system and apps are available from time to time. The District will provide and maintain updates for the operating system and/or apps. Some updates may require student intervention, such as clicking “ok” or rebooting the machine.

7.0 RESPONSIBLE USE & DIGITAL CITIZENSHIP

7.1 Statement of Responsibility

The use of student devices and the network is a privilege. The student is responsible for what he/she says and does on the network. It is important for the user to stop and think before communicating and to show respect for others and for their ideas. Students must assume that none of their data is private or confidential. Any communication or data may be subject to review by the District and/or school administration. Periodic checks may be made by designated staff to ensure that students have not removed required apps or added inappropriate content.

Wireless internet access (wi-fi) is available on every device. Network administrators will make reasonable efforts to maintain reliable service. They cannot, however, absolutely guarantee that the system will always be available or operating correctly.

7.2 Parent/Guardian Responsibilities

It is expected that Parents / guardians talk with their children about digital citizenship. This includes discussing the dangers and consequences of cyberbullying, inappropriate use, and other misuses of the Internet. Parents / guardians must expect their student(s) to appropriately use technology both at school and at home. TEA provides several resources for the staff and students of MISD in the areas of cyberbullying and communication. MISD also utilizes Career Safe CyberSafety for secondary students.

Below are some resources for parents / guardians seeking more information on digital citizenship:

<https://www.common sense media.org/>

<https://staysafeonline.org>

7.3 School and District Responsibilities

- MISD provides internet access to its students at school.
- MISD provides internet filtering/blocking of inappropriate materials in compliance with the Children’s Internet Protection Act (CIPA) while using the MISD devices.
- MISD reserves the right to review, monitor, and restrict information stored on or transmitted via district owned equipment and to investigate inappropriate use of resources.
- MISD schools will provide device instruction and guidance to students and encourage student adherence to the MISD Student Device Responsible Use Agreement and the MISD Technology Acceptable Use Policy.
- Student devices may be selected at random for remote or physical device inspection by any District staff.

7.4 Student Responsibilities

- Students will use MISD technologies in a responsible and ethical manner.
- Students will follow school rules concerning behavior and communication that apply to District network use.
- Students will adhere to this agreement, Student Code of Conduct, and the MISD Technology Acceptable Use Procedure.
- Students will use all technology resources in an appropriate manner so as not to damage school equipment. “Damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, or service interruptions caused by the student’s own negligence, errors, or omissions.
- Use of information obtained via the MISD network is at the student’s own risk. The District denies any responsibility for the accuracy or quality of information obtained through the MISD network.
- Students will help MISD protect the District network and devices by contacting school personnel about any security problems they may encounter.
- Students will not share their credentials with others.
- Students will not allow others to use their assigned device.
- Students will monitor all activity on their account(s).
- If a student should receive an electronic message containing inappropriate or abusive language, or if the subject matter is questionable, he/she is asked to inform a teacher or other staff member (and if applicable print a copy and turn it into school personnel).
- Students will turn in the device to their school at the end of each school year unless specifically authorized by the District.
- Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at a MISD school for any reason must return the device on the date of termination. The District will report the device as stolen if not returned as described above.
- Students will mute the sound on their device during the instructional day unless otherwise permitted. Headphones or earbuds may be allowed or required for certain applications and settings.

7.5 Student Discipline

The violations and consequences outlined by this Student Device Responsible Use Handbook and Agreement are aligned with the MISD Student Code of Conduct levels of infractions. The discipline procedures in the MISD Student Code of Conduct address all levels of offenses, including stealing and destruction of school or personal property. This applies to all MISD property, including school-assigned devices. Depending on the seriousness of the offense, students may lose device usage rights and/or network privileges, be suspended, or, in extreme cases, expelled.

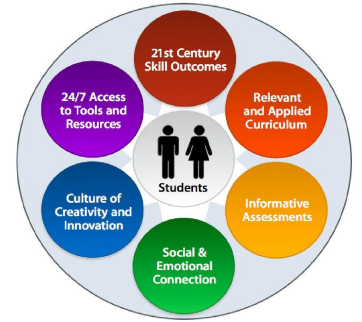
8.0 INFRACTIONS AND CONSEQUENCES

Infractions and consequences are determined by campus administration. If a student does not meet behavior expectations and responsible use, consequences will occur. The administration reserves the right to deny students access to devices at their discretion both inside and outside of school.

9.0 STUDENT DEVICE RESPONSIBLE USE AGREEMENT

Any acts seen as not meeting this pledge are considered infractions resulting in consequences of limited or no device use.

- I will take safe care of my assigned device and bring it to school fully charged every day.
- I will be a good Digital Citizen and will promote others to be responsible stewards with the tools and information we've been given.
- I will never leave my device unattended.
- I will not loan out my device to other individuals.
- I will know where my device is at all times.
- I will keep food and beverages away from my device.
- I will not disassemble any part of my device or attempt any repairs.
- I will protect my device by keeping it in the assigned protective case at all times (iPads).
- I will protect my device by keeping it in the laptop carrying case at all times when not in use (laptops).
- I will use my device in ways that are appropriate and that conform to MISD expectations.
- I will not place non-approved decorations (such as stickers, markers, etc.) on the device or case.
- I will not deface the serial number or asset tag sticker on any device.
- I understand that my device is subject to inspection at any time without notice and remains the property of MISD.
- I will follow the expectations outlined in the MISD Student Device Responsible Use Handbook, Student Code of Conduct, and the Technology Acceptable Use Procedure at all times.
- I will notify the teacher and school administrator as soon as possible in the event of damage, theft, or loss.
- I agree to return my assigned device, case, and charging cord/brick to school in good working condition.



I understand and agree to the stipulations set forth in this Student Device Responsible Usage Agreement and the MISD Technology Acceptable Use Policy. Furthermore, my parents and I have reviewed the M*Powered Parent Videos on the district website at www.misd.gs.