



BEAUFORT COUNTY SCHOOL DISTRICT
MOBILE DEVICE STUDENT AND PARENT HANDBOOK
2021-2022

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OVERVIEW

Beaufort County School District is committed to preparing students to be successful citizens in a global community. By providing a mobile device to all students in Kindergarten – 12th grade, Connect2Learn allows students to access information, think critically, problem solve, collaborate, and create while learning to safely, ethically, and effectively utilize 21st century tools. Students have the opportunity to continue learning outside of school by taking their mobile device home each day. This provides access to instructional programs, files, and schoolwork both at school and home. This handbook outlines the expectations for student use while providing both students and parents/guardians with procedures for appropriate use, care, and security.

RECEIVING A MOBILE DEVICE

Beaufort County School District will issue each student a mobile device when the *Mobile Device Agreement Form* is signed and/or acknowledged during enrollment and the \$20 Technology Usage Fee is paid. Families in need of financial assistance to cover the Technology Usage fee may complete a waiver through their school Social Worker.

RETURNING A MOBILE DEVICE

- At the completion of the school year, students are required to return their mobile device, carrying bag, charging accessories, and any other district-issued accessories on or before the date designated by school administration.
- If a student withdraws from or transfers to another school within the district, the device and all accessories must be returned to the current school no later than the student's last day at that school. If a student transfers to another school in Beaufort County, a new device will be issued to him or her at their new school.
- If a student does not return his/her mobile device prior to leaving school, at the completion of the school year, or at any time designated by school or district administration, they may be subject to legal action or criminal prosecution. Additionally, the student may be held liable for replacement costs of the device and accessories.

MOBILE DEVICE IDENTIFICATION

Only district-applied identification labels (i.e., Beaufort County School District asset number/serial number) are permitted on mobile devices, cases, and accessories. Students may not remove or cover the district labels or identifying stickers on the mobile device and/or case. Writings, drawings, stickers and labels on the device are prohibited.

GENERAL CARE OF THE MOBILE DEVICE:

Each student is responsible for the general care of his/her assigned mobile device.

- Devices that go home are equipped with either a carrying bag (laptops) or an Otterbox cover (iPads) to aid in the prevention of accidental damage. The carrying bag/Otterbox is not 100% effective in preventing damage; students should take proper care of the device at all times.
- Screen damage often occurs when pressure is applied to the screen. When in transition, the devices should be placed in the carrying bag. In an effort to protect the device in the bag, no other items should be placed in the bag.
- If the mobile device screen requires cleaning, only a clean, dry, microfiber cloth should be used. The use of cleansers of any type is prohibited. The device must be turned in to the school technology staff if additional cleaning is required.
- Cords and cables should be carefully inserted/removed from the device to prevent damage.
- Mobile devices should not be used in areas which may lead to damage or theft.

- When using the power cord, the cord should not be left in areas that may be a tripping hazard.
- Any attempt to repair or tamper with the components of the device will be considered intentional damage.
- Student mobile devices in need of repair must be reported to the technology staff immediately. Technical support is only available during school hours.
- Mobile devices may need updating throughout the school year. Students are required to turn in their mobile devices when requested by school administration or technology staff. Students are responsible for making sure files are backed up.

SECURITY OF THE MOBILE DEVICE

Students are responsible for the security of their mobile device at all times, both on and off district property. Devices should never be left unsecured. All unsecured mobile devices will be confiscated by staff and disciplinary actions may be taken.

GENERAL USE OF THE MOBILE DEVICE

- Students who take their device home are required to bring their mobile devices to school each day fully charged. Students who leave mobile devices at home will be required to complete alternate assignments as determined by the teacher. Students may be subject to disciplinary action for repeatedly failing to bring the mobile device to school.
- Each student is responsible for all usage of and content stored on the device issued to them.
- Students are not permitted to lend their device or accessories to anyone or borrow another student's mobile device or accessories.
- Student devices are subject to routine monitoring by teachers, administrators, and technology staff. Users shall have no expectation of privacy while using the mobile device. Teachers, school administration and/or technology staff may conduct an individual search of a student's mobile device at any time, including any content stored on or communication conducted using the device.
- Students are responsible for maintaining the security of all usernames and passwords issued to them. Account usernames and passwords are never to be shared with anyone other than a teacher, school administrator, or technology staff. This includes network, software, and web-based application usernames and passwords.

DAMAGE, LOSS, AND THEFT

- If the mobile device is lost or stolen while at school, the student is required to contact a teacher or school administrator before leaving school for the day.
- If a mobile device is lost outside of school, the student or parent/guardian is required to notify school administration immediately upon returning to school.
- The student and/or parent/guardian is responsible for compensating the school district for a lost tablet, charging cable, and/or carrying bag. A refund will be issued if the lost item is recovered and turned in to the school by the end of the school calendar year. The refund will **only** be issued if the asset tag is intact, the asset tag matches the originally assigned student, and the item is still in working condition.
- If a mobile device is stolen outside of school, the student or parent/guardian is required to file a police report within 24 hours. After filing the police report, the student or parent/guardian shall notify school administration the following school day and submit a copy of the police report. Failure to report a stolen device within five school days will result in a student being held financially responsible for replacement of device.
- All attempts to recover a stolen device will be done by school administration or law

enforcement. Students or parents shall **never** attempt to recover a stolen device.

- The student and/or parent/guardian is responsible for compensating the school district for repairs or replacement costs due to intentional damage, negligence, misuse and/or violating the *Mobile Device Student/Parent Handbook* or *Acceptable Use Policy for Technology*. Decisions regarding neglect, intentional damage, and misuse will be made by school administration, District Technology Staff and/or the HP Authorized Repair Representative.
- A list of replacement costs is included in Appendix B of this handbook.

STUDENT EXPECTATIONS FOR RESPONSIBLE AND ETHICAL USE

Students should understand the rules and expectations that apply to non-technology related conduct and communication also govern the student use of technology.

Students are expected to:

- Understand that they are responsible for the care, content, and usage of the mobile device and all accessories issued to them
- Bring the mobile device to school fully charged each day
- Follow all procedures of enrollment and security setup for identification of the mobile device
- Use the mobile device in ways that are appropriate and educational
- Understand that the mobile device is the property of Beaufort County School District and is subject to inspection at any time without notice
- Keep the mobile device away from food, beverages, sinks, water fountains or any other area that may cause damage to the device.
- Close device lid and place in the carrying bag when in transition.
- Follow all procedures for reporting a lost, stolen, or damaged device as outlined in this handbook
- Engage in positive discussions while using communicative and collaborative technology
- Alert a teacher if he/she sees threatening, inappropriate, or harmful content online
- Be cautious to protect the safety of themselves and others
- Return the mobile device and accessories to school when requested by the school or district
- Understand that they are responsible for the repair and replacement costs due to intentional damage, loss, negligence, misuse and/or violating *Mobile Device Student/Parent Handbook* or *Acceptable Use Policy for Technology*
- Understand that the use of the mobile device is a privilege and can be taken away at any time

Students may **NOT**:

- Use school technologies in a way that could be personally or physically harmful
- Lend their mobile device or accessories to anyone or borrow another student's mobile device or accessories
- Remove any district labels or identifying stickers on the mobile device and/or accessories
- Attempt to repair, reconfigure or reset the mobile device; only school district authorized personnel may repair, reconfigure, or reset the mobile devices
- Modify or change settings on the device in an effort to circumvent the district's content filters; this includes proxy software and websites
- Attempt to install any software that is not approved by the Beaufort County School District
- Place drawings, stickers, or labels on the device
- Share their network or application usernames or passwords with anyone other than a teacher, school administrator, or technology staff
- Attempt to photograph or find inappropriate or dangerous images or content including drugs, alcohol, gangs, weapons, and/or pornography (real or cartoon)
- Engage in cyber-bullying, harassment, or disrespectful conduct toward others

- Post personally-identifying information about themselves or others
- Use school technologies for illegal activities or to pursue information on such activities
- Attempt to hack or access sites, servers, or content that isn't intended for their use
- Use the mobile device to cheat on any assignments
- Engage in inappropriate communications with others online

VIOLATIONS OF THIS POLICY

Violations of this policy will be handled in accordance with Beaufort County School District's *Student Discipline Code of Conduct*. Disciplinary repercussions include but are not limited to:

- Suspension of network, technology, or mobile device privileges
- Notification to parents
- Detention, suspension, or expulsion from school and school-related activities
- Legal action and/or prosecution

PARENT/GUARDIAN EXPECTATIONS

In order for students to experience the benefits of Connect2Learn, Beaufort County School District encourages each parent/guardian to:

- Understand that attempts to recover a stolen device will be done by school administration or law enforcement. Students or parents shall **never** attempt to recover a stolen device.
- Ensure their child is following the guidelines in the *Mobile Device Student/Parent Handbook* and *Acceptable Use Policy for Technology*.
- Ensure that their child returns all equipment on or before the date specified by the school administration or upon leaving the district.

When a student is using a mobile device at home:

- Monitor the child's internet use and adherence to the *Acceptable Use Policy for Technology*.
- Ensure that only the student will use his/her mobile device for school-related purposes.

TITLE

Legal title to the property is with the district and shall, at all times, remain with the district. A student's right of possession and use is limited to and conditioned upon his/her full and complete compliance with Beaufort County School District's *Mobile Device Student/Parent Handbook* and *Acceptable Use Policy for Technology*. The student is responsible for the care, use, and security of the mobile device and accessories at all times.

REPOSSESSION

Beaufort County School District reserves the right to repossess a mobile device at any time if the student does not comply with all terms of Beaufort County School District's *Mobile Device Student/Parent Handbook* and *Acceptable Use Policy for Technology*.

APPROPRIATION

Failure to return the property in a timely manner, as requested by school administration, will be referred to local law enforcement.

MODIFICATION TO PROGRAM

Beaufort County School District reserves the right to modify this program or its terms at any time.

INTERNET ACCESS/FILTERING

- It is the responsibility of each student to adhere to the *Mobile Device Student/Parent*

Handbook and Acceptable Use Policy for Technology while at home and school.

- An internet content filtering solution is maintained by Beaufort County School District for school and home use on mobile devices. While this filtering solution is very effective, the district cannot guarantee that access to all inappropriate sites will be blocked.
- Beaufort County School District is not responsible for problems suffered while on the network or internet. Use of information obtained through the internet is at the user's risk.
- Students are prohibited from modifying or changing settings on the mobile device in an effort to circumvent the district's content filter; this includes proxy software and websites.
- Beaufort County School District will not serve as the internet service provider for student home use. For students to access the internet at home, the parent/guardian must subscribe through an internet service provider. If students do not have home internet access, there are a variety of options for connecting to the internet including, but not limited to, public libraries and public businesses that provide free Wi-Fi access to patrons. Additionally, information about low-cost broadband internet programs is outlined in Appendix C of this handbook.

LIMITATION OF LIABILITY

- While Beaufort County School District employs filtering, safety and security mechanisms and attempts to ensure their proper function, it makes no guarantee as to its effectiveness.
- Beaufort County School District will not be responsible, financially or otherwise, for unauthorized transactions conducted using the mobile device.

APPENDIX A: TECHNOLOGY USAGE FEE (APPLIES TO ALL STUDENTS THAT TAKE MOBILE DEVICE HOME)

In an effort to sustain and support Connect2Learn, each student in grades K-12 will be required to pay an annual, non-refundable Technology Usage Fee of \$20. If the fee creates a financial hardship on the student or parent/guardian, they may contact their school's administration for options to assist with payment. The student or parent/guardian is responsible for all repair and replacement costs that are not covered by the annual Technology Usage Fee.

Technology Usage Fees and Replacement/Repair fees may be paid via cash or check at each school or online through Beaufort County School District's Online School Payments Portal at <http://osp.osmsinc.com/beaufortsc/>.

The Technology Usage Fee **will** cover damage costs associated with the following:

- First repair of device due to accidental damage (as determined by HP Authorized Repair Representative)
- Replacement of a stolen device (unless stolen due to student neglect); student or parent/guardian must submit a police report within 24 hours in order to be issued a replacement device (Limit of one replacement per school year)

The Technology Usage Fee **will not** cover costs associated with the following: (students and/or parent or guardian are responsible for all repair or replacement costs associated with the following)

- Repairs due to accidental damage in excess of one occurrence per school year
- Repairs due to intentional damage, neglect or misuse of the device
- Repairs of damage caused by violating the *Mobile Device Student/Parent Handbook* or *Acceptable Use Policy for Technology*
- Repairs due to a student and/or family members attempt to repair, reconfigure or reset the mobile device (any attempt to tamper with the internal components of the device will be considered intentional damage)
- Replacement of a device stolen due to student neglect; or replacement of a stolen device in excess of one per school year
- Replacement of a lost device and/or accessories including carrying bag and charging accessories.

APPENDIX B: REPLACEMENT/REPAIR PRICING




HP X360 G1 Replacement Pricing (Grades 6-8)	
<u>Item</u>	<u>Price</u>
HP X360 G1 Tablet Replacement Cost	\$561.00
HP X360 G1 Screen Replacement (including webcam built in)	\$345.00
HP X360 G1 EE System Board Replacement	\$325.00
HP X360 G1 LCD Back Cover Enclosure	\$125.00
HP X360 G1 Base Enclosure	\$95.00
HP X360 G1 Top Cover with Keyboard Replacement	\$89.00
HP X360 G1 Webcam in Top Cover Replacement	\$45.00
HP X360 G1 Charging Adapter Replacement	\$50.00
Replacement Carrying Bag	\$20.00

HP X360 G5 Replacement Pricing (Grades 2-5 & 9-12)	
<u>Item</u>	<u>Price</u>
HP X360 G5 Tablet Replacement Cost	\$635.00
HP X360 G5 Screen Replacement (including webcam built in)	\$389.00
HP X360 G5 EE System Board Replacement	\$549.00
HP X360 G5 Base Enclosure	\$95.00
HP X360 G5 Top Cover with Keyboard Replacement	\$95.00
HP X360 G5 Webcam in Top Cover Replacement	\$75.00
HP X360 G5 Touchpad	\$65.00
HP X360 G5 Charging Adapter Replacement	\$50.00
Replacement Carrying Bag	\$20.00

iPad Replacement Pricing	
<u>Item</u>	<u>Price</u>
Apple iPad Replacement	\$299.00
Otterbox Case	\$45.00
iPad USB-C Charging Adapter	\$19.00
iPad USB-C to Lightning Cable	\$19.00

APPENDIX C: LOW-COST INTERNET PROGRAMS

Various internet service providers who service the residents of Beaufort County offer low-cost broadband internet service for qualifying families. Information about the low-cost programs offered by these service providers is listed below. Please note that Beaufort County School District is not affiliated with any of these programs. We are simply including this information to make families aware of the various low-cost internet solutions that are available. All questions should be directed to the internet service provider, not to Beaufort County School District.

	Hargray Jumpstart Internet, 1-877-Hargray https://bit.ly/hargrayjumpstart
	Comcast Internet Essentials, 1-855-846-8376 http://internetessentials.com
	AT&T - Only for students participating in the Supplemental Nutrition Assistance Program (SNAP) 1-855-220-5225, https://att.com/access

APPENDIX D: 2021-2022 MOBILE DEVICE AGREEMENT FORM



**2021-2022 Connect2Learn
Mobile Device Agreement Form**



Student's Full Name _____ Grade (2021-22) _____
Parent/Guardian Full Name _____ Parent/Guardian Telephone Number _____
Parent/Guardian Email Address _____
Home Address _____ City _____ State _____ Zip Code _____

In this agreement, “we”, “us”, and “our” means Beaufort County School District. “You” and “your” means the student and parent/guardian enrolled in Beaufort County School District. The “property” is a mobile device, including all accessories, owned by Beaufort County School District.

Term of Agreement: You will comply, at all times, with Beaufort County School District’s Mobile Device Student/Parent Handbook and Acceptable Use Policy for Technology. Any failure to comply may terminate your rights of possession, effective immediately, and the district may repossess the property.

Title: Legal title to the property is with the Beaufort County School District and shall at all times remain with the district. Your right of possession and use is limited to and conditioned upon your full and complete compliance with the Beaufort County School District’s Mobile Device Student/Parent Handbook and Acceptable Use Policy for Technology. The student is responsible for the care, use, and security of the mobile device and all accessories at all times.

Damage: The student and/or parent/guardian is responsible for compensating Beaufort County School District for repairs or replacements due to intentional damage, loss, negligence, misuse, accidental damage in excess of one occurrence per school year, and/or violating the Mobile Device Student/Parent Handbook or Acceptable Use Policy for Technology.

Loss or Theft: If the mobile device is lost or stolen during the school day, the student is required to contact a teacher or school administrator before leaving school for the day. If a mobile device is stolen outside of school, the student or parent/guardian is required to file a police report within 24 hours. After filing the police report, the student or parent/guardian shall notify school administration the following school day and submit a copy of the police report. Failure to report a stolen device within five school days may result in a student being held financially responsible for replacement of the device. All attempts to recover a stolen device will be done by school administration or law enforcement. Students and/or parent/guardian are financially responsible for lost devices.

Repossession: Beaufort County School District reserves the right to repossess the mobile device at any time if the student does not fully comply with all terms of Beaufort County School District’s Mobile Device Student/Parent Handbook and Acceptable Use Policy for Technology.

Appropriation: Failure to return the property in a timely manner, as requested by school administration, will be referred to local law enforcement.

Modification to Program: Beaufort County Schools reserves the right to modify this program at any time.

By signing below, you are agreeing to the terms and conditions listed above as well as the terms and conditions outlined in the Mobile Device Student/Parent Handbook.

Student Signature: _____ Date _____

Parent/Guardian Signature: _____ Date _____