

Oakes Public Schools Mobile Device Procedures, Information and Acceptable Use Agreement



Oakes Public School Mobile Device Program

The Policies, procedures, and information within this document apply to all mobile devices used at Oakes Public School. Teachers may set additional requirements for use in their classrooms.

1) RECEIVING YOUR MACBOOK AIR OR IPAD (“Mobile Device”)

- a) Receiving your mobile device and accessories will occur each fall when the school year begins or at the time of enrollment during the school year.
- b) Parents & Students must sign and return the “Mobile Device Procedures, Information, & Acceptable Use Agreement” and “Oakes Tornado Mobile Device Insurance” documents before the mobile device can be issued to their child to use off school property.
 - i) Insurance Rates:
 - (1) Grades 3-6 \$25 per student
 - (2) Grades 7-12 \$50 per student
 - **Maximum Fee per Family \$100.00 (with no damage claims)
 - (3) If a student has prior claims, insurance for the student will go up \$25 per claim. This starts with the 2nd claim. (1st incident is covered by Tornado Insurance. For any subsequent incidents, there will be a \$25 deductible charge for the claim, and the insurance will go up the following year by \$25 per incident.)
- c) If a student fails to return the mobile device at the end of the school year or upon the termination of enrollment at Oakes Public School, that student will be subject to criminal prosecution and/or civil liability. The student will also pay the replacement cost of the mobile device. Furthermore, the student will be responsible for any damage to the mobile device and may be charged for any needed repairs.

2) TAKING CARE OF YOUR MOBILE DEVICE

Students are responsible for the general care of the mobile device and accessories that have been issued by the school. Any mobile device that is broken or fails to work properly must be taken to the IT Department for an evaluation of the equipment. Students are responsible for any and all damage to mobile devices or accessories. Mobile devices that are lost or stolen must be reported immediately to the Central Office.

a) General Precautions

- i) The mobile device is school property, and all users will follow these procedures, and the Oakes Public School acceptable use policy for technology.
- ii) Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- iii) Cords and cables must be inserted carefully into the mobile device to prevent damage. Removing the charging cable, hold onto the plastic end and not the cable.
- iv) The mobile device must remain free of any writing, drawing, stickers, or labels that are not the property of the Oakes Public School District.
- v) **The mobile device must never be left in an unsecured area.**
- vi) Students with MacBook Airs are responsible for keeping their mobile device battery charged for each school day.
- vii) Students may not take off any Oakes School Labels
- viii) Use care with food or beverages while using the mobile device. Best practice is to have zero liquid near the laptop.
- ix) Do not leave devices in a car, (or anywhere the device could be exposed to severe temperature changes.) Extreme heat and cold will cause damage.

b) Carrying the mobile device

- i) Mobile devices should always **be kept within the protective case provided** by the school. **Never carried open** or with one hand.
 - a. The devices are given to each student in an Apple approved case. Devices must stay in their cases. (Just the act of taking a laptop out of the case, if not done properly can cause the video to go out which results in paying for a costly repair.)

c) Screen Care

- i) The mobile device screens can be damaged if subjected to rough treatment. Clean screens with a soft cloth only, no cleaners are to be used.
- ii) The MacBook Air screens are easily damaged by the oil from your skin, try not to touch the screen when pointing out objects.

d) Cleaning/Disinfecting

- i) Use only soft, lint-free cloth. Avoid abrasive cloths such as paper towels.
- ii) Do not wipe excessively!
- iii) Unplug all external power sources, devices, and cables.
- iv) Don't get moisture into any openings, and don't submerge your mobile device in any cleaning agent!
- v) Don't use aerosol sprays, bleaches, or abrasives!
- vi) Don't spray cleaners directly onto the item! It is best to spray the cloth, shake it out and then wipe down the device.

ANY DAMAGE CAUSED BY THE RESULT OF USING LIQUID TO CLEAN WILL BE THE RESPONSIBILITY OF THE STUDENT AND NOT COVERED BY OPS INSURANCE!

3) USING YOUR MOBILE DEVICE AT SCHOOL

Your mobile device is intended for use at school EACH day. Students are responsible for bringing their devices to all classes.

a) **Mobile Devices Left at Home**

If students leave their mobile devices at home, they are responsible for getting the course work completed as if they had their mobile device present.

b) **Mobile Device Undergoing Repair**

Loan mobile devices may be issued to students when they leave their mobile device for repair in school. There may be a delay in getting a mobile device should the school not have enough to loan.

c) **Charging Your Mobile Device Battery**

The mobile device must be brought to school each day in a **fully charged condition**.

d) **Check e-Mail Daily**

The staff, office, and IT department often communicate via e-Mail. Students are responsible for logging into their O365 and checking for communications daily.

4) MANAGING YOUR FILES & SAVING YOUR WORK

a) **Saving Work Done on the Mobile Device**

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Students are encouraged to use Office365 – OneDrive for creating and saving items. Mobile device malfunctions are not an acceptable excuse for not submitting work.

b) **Network Connectivity**

The Oakes Public School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data. Due to bandwidth restriction, network connectivity is for educational use only, not for music, games, or videos.

5) SOFTWARE ON MOBILE DEVICE

a) **Originally Installed Software**

The software/apps installed initially by Oakes Public School must remain on the mobile device in usable condition and be always easily accessible. From time to time, the school may add software applications for use in a particular course. Periodic checks of the mobile device may be made to ensure that students have not removed the required apps.

b) **Inspection**

The student mobile device can be inspected by school personnel at any time.

c) **Procedure for Pre-Loading Software**

If technical difficulties occur, or software that is in violation of the Oakes Public School Acceptable Use Policy, is installed or discovered, the mobile device will be restored to factory default. The school does not accept responsibility for the loss of any software or documents deleted due to a restore.

d) **Managed Apple-ID's** – each device has a school managed Apple-ID assigned to it. This Apple-ID is utilized by certain school owned/used software. Students must not sign-out the school ID, nor put in a personal Apple-ID.

e) Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their mobile device for periodic updates and syncing.

6) ACCEPTABLE USE POLICY (AUP) - ACDA

The use of the Oakes Public School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Oakes Public School District is not transferable or extendible by students to people or groups outside the District and terminates when a student is no longer enrolled in the Oakes Public School District. This policy is provided to make all users aware of the responsibilities associated with the efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied.

a) Parent/Guardian Responsibility

- i) Talk to your children about values and the standards your children should follow when using the Internet, just as you do with the use of all media information sources such as television, telephones, movies, and radio.
- ii) Provide accessibility for charging the mobile device at home.

b) School Responsibilities are to:

- i) Provide Internet to its students while on school property.
- ii) Provide Internet blocking of inappropriate materials while on school property
- iii) Reserve the right to review, monitor, and restrict information stored on or transmitted via Oakes Public School District-owned equipment and to investigate inappropriate use of resources.
- iv) Provide all staff guidance to aid students in doing course work and help ensure student compliance with the acceptable use policy.

c) Students Responsibilities are to:

- i) Use mobile devices in a responsible and ethical manner
- ii) Obey general school rules concerning behavior and communication that apply to mobile device use - Be a Good Cyber Citizen.
- iii) Adhere to all aspects of the Oakes Acceptable Use Policy.
- iv) Help Oakes Public School District protect our mobile devices by contacting an administrator about any security problems they may encounter or observe.
- v) Not loan or allow borrowing of the mobile device to others.

7) COST OF REPAIRS

- a)** Students will be held responsible for ALL damage to their mobile devices.
- b)** Lost or Damaged items such as accessories - power chargers, cases, and cables will be charged the replacement cost.

- c) Repairs/Replacement of purposeful damage: such as pulling off keys from the keyboard; defacing the device; or other intentional damage, will be the financial responsibility of the student's family/guardian.

8) PERSONALIZING YOUR MOBILE DEVICE

- a) You may not personalize the case
 - b) You cannot remove, damage or mark up the Oakes School District Barcode
 - c) You may purchase and use your own external mouse and/or protective case, but the OPS is not responsible for any loss or damage to said products.
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-----Sign and return to Central Office -----

Violations may result in disciplinary action up to and including suspension/expulsion for student and/or loss of device and technology privileges. When applicable, law enforcement agencies may be involved.

I acknowledge the receipt of the Mobile Device procedures, information, and Acceptable Use Policy.

Student Name (Please Print) _____

Student Signature (*required*) _____

Date: _____

Parent/Guardian Name (Please Print) _____

Parent/Guardian Signature (*required*) _____

Date: _____





Oakes Tornado Mobile Device Insurance

Tornado Mobile Device Insurance is a completely optional insurance available to families that wish to protect themselves from damage or replacement costs for their student's school-issued Mac Air or iPad. If you choose to opt out of Tornado Insurance, your student will leave their device with the home room teacher at the end of each day, unless you provide proof of private insurance on the device(s). Proof of insurance can simply be a letter or email from your agent stating that the laptop has a rider on it and/or is covered by said insurance. We do not need a copy of your homeowners/renter's insurance.

Tornado Mac Air insurance covers 100% of all accidental damage, fire, flood, natural disasters, power surge, and vandalism to your child's school-issued mobile device. This insurance will provide coverage on school grounds, at home, on the bus, really anywhere your child may travel. If one of these issues arises, an insured device would not be charged any additional repair fees for the 1st claim. Insurance **does not cover loss, theft, malicouse damage, or damage caused by the result of the use of liquid** on the mobile device. It does not cover accessories such as power supplies, cases, or protective sleeves. If multiple incidents occur, a \$25 deductible will be charged and insurance rates will be raised starting on the 2nd incident.

COST		School Board Approval 07/2023	
Please check the appropriate box.			
Grades 7-12	<input type="checkbox"/> \$_____ (enter \$ amount) one device	Grades 3-6	<input type="checkbox"/> \$_____ (enter \$ amount) one device
	*\$50 for an Air Annually		\$25 for an iPad Annually
		<input type="checkbox"/>	Family Maximum **\$100 annually

*With the exception of multiple incidents. **Family Maximum could be raised in the case of multiple claims.

SIGN UP (make checks payable to Oakes Public School)
Student(s) Name(s):
Parent Signature (required):
Date:
*Tech Department Use Only – Student(s) Mobile Device Serial #(s):

OPT-OUT (complete if you choose not to take the insurance program)
I understand that Tornado Mac Air insurance is optional. I choose not to purchase this insurance at this time. I understand that if damage occurs to my child's school-issued mobile device, it will be my responsibility to pay 100% of all repair costs. (Replacement cost: \$800 13" MacBook Air, \$300 10.2" iPad) I understand that by opting out of Tornado Insurance, my student will leave their device with the home room teacher at the end of each day, unless I provide proof of private insurance on the device(s).
Parent Signature (required):
Date:

Please complete **one form per student or Family**. Return the form when completed and payment to the school office. The form must be returned before the mobile device is issued to the student.