

McGregor Independent School District
Mobile Learning Initiative
Device Use Policy

McGregor ISD uses Instructional Technology as one tool to fulfill its mission to empower every student with the skills, knowledge, and experience to become responsible and productive citizens. To succeed in the 21st century, students must develop their skills as collaborators, communicators, and critical thinkers. Engaging 21st century learners requires the seamless integration of technology throughout the education program. To foster the development of these 21st century skills, McGregor ISD is committed to offering students 24/7 accessibility to the tools they need to be successful through the Mobile Learning Initiative. The individual use of technology is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

The first phase of the Mobile Learning Initiative consisted of providing McGregor ISD-owned iPad devices to students in grades 8-12 in the 2013-2014 school year. The second phase of the initiative consisted of providing McGregor ISD-owned chromebooks to students in grades 6-8 for the start of the 2016-2017 school year. The third phase of the initiative consists of issuing students in grades 9-12 a McGregor ISD-owned chromebook for the start of the 2017-2018 school year. Students are required to use district-issued devices.

Learning about digital citizenship and appropriate online behavior is a key component of the Mobile Learning Initiative. We will review cyber-safety rules with students frequently throughout the year, and will offer reminders and reinforcement about safe online behaviors.

The policies, procedures, and information within this document apply to all district issued devices used at the McGregor Independent School District. Teachers may set additional requirements for use in their classrooms. If a student violates any part of the above policy, or any other McGregor ISD rule, he or she will be subject to disciplinary consequences.

Contents

- 1 Receiving and Returning Your Device
 - 1.1 Receiving Your Device
 - 1.2 Device Identification
 - 1.3 Returning Your Device
 - 1.4 Failure to Return the Device
 - 1.5 Summer Rental
- 2 Care of Your Device
 - 2.1 General Precautions
 - 2.2 Carrying Devices
 - 2.3 Screen Care
 - 2.4 Unsupervised Areas/Harsh Conditions
- 3 Using Your Device at School
 - 3.1 Devices Left at Home
 - 3.2 Loaner Devices
 - 3.3 Charging the Device Battery
 - 3.4 Screensavers and Background Photos
 - 3.5 Printing
 - 3.6 Internet Access
 - 3.7 Saving Documents and Other Work
 - 3.8 School Email
- 4 Device Content
 - 4.1 District Installed Content
 - 4.2 Personal Content
 - 4.3 Maintenance of Content
- 5 Acceptable Use
 - 5.1 Parent/Guardian Responsibilities
 - 5.2 Student Responsibilities
 - 5.3 Legal Propriety
- 6 Repairing or Replacing Your Device
 - 6.1 Repairs
 - 6.2 Cost of Repairs or Replacement
 - 6.3 Loss, Theft, or Other Criminal Acts

McGregor Independent School District
Mobile Learning Initiative
Device Use Policy

1 Receiving and Returning Your Device

1.1 Receiving Your Device

Devices and accessories will be distributed to students at the beginning of each school year. The devices will have the appropriate classroom applications installed by the MISD Technology staff. A protective cover/sleeve will also be issued. Prior to receiving the device, parents and students must:

- Sign and submit the District Network Acceptable Use Policy via the online Skyward system
- Sign and submit the Device Loan Agreement via the online Skyward system
- Pay a \$50 device rental fee

1.2 Device Identification

The devices will be labeled by McGregor ISD in order to identify and track them. Students are prohibited from altering or removing these identifying marks. The technology staff has assigned a unique name to each device that **must not be changed**. Changing or altering any of the district identifying marks or the device name may result in disciplinary consequences including the loss of the privilege of participating in the Mobile Learning Initiative.

1.3 Returning Your Device

Devices, and all district issued accessories, will be returned at the end of the school year or upon request by MISD. The equipment should be returned with “normal wear” only. Seniors will turn in their device and accessories at the end of the school year as part of the normal graduation activities. If a student graduates early, withdraws, or is expelled from McGregor ISD prior to the end of the school year, their device and accessories will be returned at that time. Students placed in DAEP will forfeit the use of their device for the duration of the DAEP placement.

1.4 Failure to Return the Device

If a student fails to return their device and accessories, he/she will be responsible for the replacement cost of the device and may be subject to criminal or civil liability. Failure to return the device may result in a theft report being filed with the proper law enforcement agency.

1.5 Summer Rental (grades 9-12 only)

Students in grades 9-12 may apply for a summer rental which, if approved, grants them permission to retain possession of their device through the summer months. To apply for a summer rental, students must:

- Complete a Summer Rental Request form **AND** receive approval
- Upon approval of the rental request, pay a \$20 summer rental fee

Students are responsible for content updates during the summer rental period.

2 Care of Your Device

Students are responsible for the general care of the device they have been issued by MISD. Devices that are damaged or fail to work properly should be taken to the campus office for an evaluation of the equipment.

2.1 General Precautions

The device is McGregor ISD property and all users will follow these policies and the District Network Acceptable Use Policy. Students should:

- Only use a clean, soft cloth to clean the screen; no cleansers of any type should be used.
- Carefully insert cords and cables to prevent damage to the device.
- Keep the device free of any writing, drawing, stickers, or labels that are not the property of McGregor ISD.
- Never leave the device in an unlocked locker, unlocked car, or any unsupervised areas.
- Never leave the device in harsh environments or subject it to extreme conditions.
- Always keeping the device battery charged for school each day.
- Never remove any protective cases installed to the device
- Report any mechanical or technical issues to the campus office

2.2 Carrying Devices

The District will provide a protective case and/or sleeve for the device that has sufficient padding to protect it from normal treatment and provide a suitable means for carrying the device within the school. These guidelines should be followed:

- device should always be in the protective case when carried.
- Placing other objects in/on the carrying case should be kept to a minimum to avoid placing too much pressure and weight on the device.

Cases/sleeves furnished by McGregor ISD must be returned with only normal wear and no alterations to avoid paying a case replacement fee. If a personal case is used, it must first be approved by the campus principal and the District-issued case must be returned.

2.3 Screen Care

The device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on 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 place anything in the carrying case that will press against the cover.
- Do not use cleansers of any type to clean the screen; only use a clean, soft cloth to clean the screen.
- Do not “bump” the device against lockers, walls, car doors, floors, etc., as it will eventually break the screen.

2.4 Devices Left in Unsupervised Areas / Harsh Conditions

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include, but are not limited to, the:

- school grounds and campus
- cafeteria
- computer lab
- locker rooms
- library
- unlocked classrooms
- dressing rooms
- hallways

Any device left in these areas is in danger of being stolen. If device is found in an unsupervised area, it will be taken to the campus office and the responsible student may be subject to disciplinary consequences.

The device should not be exposed to harsh environmental conditions including, but not limited to:

- Locked cars
- Direct sunlight
- Extreme heat/cold
- Extreme humidity
- Rain
- Sand

3 Using Your Device at School

Devices are intended for use at school each day. Students are responsible for bringing their device to all classes, unless specifically instructed not to do so by their teacher.

3.1 Devices Left at Home

If students leave their device at home, they are responsible for getting the course work completed as if they had their device present. If a student repeatedly leaves their device at home they may be subject to disciplinary consequences.

3.2 Loaner Devices

Loaner devices may be issued to students when their device is being repaired or is lost or stolen (see Section 6.3 for additional requirements for lost/stolen devices). There may be a delay in receiving a loaner device should the school not have enough to loan.

3.3 Charging Your Device Battery

Devices must be brought to school each day with a fully charged battery. Repeat violations of this policy may result in disciplinary consequences.

3.4 Screensavers and Background Photos

Inappropriate media may not be used as a screensaver or background photo. The presence of inappropriate images/languages/materials as defined in the student handbook may result in disciplinary consequences.

3.5 Printing

A component of the Mobile Learning Initiative is encouraging a paperless environment. However, if necessary, students will be given information and instruction on printing from their device at school.

3.6 Internet Access

Free wireless access at school will be provided by McGregor ISD. The District is not responsible for accessing other wireless connections or other data charges.

3.7 Communication and Document Storage

Students should use their district-assigned Google account for all school related communication and document storage. Other methods of communication and storage/submission may be used as approved by the classroom teacher.

4 Device Content

4.1 District Installed Content

The electronic content installed by McGregor ISD must remain on the device in usable condition and be easily accessible at all times. From time to time the Technology Department may add, remove, or update content as needed. Altering or removing district installed content may result in disciplinary consequences.

4.2 Personal Content

Students may install personal content on their devices as necessary or desired and at their own expense. The student will be responsible for backing-up their personal content.

4.3 Maintenance of Content

The mobile device is first, and foremost, an educational tool. To maintain the device's ability to function as an educational tool, students should maintain a minimum of 4GB of hard drive space to allow for district installed updates and application functionality.

The District will be responsible for updating all district installed content. The student will be responsible for all personal content updates.

5 Acceptable Use

With the Mobile Learning Initiative, students and teachers are being given access to McGregor ISD's electronic communications system. Through this system, they will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems and/or networks. They will have access to hundreds of databases, libraries, and computer services all over the world.

With this opportunity comes responsibility. It is important to read the District Network Acceptable Use Policy and ask questions if you need help in understanding them. It will be the student's and teacher's responsibility to follow the rules for appropriate use. Inappropriate use will could

result in the loss of the privilege of using this educational and administrative tool. The final decision regarding whether any given use of the network or Internet is acceptable or unacceptable lies with the Superintendent or his/her designee.

Please note that the Internet is a network of many types of communication and information networks. It is possible that students and teachers may come across some material they might find objectionable. While McGregor ISD will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be the student's and teacher's responsibility to follow the rules for appropriate use.

Violations may result in disciplinary consequences up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

5.1 Parent/Guardian Responsibilities

Each student in grades 6-12 will be issued a district-owned device as part of the MISD Mobile Learning Initiative to enhance his/her learning experience. Parents should:

- Discuss family values and expectations regarding the use of the Internet and email at home and supervise the use of the Internet and email.
- Ensure that any mechanical or technical issues are reported to the campus office.
- Review and understand the Student Responsibilities outlined in the Device Loan Agreement and Device User Policy.
- Accept responsibility for repair or replacement fees of the district-owned device in the instance of damage, loss, theft, or vandalism as outlined in Section 6.2.
- Accept responsibility for filing a police report immediately in the instance of theft/vandalism and providing a copy of the report to the campus office.
- Return the district-owned device and accessories when requested or upon the student's graduation, assignment to DAEP, expulsion, or withdrawal from MISD.
- Complete and submit the Device Loan Agreement Form and District Network Acceptable Use Policy via the online Skyward system.
- Pay the device rental fee of \$50.

5.2 Student Responsibilities

The district-issued mobile device is a learning tool and is to be used for educational purposes. In order to use the district device, and take it home each day, students should:

- Not leave the device in unsupervised areas or poor environments.
- Honor family values when using the device.
- Bring the device to school every day with a fully-charged battery.
- Treat the device appropriately by never removing the protective case, protecting the screen, reporting any mechanical or technical issues to the campus office.
- Not remove or modify the identification and inventory labels that have been placed on the device or add personal stickers, labels, tags, or markings to the device.
- Use the device only for appropriate, legitimate, and responsible communications.
- Keep accounts and passwords secure and not attempt to add, delete, access or modify other user accounts on the device.
- Not remove the district-installed content on the device.
- Take no action that could interfere with the McGregor ISD network.
- Ensure that the MISD-owned device is not damaged, lost, or stolen while in my

possession.

- Accept responsibility for repair or replacement fees of the district-owned device in the instance of damage, loss, theft, or vandalism as outlined in Section 6.2.
- Accept responsibility for filing a police report immediately in the instance of theft/vandalism and providing a copy of the report to the campus office.
- Return the district-owned device and accessories when requested or upon graduation, assignment to DAEP, expulsion, or withdrawal from MISD.
- Understand that failure to return the device when requested will result in a theft report being filed with the appropriate law enforcement agency.
- Complete and submit the Device Loan Agreement Form and District Network Acceptable Use Policy via the online Skyward system.
- Pay the device rental fee of \$50.

5.3 Legal Propriety

- Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the MISD Student Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to penalties in the MISD Student Code of Conduct and Student Handbook. Violation of applicable state or federal law could result in criminal prosecution or disciplinary action by the District.

6 Repairing or Replacing Your Device

6.1 Repairs

Any technical or mechanical issues with a McGregor ISD-owned device must be reported to the school and will be repaired by MISD staff. MISD-owned devices that are broken or fail to work properly should be taken to the campus office for an evaluation of the equipment.

Loaner devices may be available for student use while their device is being repaired. (see Section 3.2)

6.2 Cost of Repairs and Replacement

McGregor ISD will use monies collected through the Device Rental Fee to “insure” devices that are issued to students. To instill a sense of ownership, parents and students will be financially responsible for repairs as follows:

- 1st instance of damage - MISD will repair at no cost to parent or student
- All other instances of damage - Parent or student will pay total repair bill

In the event the student loses his or her device or the device is stolen, a report must be filed with the appropriate law enforcement agency and a copy of the report must be provided to MISD. The student will not receive a new device until the appropriate paperwork is received. In addition, the parent or student must pay the \$50 rental fee for the replacement device.

6.3 Loss, Theft, or Other Criminal Acts

In cases of theft, vandalism, and other criminal acts, a police or fire report **MUST be filed by the student or parent** with the appropriate law enforcement agency. A copy of the police or fire report must be provided to the campus office before a replacement device will be issued to the student. The student will not receive a new device until the appropriate paperwork is received. If a new device is required, the parent or student must pay the \$50 rental fee for the replacement device.