CCSD Student Mobile Device Responsible Use Handbook and Agreement

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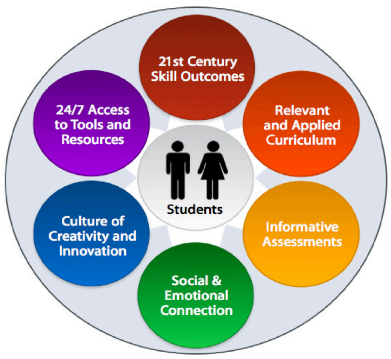
INTRODUCTION

As we deploy mobile devices into the hands of students, we do so in support of personalizing learning and preparing students to be active participants of the 21st century workforce as outlined in the Profile of the South Carolina Graduate.



1.0 DEPLOYING DEVICES

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

1.1 Receiving your Mobile Device

- **Parents and students both sign and return the Student Mobile Device Responsible Use Agreement form**.

1.2 Returning your Mobile Device

Device accessories (charging cords, bricks and cases) that are furnished by the school must be returned with only normal wear and no alterations to avoid paying a replacement fee. If a student transfers, withdraws, is suspended or expelled, or terminates enrollment at a CCSD school for any reason, he/she must return the device with accessories on the date of termination. **The student will be charged the cost of any items not returned.**

- Device cost: $300
- Charging cord cost $30

2.0 CARE AND STORAGE OF THE STUDENT MOBILE DEVICE

Student devices are school property and all users will follow the Student Device Responsible Use Agreement, the CCSD Technology Responsible Use Policy, and the CCSD 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 the designated school personnel for an evaluation of the equipment as soon as possible.

2.1 General Procedures and Precautions

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

- <u>Student devices must never be left in a locker, unlocked car, or any unsupervised area in school or outside of school</u>; Cords must be inserted carefully into the device to prevent damage
- Devices must remain free of any writing, drawing, stickers, or labels that are not the issued property of CCSD
- 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 digital equipment

2.2 Screen Care

Device screens can be damaged if subjected to rough treatment. iPad 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
- 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, 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

2.3 Mobile Devices Left in Unsupervised Areas

Under no circumstances should devices be left unsupervised by the student. Unsupervised areas include the school grounds, lunchroom, computer lab, locker rooms, library, unlocked classrooms, hallways and any area without supervision. Any device left in these areas is in danger of being stolen.

3.0 LOSS OR DAMAGE

If a student mobile device is lost or stolen, the following guidelines must be followed.

3.1 Missing, Stolen or Vandalized Mobile Devices

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

- 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 may be held responsible for full payment for the replacement of any assigned CCSD student mobile devices that are not returned to school and accounted for (stolen off campus or lost).**
- Device cost: $300
- Charging cord cost $30 (iPad) $40 (Chromebook)

3.2 Damaged Devices

- Students are allowed one incident of damage each school year, with no fee.
- Students may be assessed a fee of $50 for subsequent incidents.
- Students who intentionally break, damage or vandalize a student shall be charged $300

4.0 MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Student Device

Some storage space may 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. **Students should be storing their work in their Google accounts (Google Drive).**

4.2 Network Connectivity

CCSD 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

5.0 OPERATING SYSTEM AND APPS

5.1 District-Installed Apps

Apps installed by CCSD and/or the school 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. Periodic checks may be made by designated staff to ensure that students have not added inappropriate content.

5.2 Inspection

Students may be selected at random to provide their CCSD-issued mobile devices for inspection by any designated staff members at school.

5.3 Operating System and App Updates

Updated versions of the operating system and apps are available from time to time. The District and school will provide information as needed regarding updates for the operating system and/or apps.

6.0 RESPONSIBLE USE & DIGITAL CITIZENSHIP

6.1 Statement of Responsibility

The user is responsible for what he/she says and does on the district's network. It is important for the user to stop and think before communicating and to show respect for others. Student users must assume that none of their data is private or confidential. Any communication or data may be subject to review by district and/or school administration.

6.2 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. Common Sense Media is the district's digital citizenship curriculum.

6.3 School and District Responsibilities

- CCSD provides Internet content filtering in compliance with the Children's Internet Protection Act (CIPA) while using the CCSD network.
- CCSD reserves the right to review, monitor and restrict information stored on or transmitted via district owned equipment and to investigate inappropriate use of resources

6.4 Student Responsibilities

- Students will use CCSD technologies in a responsible and ethical manner
- Students will follow school rules concerning behavior and communication that apply to District network use, the CCSD Student Mobile Device Responsible Use Agreement and the CCSD Technology Acceptable Use Policy; This policy is available online and in the student handbook
- Students will help CCSD protect the District network and devices by contacting designated school personnel about any security problems they may encounter
- Students will monitor all activity on their accounts
- If a student receives a message containing inappropriate or abusive language, he/she is asked to inform a teacher or other designated staff member
- Students will turn in their devices to their schools by a designated date; Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at a CCSD school for any reason must return the device on the date of termination

6.5 Student Discipline

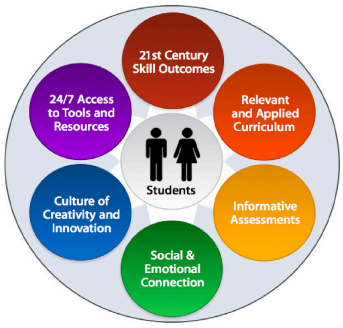
The violations and consequences outlined by this Student Mobile Device Responsible Use Handbook and Agreement are aligned with the CCSD Student Code of Conduct levels of infractions. The discipline procedures in the CCSD Student Code of Conduct address all levels of offenses, including stealing and destruction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

INFRACTIONS AND CONSEQUENCES

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

STUDENT MOBILE DEVICE RESPONSIBLE USE AGREEMENT

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



STUDENTS

- ❑ I will take care of my assigned device.
- ❑ 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 use my device in ways that are appropriate and that conform to CCSD expectations.
- ❑ I will not place non-approved decorations (such as stickers, markers, etc.) on the device.
- ❑ I will not deface the serial number device sticker on any mobile device.
- ❑ I understand that my device is subject to inspection at any time without notice and remains the property of CCSD.
- ❑ I will follow the expectations outlined in the CCSD Student Mobile Device Responsible Use Handbook 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 (TAKE-HOME) to school in good working condition.

PARENTS

- ❑ I am responsible for the cost of devices and charging cords that are not returned by the specified date (established by the school) [Mobile device - $407, charging cord - $30].

I understand and agree to the stipulations set forth in this Student Mobile Device Responsible Usage Agreement and the CCSD Technology Acceptable Use Policy.

Student Name: _____

Student Signature: _____ Date: _____

Parent Name: _____

Parent Signature: _____ Date: _____