

District Provided Mobile Computing Devices

Each student must submit an executed Student Agreement for Mobile Computing Device Use and a copy of the Student Technology Use Agreement signed by the student and by their parent/guardian if they are less than eighteen (18) years of age before they are issued a mobile computing device.

The District may provide parent/student orientations on the mobile computing device program. The student may also be required to pay an insurance fee of \$25 before they may take the device home.

Parents or guardians of students may use the school-issued device, and their involvement in student learning through technology is strongly encouraged. However, use of school-issued technology outside of this purpose, such as for personal gain or activities unrelated to student learning, is prohibited. Both parent and student use of the District's device, network, and software may be subject to a public records request depending upon the content of the document or communication, including email.

Students may take the devices out of Idaho at the discretion of the building principal or designee. The District directs the Superintendent or designee to establish procedures for students to request permission to take the device with them. Students will also be granted permission to take the mobile device home overnight and over the weekend, and to check out the mobile device for use during holiday breaks.

At the end of the school year or checkout period, the school will collect all devices from students. At the school's discretion, students may be issued devices to support summer school programs.

The Superintendent or designee shall establish procedures for the maintenance of records regarding the devices, including tracking device inventory and which device is issued to which student.

Care and Safety

Students are responsible for the general care of the device they have been issued by the District and are expected to observe the following precautions:

1. No food or drink is allowed next to a device while it is in use;
2. Insert and remove cords, cables, and removable storage devices carefully;
3. Shut down the device when not in use to conserve battery life;
4. Stickers, drawings, or permanent markers may not be used on the device;
5. Do not vandalize the devices or any other school property;

6. Devices must never be left in any unsupervised area;
7. Students are responsible for keeping their device's battery charged for school each day;
8. Do not place anything near the device that could put pressure on the screen;
9. Clean the screen with a soft, dry cloth or anti-static cloth;
10. Devices should not be stored in a student's vehicle, or any other place else subject to extreme temperatures or where theft may occur.

Users should return devices to the Media Center after the check-out period, or if device is damaged or fails to work properly.

### Use at School

Devices are intended for use at home for educational activities or for use at school each day. Students are responsible for bringing their device to school each day, unless specifically advised not to do so by their teacher. Devices must be brought to school each day in a fully charged condition. Power cords must stay with the device at all times. Repeat failures to comply with these requirements may result in disciplinary action, or in the privilege of checking out a district mobile device being revoked.

If students leave their device at home, they may phone a parent/guardian to bring it to school. Students without a device may use a computer in the classroom or a device from the lending pool depending upon availability and at the teacher's discretion. This includes students whose devices are undergoing repair.

Sound must be muted or headsets must be used at all times unless the teacher directs otherwise.

Students may use printers in the Media Center and/or computer labs with teachers' permission during class or breaks. All printing should be limited to educational purposes.

### Personalizing Mobile Computing Devices

While at no time does the device become the personal property of students or staff; students may place individualized items on the device, which are limited to music, pictures, and other items that do not hinder the network or device functionality.

Students may be permitted to select their own screen savers and backgrounds provided they are appropriate. Screensavers, backgrounds, or other pictures containing guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures, the student's password or other items deemed inappropriate by the administration will result in disciplinary actions.

Students may not add options or upgrades to the device, change the operating system, or add unauthorized software or safety controls.

Should students or parents/guardians place personalized items on the device, such items may be accessed or viewed by District staff at any time, for any reason, including randomly selected

device reviews. No content placed on District provided devices is privileged or confidential. Any content placed on the device will be removed after the checkout period has expired.

### Managing Files

Students should save their work often to their school provided accounts such as Google Drive. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.

### Software

The software or applications originally installed by the District must remain on the device in usable condition and be easily accessible at all times.

From time to time the school may add or update applications. The licenses for these applications may require that the software be deleted from devices at the completion of a course. Periodic reviews of devices will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

All devices will be equipped with anti-virus protection software, if applicable, which will be upgraded regularly.

It is the responsibility of individual students to be aware of additional software programs and files loaded onto their device which are required for classes or school activities. If an application is needed for class, please return the device to the Media Center to have it added by the technology department.

Students wishing to add additional applications onto a device must first obtain the permission of the school's technology department. Any additional software must be appropriate for the school environment and comply with the Student Technology Use Agreement. Violent games and device images containing obscene or pornographic material are banned. The technology department shall determine whether a game is violent, and the student may appeal this decision to the principal. Each student is responsible for ensuring that only licensed software is loaded onto his or her device.

### Inspection and Filtering

Filtering software will be used to prevent access to material considered inappropriate or harmful to minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 18 and older.

Students may be selected at random or for cause to provide their device for inspection. If technical difficulties occur or unauthorized software or any other violation of District policy is

discovered, all files and the hard drive may be reformatted. Only authorized software will be installed. The District does not accept responsibility for the loss of any software or other materials deleted due to a reformat and reimage.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of law.

### Remote Access of Devices

Devices may be equipped with the ability to be accessed remotely in the case of technical problems requiring remote assistance, missing or stolen devices, or other for any other appropriate District purpose. A student does not need to be asked for permission prior to remote software maintenance.

### Protecting and Storing Devices

Students are expected to password protect their devices and shall keep their password confidential.

When students are not using their devices, the devices should be stored in their lockers. Students are encouraged to take their devices home every day after school.

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds, the cafeteria, computer lab, locker rooms, Media Center, unlocked classrooms, dressing rooms, and hallways. Unsupervised devices will be confiscated by staff and taken to the building principal's office. Disciplinary action may be taken for leaving a device in an unsupervised location.

### Repair of Devices

Students are to report all device problems to the librarian at their school for repair in conjunction with the technology department.

Users are responsible for the general care of District-owned devices and may be held responsible for any damage caused by negligent acts. If a District device is lost, damaged or stolen while under the control of a user, the user is expected to file a claim under his or her insurance coverage and reimburse the District for the full cost of the loss or the amount covered by the individual's carrier.

### Procedure History:

Promulgated on: January 9, 2017

Revised on: