# Grand Coulee Dam School District 301J
## Public Schools Mobile Device (MD)
## Procedure 2022MD

### 1.0 Receiving your Mobile Device and Mobile Device Check-in

#### *1.1 Receiving Your MD*

In order to receive their MD, students and parent must sign and return the Grand Coulee Dam School District Acceptable Use Policy (AUP) consent form before a MD can be issued to the student.

#### *1.2 Mobile Device Check-in*

MDs will be returned during final week of school so they can be checked for serviceability. If a student transfers out of the Grand Coulee Dam School District during the school year, the MD will be checked in at that time.

Individual school MDs and accessories must be returned to the school. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment the Grand Coulee Dam School District for any other reason must return their individual school MD on the date of termination.

If a student fails to return the MD at the end of the school year or upon termination of enrollment in the Grand Coulee Dam School District, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the MD, or, if applicable, any insurance deductible. Failure to return the MD will result in a theft report being filed with the Coulee Dam Police Department.

Furthermore, the student will be responsible for any damage to the MD and must return the computer and accessories to the Grand Coulee Dam School District in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the MD.

### 2.0 Taking Care of Your MD

Students are responsible for the general care of the MD they have been issued by the school. MDs that are broken or fail to work properly must be taken to the technology department for an evaluation of the equipment.

#### *2.1 General Precautions*

- The MD is school property and all users will follow this policy and the Grand Coulee Dam School District Acceptable Use Policy for Technology

(Policy 2022 and Procedure 2022P).

- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the MD to prevent damage.
- MDs must remain free of any writing, drawing, stickers, or labels that are not the property of the Grand Coulee Dam School District. Personalization of the MD will not be allowed.
- MDs must never be left in an unlocked locker or any unsupervised area.
- Students are responsible, if taking the device home, for keeping their MD's battery charged for school each day.

### *2.2 Carrying MDs*

The protective cases provided with MDs have sufficient padding to protect the MD from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- MDs should always be within the protective case when carried.
- Objects should not be placed between the case and the MD screen.

### *2.3 Screen Care*

The MD screens should be cleaned with a soft, dry cloth or anti-static cloth. They can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. Rough treatment includes:

- Leaning on the top of the MD.
- Placing anything near the MD that could put pressure on the screen.
- Placing anything in the carrying case that will press against the cover.
- Bumping the MD against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

## 3.0 Using Your MD in Your Classes

MDs are intended for use at school each day. In addition to teacher expectations for MD use, school messages, announcements, calendars and schedules may be accessed using the MD. Students must be responsible to bring their MD to all classes or the library, unless specifically instructed not to do so by their teacher. Students in PE will not take MDs into the locker room.

### *3.1 MD Undergoing Repair*

Loaner MDs may be issued to students when they leave their MDs for repair in the technology department. There may be a delay in getting an MD should the school not have enough to loan.

### *3.2 Charging Your MD's Battery*

MDs must be ready to use each day in a fully charged condition. Students need to make sure their MDs are in the charger each evening. In cases where use of the MD has caused batteries to become discharged, students may be able to connect their MDs to a power outlet in class.

### *3.3 Screensavers/Background photos*

Inappropriate media may not be used as a screensaver or background photo. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions. *Always check with your teacher if you have questions.* Personal passwords, besides your student ID, to lock the MDs are not to be used.

### *3.4 Sound, Music, Games, or Programs*

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. *Student headphones may be used with the MDs in the classroom. The school is not responsible for lost, damaged or stolen headphones*. Music is not allowed on the MD but may be used at the discretion of the teacher. Internet games are not allowed on the MDs. If game apps are installed, they will be authorized by Grand Coulee Dam School District staff. All software/apps must be district provided. Data storage will be through apps on the MD and email to a server/cloud location.

## 4.0 Managing Your Files and Saving Your Work

### *4.1 Saving to the MD/Home Directory*

Students may save work to the home directory on the MD. It is recommended students use their cloud based storage account to save an additional copy or original copy of their work. Storage space will be available on the MD – 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 re-imaging.

## 5.0 Software on MDs

### *5.1 Originally Installed Software*

The software/Apps originally installed by the Grand Coulee Dam School District must remain on the MD in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. Periodic checks (and synching) of MDs will be made to ensure that students have not removed required apps and to update/install current content.

### *5.2 Additional Software*

Students are not allowed to load extra software/apps on their MDs without permission. The Grand Coulee Dam School District will synchronize the MDs so that they contain the necessary apps for school work.

### *5.3 Inspection*

Students may be selected at random to provide their MD for inspection.

### *5.4 Procedure for re-loading software*

If technical difficulties occur or illegal software, non-district installed or unapproved apps are discovered, the MD will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and/or re-image.

### *5.5 Software upgrades*

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their MDs for periodic updates and synching during the school day.

## 6.0 Acceptable Use

Review Board Policy 2022 and aligned Procedures 2022P along with this MD Procedure Document 2022MD.

### *6.1 Parent/Guardian Responsibilities*

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

### *6.2 School Responsibilities are to*:

- Provide Internet and internal electronic communication access to its students.
- Provide Internet blocking of inappropriate materials as able.
- Provide network data storage areas.
- These will be treated similar to school lockers. The Grand Coulee Dam School District reserves the right to review, monitor, and restrict information stored on or transmitted via the Grand Coulee Dam School District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

### *6.3 Students are Responsible for:*

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to MD/computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment.

This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via Grand Coulee Dam School District designated Internet System is at your own risk. Grand Coulee Dam School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

- Helping the Grand Coulee Dam School District protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Students should always turn off and secure their MD after they are done working to protect their work and information.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she will be asked to turn it in to school personnel.
- Returning their MD to their teacher when requested.
- Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment in the Grand Coulee Dam School District for any other reason must make sure their individual school MD is returned on the date of termination.

### *6.4 MD damage*

Students are responsible for any and all damage and loss/theft. MDs that are stolen must be reported immediately to the Office and will be reported to the Coulee Dam Police Department.

### *6.5 Legal Propriety*

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher, administrator, or parent.

### *6.6 Student Discipline*

If a student violates any part of the above policy, he/she will be subject to the following disciplinary actions as determined by building administration.

**Level 1 Offense**: Student(s) will review policy and procedures related to their use of the MD with their instructor.

**Level 2 Offense**: Meeting with building administration with specific guidelines for future use (Application limitations, Internet restrictions, etc).

**Level 3 Offense**: One day to Three weeks of MD privilege suspension (student still responsible for **all** required work). Depends on the severity and/or frequency of events.

**Level 4 Offense**: Loss of MD privileges for a length of time determined by the administration with a change in program at the discretion of administration.

## 7.0 Protecting and Storing Your MD

### *7.1 MD Identification*

Student MDs will be labeled in the manner specified by the school. MDs can be identified in the following ways:

- Record of serial number
- Grand Coulee Dam School District Label
- Record of MD wireless network MAC address

### *7.2 Storing Your MD*

When students are not using their MDs, they should be stored in their lockers or in the storage/charging carts in their assigned location. Nothing should be placed on top of the MD, when stored in the locker or during charging.

**Grand Coulee Dam School District #301J**

**ELECTRONIC INFORMATION NETWORKS INDIVIDUAL**

**MOBILE DEVICE CONSENT FORM**

I verify that I have received and reviewed a copy of the District's Policy and Procedures for Electronic Resources 2022P and the Mobile Device Procedures Document 2022MD. I understand the school district expectations for use of the mobile devices and network services. I agree to abide by the policy and procedures, which I have reviewed and understand. I acknowledge and agree that I should not have any expectation of privacy when using the district's computers or network, system, email system, or information stored locally or on district servers. The district reserves the right to disclose any electronic documents to law enforcement officials or third parties as appropriate. All documents are subject to review by district staff at any time.

All users of the district's electronic resources are responsible for the care of their device(s). Violation of any of the district's policies and procedures may result in disciplinary action including, but not limited to, suspension of network privileges, computer/device access privileges, and or termination of network and computer/device use. I hereby waive any right of privacy to any and all material located in any location through the use of district equipment and networks and fully understand and accept the responsibility needed to utilize technology services. Grand Coulee Dam School District #301J Public Schools Mobile Device Procedure **2022MD** (Version 1: 10/25/12).

Date: _____

Printed Name of Student: _____

Signature of Student: _____

Printed Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____