

Delaware Township School



1:1 Mobile Device Procedures

1:1 Mobile Device Program Delaware Township School

The focus of the mobile device program at the Delaware Township School District is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential. One of the learning tools of these twenty-first century students is the use of mobile devices. The individual use of a mobile device is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. Effective teaching and learning with a mobile device integrates technology into the curriculum anytime, anyplace.

The information within this document applies to all mobile devices used at Delaware Township School, including any other device considered by the administration to come under this category. Teachers may set additional requirements for use in their classroom.

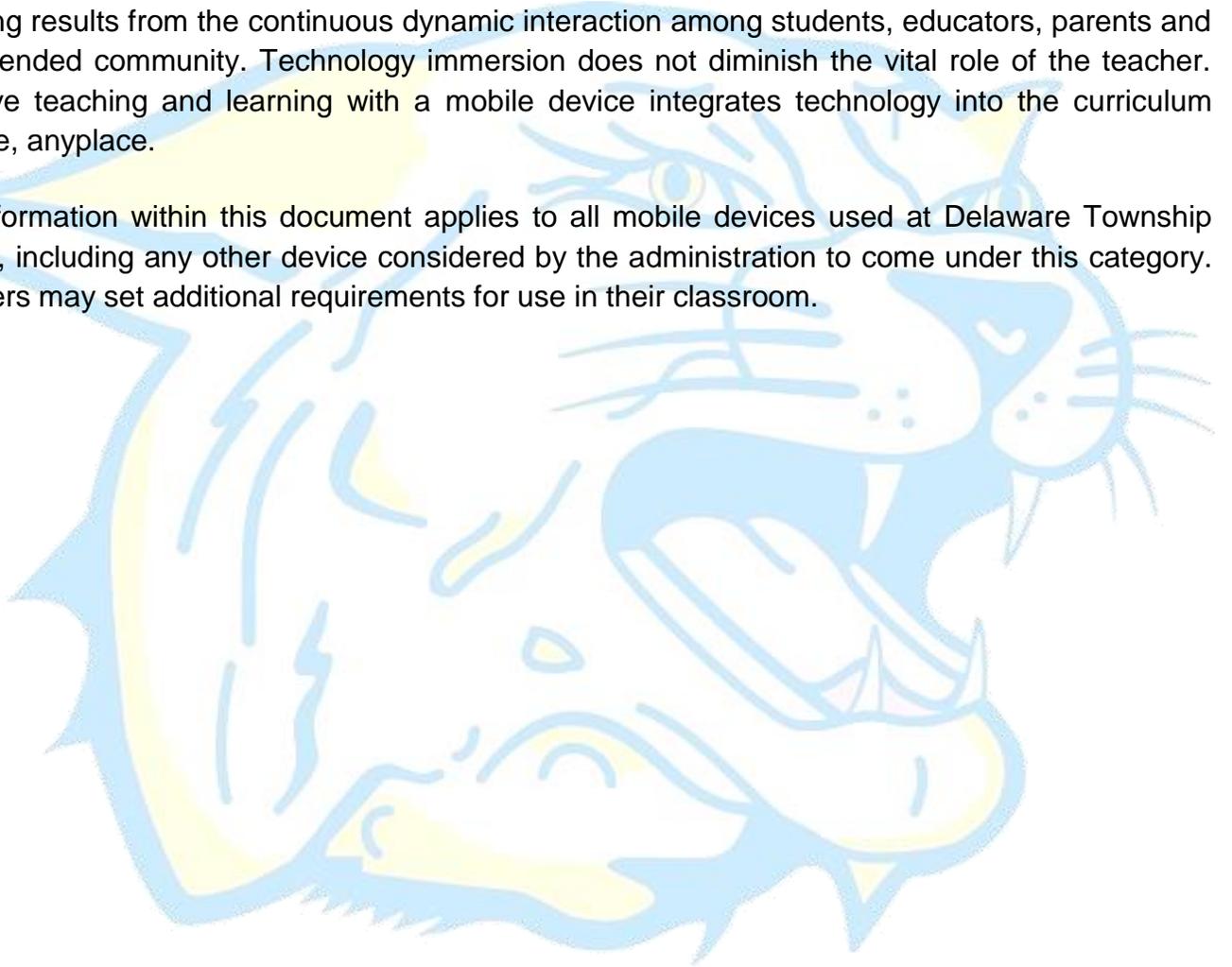


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1. Annual Receipt of Your Mobile Device & Check-In

1.1 Receiving Your Mobile Device

Mobile devices will be available for pick-up the week before school begins. Before receiving a mobile device, students and parents must complete and return the following:

- Mobile Device Usage Agreement Form, page 11
- Student Pledge for Mobile Device Use, page 12
- Acceptable Use Policy (computers and electronic devices)

1.2 Mobile Device Check-In

Mobile devices will be returned during the final weeks of school during student checkout so they can be examined for serviceability. If a student transfers out of the Delaware Township School District during the school year, their mobile device must be returned at that time.

1.3 Check-In Fines

Individual school mobile devices and accessories must be returned to the Delaware Township School Technology Department or designated room at the end of each school year. If a student fails to return the mobile device at the end of the school year or upon termination of enrollment, that student could be subject to criminal prosecution or civil liability, if the device is deemed stolen. If the device is not returned, the student will be held responsible for the cost of the mobile device. Failure to return the mobile device may result in a theft report being filed with the Hunterdon County Sheriff Department, as would occur with any missing school property.

The student will be responsible for any damage to the mobile device, consistent with the District's Usage Agreement Form and must return the device and accessories in satisfactory condition. The student may be charged a fee for any needed repairs, not to exceed the replacement cost of the mobile device.

1.4 Mobile Device Identification

Student mobile devices will be identified in a manner specified by the school and must remain intact throughout the school year.

2. Taking Care of Your Mobile Device

Students are responsible for the general care of the mobile device they have been issued by the school. Mobile devices that are broken or fail to work properly must be taken to the Technology Office for an evaluation of the equipment.

2.1 General Precautions

- The mobile device is school property and all users will follow this Device Procedure manual and the Acceptable Use Policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the mobile device to prevent damage.
- Mobile device and case must remain free of any writing, drawing, stickers, or labels that are not the property of Delaware Township School.

- Mobile devices must never be left in an unattended or unsupervised area.
- Students are responsible for keeping their mobile device's battery charged daily.
- Students must keep their mobile device in the case provided by the school.

2.2 Carrying Mobile Devices

The mobile device should always be in the district issued case. It protects the mobile device and provides protection for carrying within the school. Care must be taken when placing the mobile device within its case into backpacks to avoid placing pressure and weight on the mobile device screen.

2.3 Screen and Keyboard care

The mobile 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 mobile device when it is open or closed.
- Do not place anything near the mobile device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.
- Do not "bump" the mobile device against lockers, walls, car doors, floors, etc., as it will eventually break the screen.
- Do not attempt to clean the keyboard. Use a soft cloth if wiping is necessary.
- Any issues with the function of the keyboard are to be brought to the Technology Department immediately.

2.4 Storing Your Mobile Device

When students are not using their mobile devices, they should be stored in their locker or kept with the student. Nothing should be placed on top of the mobile device when stored in student lockers and lockers must be locked. Students are encouraged to take their mobile devices home every day after school, regardless of whether or not they are needed. Mobile devices should not be stored in a parents' vehicle at home.

Do NOT leave your mobile device in a place that is experiencing extreme hot or cold conditions (i.e. car in summer or winter). Extreme heat will damage the unit itself and extreme cold will cause severe screen damage.

2.5 Mobile Devices Left in Unsecured Areas

Under no circumstances should mobile devices be left unsecured. Any mobile device left unsecured is in danger of being stolen or damaged. If a mobile device is found in an unsecured area, it will be taken to the office. Violations may result in loss of mobile device privileges and/or other privileges.

3. Repairing or Replacing Your Mobile Device

3.1 School District Technology Fee

2015-2016 fee waiver continues

No user fee is required for the 18-19 school year.

3.2 Repairs

Depending on the damage and whether or not the damage was due to negligence, accidental carelessness, or due to a maintenance issue, the Delaware Township School District Technology Department and building administration, using this procedure manual, will determine the cost of the repairs. This includes damage that occurs in school (as applicable to any damage of school property), in transit and at home.

Students will be held responsible for damage to their devices resulting from misuse, neglect, or reckless accidental damage including but not limited to: broken screens, cracked plastic pieces, inoperability, etc.

The Superintendent, administration and/or technology department, in conjunction with the parents/guardians, will review the incident to determine if negligence was involved in the incident and will review each case. Fees may be waived and/or payment plans will be accepted based on merits of each case.

The school district will contact the designated vendor to send in devices that malfunction or receive damage.

3.3 Claims

All claims for accidental damage or maintenance must be reported immediately through the main office to the Technology Specialist.

Procedure: If student's mobile device and/or accessories are in need of repair, lost or stolen, students are required to complete an incident report as soon as possible with the Technology Department.

4. Using Your Mobile Device at School

Mobile devices are intended for use at school each day. In addition to teacher expectations for mobile device use, school messages, announcements, calendars, and schedules may be accessed using the mobile device. Students are responsible for bringing their mobile device to all classes, unless specifically instructed not to do so by their teacher. Devices are not allowed in the gym or the cafeteria. The mobile device is the property of Delaware Township School. Therefore, school staff and administration have the right to check any material stored on a student's mobile device at any time.

4.1 Mobile Devices Left at Home

If students leave their mobile device at home, they are responsible for getting the course work completed as if they had their mobile device present. If a student repeatedly (three or more times as determined by any staff member) leaves their mobile device at home, they will be required to "check out" their mobile device from their homeroom teacher for a specified time period. Violations will be handled by the classroom teacher. Repeat violations may be handled by the administration.

Note: Students who choose not to take the devices home will continue to be held responsible for all classroom work and homework that is assigned, and for placing the device in their homeroom for charging at the end of each day.

4.2 Mobile Device Undergoing Repair

Loaner mobile devices may be issued to students when they leave their mobile devices for repair, if the damage is not the direct result of misuse or negligence. Students will be getting a mobile device based on availability. All rules apply to loaned devices the same as the original device.

4.3 Charging Your Mobile Device's Battery

Mobile devices must be brought to school each day in a fully charged condition. Students need to charge their mobile devices each evening. Repeat violations (minimum of three days – not consecutively) of this rule may result in students being required to “check out” their mobile device from their homeroom for a specified time period. Only charge your mobile device with the provided charger, as damage may occur when using third party replacements.

4.4 Screensavers and Backgrounds

- Inappropriate media may not be used as a screensaver or background photo.
- Passwords/passcodes must be used.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in disciplinary actions.

4.5 Sound, Music, Games or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- While music is allowed on the mobile device, it will be used at the discretion of the teacher. All school appropriate media rules apply.
- You may not install any apps without teacher approval, and all mobile devices are subject to inspection at any time by any Delaware Township School's staff member.
- Student usage of the devices and student activity will be monitored remotely at unannounced intervals.

4.6 Printing

Printing will be at the discretion of the teacher.

4.7 Home Internet Access

Students will be instructed how to access home wireless networks on the mobile devices according to district rules. This will assist them with mobile device use while at home.

5. Managing Your Files & Saving Your Work

5.1 Saving Your Work

It is recommended that students store documents in Google Drive. It is the

student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Mobile device malfunctions are not an acceptable excuse for not submitting work.

5.2 Network Connectivity

Delaware Township School makes no guarantee that the 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.

6. Software on Mobile Devices

6.1 Originally Installed Software

The software/apps originally installed by Delaware Township School must remain on the mobile 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 class. The licenses for this software may require that the software be deleted from mobile devices at the completion of the class. Periodic checks of mobile devices will be made to ensure that students have not removed required apps.

6.2 Additional Software

Students are not allowed to load apps on their mobile devices without teacher approval. Delaware Township School will synchronize the mobile devices so that they contain the necessary apps for schoolwork. Students will not synchronize mobile devices or add apps to their assigned mobile device to include home syncing accounts.

6.3 Inspection

Students may be selected at random to provide their mobile device for inspection. These inspections may include an inspection of all materials saved on or accessed by the mobile device. Serial numbers, asset tags and physical condition will also be inspected.

6.4 Procedure for Re-loading Software

If technical difficulties occur or inappropriate apps are discovered, the mobile device will be restored from backup to its original state. The school does not accept responsibility for the loss of any personal software or documents deleted due to a re-format and re-image.

6.5 Software Upgrades

System and/or app updates will be done at the discretion of DTS staff.

7. Acceptable Use

See Delaware Township School [Acceptable Use Policy](#).

7.1 Parent/Guardian Responsibilities

Parents must be aware that their students are able to access the Internet. As with any device, periodic parental monitoring is vital for safety and appropriateness in accordance with the Acceptable Use policy. If unsure of appropriateness, use or any other questions, the school welcomes and encourages contacting school staff.

7.2 Student Responsibilities

- Students will use mobile devices/computers in a responsible and ethical manner.
- Students will obey general school rules concerning behavior and communication that apply to mobile device/computer use.
- Students may not attempt to break security protocols. If a device is jailbroken (process of removing limitations imposed by the manufacturer) it voids the warranty. If jailbreaking occurs, students are responsible for the cost of the device.
- Students will use all technology resources in an appropriate manner so as not to damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by the student’s own negligence, errors or omissions. Use of any information obtained via Delaware Township School’s designated Internet system is at your own risk. DTS specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Students will help DTS protect its computer system/devices by contacting an administrator about any security problems they may encounter.
- Students will monitor all activity on their account(s).
- Students should always turn off and secure their mobile device with a passcode after they are done working to protect their work and information.
- If a student receives any communication containing inappropriate or abusive language or media, it is necessary to show the device to a teacher or administrator immediately.

7.3 Student Activities Strictly Prohibited

- Illegal installation or transmission of any copyrighted materials. If you are unsure, ask a teacher.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of any site promoting academic dishonesty.
- Changing of mobile device settings (exceptions include personal settings such as font size, brightness, etc.)
- Spamming – sending mass or inappropriate emails.
- Gaining access to another student’s accounts, files, and/or data.
- Use of the school’s Internet/email accounts for commercial or financial gain.
- Use of the mobile device camera to take and/or distribute inappropriate or unethical material. This includes audio recordings. Consequences will be severe and immediate for infractions.

7.4 Student Discipline

If a student violates any part of the above device procedures, he or she will be subject to consequences as listed in the Delaware Township School Student Handbook, available on line at the DTS website.

This procedures manual has been approved by the Board of Education. The administration has been charged by the Board of Education with implementing the contents of this manual. Any substantive changes to this manual would require Board approval.

Delaware Township School

Mobile Device Usage
Agreement Form

I, _____, agree that my student and I have read and will
(parent/guardian)

comply with all procedures within the "1:1 Mobile Device Procedures" document. I understand that these procedures cover one (1) mobile device and components that is the property of Delaware Township School described within for one student.

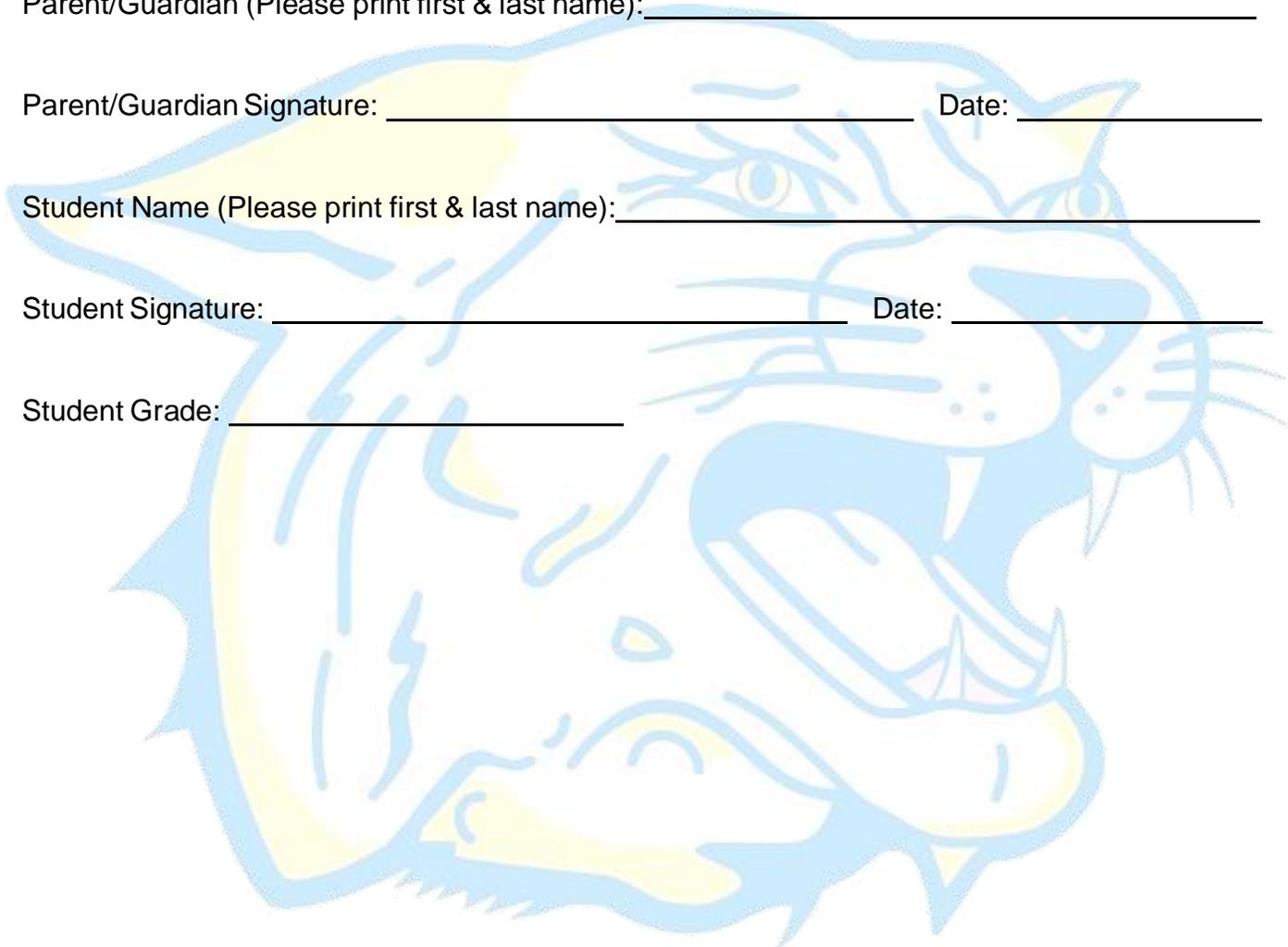
Parent/Guardian (Please print first & last name): _____

Parent/Guardian Signature: _____ Date: _____

Student Name (Please print first & last name): _____

Student Signature: _____ Date: _____

Student Grade: _____



Student Pledge for Mobile Device Use 2018-2019

- I will use my mobile device in ways that are appropriate, meet DTS expectations, and are educational.
- I will use appropriate language when using e-mails, journals, wikis, blogs, or other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in activity that is harmful to other persons.
- I understand that my mobile device is subject to inspection at any time without notice and remains the property of Delaware Township School.
- I will follow the rules outlined in the *Mobile Device Procedures Handbook* and the school's *Acceptable Use Policy* while at school, as well as outside the school day.
- I will take good care of my mobile device.
- I will never leave my mobile device unattended.
- I will never loan out my mobile device to other individuals.
- I will know where my mobile device is at all times.
- I will charge my mobile device's battery daily and arrive at school with my device charged.
- I will keep food and beverages away from my mobile device since they may cause damage to the device.
- I will not use of the mobile device camera/audio recording to take and/or distribute inappropriate or unethical material.
- I will not disassemble any part of my mobile device or attempt any repairs.
- I will protect my mobile device by only carrying it while in the case provided.
- I will not place decorations (such as stickers, markers, etc.) on my mobile device or provided case.
- I will not deface the serial number mobile device sticker on any mobile device.
- I will file a report in case of theft, vandalism, and other acts to the administration of Delaware Township School.
- I will be responsible for all damages or loss caused by neglect or abuse.
- I agree to return the mobile device, case, and accessories in good working condition.

I agree to the stipulations set forth in the above documents including the *1:1 Procedures*, the *Delaware Township School's Acceptable Use Policy*, and the *Student Pledge for Mobile Device Use*.

Student Name (please print first and last name): _____

Student Signature: _____ Date: _____

Parent Name (please print first and last name): _____

Parent Signature: _____ Date: _____

Individual school mobile devices and accessories must be returned to Delaware Township School at the end of each school year. Students who withdraw, or terminate enrollment at Delaware Township School for any reason must return their individual school mobile device on the date of termination.

Agreement for Acceptable Use
Of Network & Internet at DTS
Grade 6-8

Keep the following rules in mind when using the Delaware Township School computer network and internet.

General Computer Network Rules

1. I will use only my log-in name and password. I will not share my password with anyone, and I will take steps to prevent others from learning my password. I will report any attempts to use my name and password to a teacher.
2. I will respect the privacy of information stored in the DTS computer network. I will not try to read, change, copy or delete information that belongs to another person. I will not try to access restricted portions of the network operating system.
3. I will produce responsible documents based on school assignments.
4. I will produce no materials that threaten, harass, offend or hurt others in the school community.
5. I will take care of the computer, hardware and software.
6. I will give proper credit and citation for all reference material received through the computer network. I will respect copyrighted material and will not plagiarize. All my written work will be original and not a printout from a computer resource.

Internet

1. I will use the Internet for educational purposes only.
2. A teacher will approve my objectives for using the Internet.
3. A teacher/adult will be present while I am using the Internet.

I, _____, understand the above rules and will follow them. I understand that if any of the above rules are broken, my privilege to access the network may be limited or revoked.

Parent/Guardian Signature

Date

Student Signature

Date

Parent Name (Printed)

Student Name (Printed)

PLEASE RETURN ALL FORMS TO HOMEROOM TEACHERS ON THE FIRST DAY OF SCHOOL.