

NRHEG Public Schools 1:1 Mobile Device Handbook



1:1 Mobile Device Policy, Procedures and Information 2018-2019

***1:1 Mobile Device Policy, Procedures,
and Information***

NOTES:

1:1 Mobile Device Policy, Procedures, and Information

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1. RECEIVING YOUR 1:1 Mobile Device & 1:1 Mobile Device CHECK-IN

1.1 Receiving Your 1:1 Mobile Device

1:1 Mobile Devices will be distributed to grades 7-12 at the Secondary Open House. All fees and forms must be turned in before the device can go home. The handbook, forms, and important information will be posted on the website prior to the open house.

1.2 1:1 Mobile Device Check-in

1:1 Mobile Devices will be returned during final week of school so they can be checked for serviceability. If a student moves out of the NRHEG School District during the school year, the 1:1 Mobile Device will be returned at that time.

1.3 1:1 Mobile Device Identification

Student 1:1 Mobile Devices will be labeled in the manner specified by the school. 1:1 Mobile Devices can be identified in the following ways:

- Record of serial number
- NRHEG label

2. TAKING CARE OF YOUR 1:1 Mobile Device

Students are responsible for the general care of the 1:1 Mobile Device they have been issued by the school. 1:1 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 1:1 Mobile Device is school property and all users will follow this policy and the NRHEG 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 1:1 Mobile Device to prevent damage.
- 1:1 Mobile Devices must remain free of any writing, drawing, engraving, stickers, or labels that are not the property of the NRHEG School District.
- 1:1 Mobile Devices must never be left unattended, in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their 1:1 Mobile Device's battery charged for school each day.
- Liquids, food and other debris can damage 1:1 Mobile Devices. 1:1 Mobile Devices should be closed in cases and away from food and liquids when students are eating.
- 1:1 Mobile Devices should not be exposed to temperature extremes. Students should not leave the 1:1 Mobile Device in any location where the temperature falls below freezing or exceeds 95 degrees. If the 1:1 Mobile Device is cold, it should be allowed to warm up to room temperature before use. A 1:1 Mobile Device exposed to direct sunlight or high temperatures may overheat during use and must be allowed to cool down before subsequent use.

2.2 Carrying 1:1 Mobile Devices

The protective cases provided with 1:1 Mobile Devices have sufficient padding to protect the 1:1 Mobile Device from normal treatment. The guidelines below should be followed:

- 1:1 Mobile Devices should always be within the protective case when carried.

2.3 Screen Care

The 1:1 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 1:1 Mobile Device when it is closed.
- Do not place anything near the 1:1 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.
- Do not "bump" the 1:1 Mobile Device against lockers, walls, car doors, floors, etc as it will eventually break the screen.

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3. USING YOUR 1:1 Mobile Device AT SCHOOL

1:1 Mobile Devices are intended for use at school each day. In addition to teacher expectations for 1:1 Mobile Device use, school messages, announcements, calendars and schedules may be accessed using the 1:1 Mobile Device. Students must be responsible to bring their 1:1 Mobile Device to all classes, unless specifically instructed not to do so by their teacher.

3.1 1:1 Mobile Devices Left at Home/Battery Not Charged

If students leave their 1:1 Mobile Device at home, they are responsible for getting the course work completed as if they had their 1:1 Mobile Device present. Students are expected to have their 1:1 Mobile Device in school each day with a fully charged battery. A limited number of loaners may be available on a first-come, first-serve basis. Students may not use a loaner more than three times a semester. Forgetting your 1:1 Mobile Device or having a dead battery will not be accepted as a reason for failing to complete work or turn in assignments. Charging stations will be available in the Technology Office for students who may need a recharge during the school day or for students who might not be bringing their 1:1 Mobile Device home. Repeated failure to bring the 1:1 Mobile Device to school or failing to charge the battery may result in the loss of home privileges for the student. In cases where use of the 1:1 Mobile Device has caused batteries to become discharged, students may be able to connect their 1:1 Mobile Devices to a power outlet in class.

3.2 1:1 Mobile Device Undergoing Repair

Loaner 1:1 Mobile Devices may be issued to students when they leave their 1:1 Mobile Device for repair in the Technology Office. There may be a delay in getting a 1:1 Mobile Device should the school not have enough to loan. If the 1:1 mobile device is damaged due to misuse or accidental damage, the deductible fee will need to be paid before a loaner is given to you.

3.3 Using the 1:1 Mobile Device Camera

The 1:1 Mobile Device comes equipped with both camera and video capabilities. As with all recording devices at NRHEG, ask permission before recording an individual or group and notify the individual or group if the image will be posted online. **1:1 Mobile Device cameras may never be used in a locker room or restroom per state statute.**

3.4 Screensavers/Background Photos

While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including, but not limited to, pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and will be subject to disciplinary action.

3.5 Sound, Music, Games, or Photos

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students may load music and photos on their District-owned 1:1 Mobile Device, as long as all content complies with the Acceptable Use Policy. The use of music on the 1:1 Mobile Device during instructional time will be at the discretion of the classroom teacher. The presence of inappropriate music or photos may result in the loss of the 1:1 Mobile Device and/or other disciplinary actions.
- Internet Games are not allowed on the 1:1 Mobile Devices in school, unless otherwise directed by your teacher.

3.6 Home Internet Access

Students are allowed to set up wireless networks on their 1:1 Mobile Device. This will assist them with 1:1 Mobile Device use while at home.

- **NRHEG provides internet filtering on the District's network. These filters do not apply in any other location. It is the family's responsibility to monitor the student's use of the internet outside of the school setting.**
- **NRHEG reserves the right to put filtering and management software on the 1:1 mobile devices at any time.**

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the 1:1 Mobile Device/Flash Drive

Students will save and back-up their apps and files to the Cloud. Students may also use other sources to back up their files, such as, emailing documents to themselves, a flash drive or the district server. It is the student's responsibility to

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ensure that work is not lost due to mechanical failure or accidental deletion. 1:1 Mobile Device malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity

The NRHEG School District makes no guarantee that their 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. Students with no internet connectivity at home, will have the opportunity to check-out a “hot spot” from the media center.

5. SOFTWARE/APPS ON THE 1:1 Mobile Devices

5.1 Originally Installed Software

The Software/Apps originally installed by NRHEG must remain on the 1:1 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 course. Periodic checks of 1:1 Mobile Devices will be made to ensure that students have not removed required apps.

5.2 Additional Apps

- Students are allowed to install apps on their devices that will assist with their school work. NRHEG will also synchronize the 1:1 Mobile Devices containing the necessary apps required by teachers for school work.
- Students will not synchronize 1:1 Mobile Devices or add apps to their assigned 1:1 Mobile Device, to include home syncing accounts.
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5.3 Inspection

- Students may be selected at random to provide their 1:1 Mobile Device for inspection.
- NRHEG maintains the right to delete any App, song, video, picture, book or file that is not appropriate for student use.
- Storage/Space on the 1:1 Mobile Device and Cloud is limited. Any non required NRHEG Apps, songs, videos, pictures, books or files will be subject to deletion to preserve space.

5.4 Procedure for re-loading software

- If technical difficulties occur or illegal software is installed, the 1:1 Mobile Device 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 re-image.
- Student 1:1 Mobile Devices will use Cloud Storage as their back-up.

5.5 Software Updates

Upgrade versions of licensed software/apps are available from time to time. Students may be required to perform these updates on their own or asked to turn their 1:1 Mobile Device in to the Tech. Office for maintenance.

6. ACCEPTABLE USE

The use of the NRHEG School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the NRHEG School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the NRHEG School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The NRHEG School District's Student Code of Conduct shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension/expulsion for students.

6.1 Parent/Guardian Responsibilities

- Providing Parent/Guardian consent to create an account for my child for app customization on my child's 1:1 Mobile Device.

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- Talk to your children about values and the standards that your children should follow on the use and care of the 1:1 Mobile Device, and the use of the Internet, just as you do on the use of all media information sources such as television, cell phones, movies, and radio.
- Should you want your student to opt out of having a 1:1 Mobile Device, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements. (This may take longer).

6.2 School's Responsibilities are:

- Provide Internet and Email access to its students.
- Provide Internet blocking of inappropriate materials on the school network, as able.
- Provide network and cloud data storage areas.
- These will be treated similar to school lockers. NRHEG School District maintains ownership and reserves the right to review, monitor, and restrict information stored on or transmitted via NRHEG School District owned equipment and to investigate inappropriate use of resources.
- The 1:1 Mobile Device is the property of the NRHEG School District and as a result may be subject to inspection at any time. The students will have NO expectation of privacy of materials found on a 1:1 Mobile Device or a school supplied or supported email service.
- 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, keeping it safe from all damages.
- Obeying general school rules concerning behavior and communication that apply to 1:1 Mobile Device/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 students own negligence, errors or omissions. Use of any information obtained via NRHEG School District's designated Internet System is at your own risk. NRHEG School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping NRHEG School District protect our computer system/devices by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Powering down and securing their 1:1 Mobile Device after they are done working to protect their work and information.
- Reporting email containing inappropriate or abusive language or if the subject matter is questionable. He/She is asked to report that to a staff member at NRHEG.
- Returning their 1:1 Mobile Device to the Technology Office or classroom at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at NRHEG for any other reason must return their individual school 1:1 Mobile Device on the date of termination.
- Checking in their 1:1 Mobile Devices for periodic updates and synching.

6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials
- 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 chat rooms, sites selling term papers, book reports and other forms of student work
- Messaging services-ex: MSN Messenger, ICQ, etc.
- No unauthorized recording of voice, pictures or video of individuals
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of 1:1 Mobile Device settings (exceptions include personal settings such as font size, brightness, etc)
- There are to be no modifications to the operating system of this device.
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity

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- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger
- Giving out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing the NRHEG web filter through a web proxy

6.5 Legal Propriety

- Students will 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 NRHEG 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 NRHEG Student/Parent Handbook consequences. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.
- All rules and consequences in the NRHEG Student/Parent Handbook will also apply to the 1:1 Mobile Device policy.

7. STUDENT DISCIPLINE

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps:

1st Offense – Student(s) will check in/checkout their 1:1 Mobile Device from the Media Center daily for three (3) weeks.

2nd Offense – Three (3) weeks of 1:1 Mobile Device privilege suspension (student still responsible for all required work).

3rd Offense – Loss of 1:1 Mobile Device privileges for a length of time determined by the administration and the Technology Coordinator.

*** Keep in mind that depending upon the severity of the offense committed, other disciplinary action could be necessary, even for a first-time offense.**

Students who graduate early, withdraw, are expelled, or terminate enrollment at NRHEG for any other reason must return their individual school 1:1 Mobile Device on the date of termination. In the case of a suspension, you will turn in your 1:1 Mobile Device to the NRHEG Office, on the date of suspension.

If a student fails to return the 1:1 Mobile Device at the end of the school year or upon termination of enrollment at NRHEG, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the 1:1 Mobile Device, or, if applicable, any insurance deductible. Failure to return the 1:1 Mobile Device will result in a theft report being filed with the Waseca County Sheriff's Department.

8. REPAIRING OR REPLACING YOUR 1:1 Mobile Device

8.1 School District Protection

School District Protection is available for students and parents to cover 1:1 Mobile Device replacement in the event of theft, loss, or accidental damage. The protection cost is \$25.00 per 1:1 Mobile Device per school year, with a maximum cost of \$75.00 per family. **The plan has a \$50.00 deductible for each 1:1 Mobile Device.** Each plan will include **one replacement at the \$50 deductible. Additional replacements will cost the student/parent the full repair or replacement value of the 1:1 Mobile Device (could be up to \$300).** Parents will need to purchase this insurance through the NRHEG High School office before your student is allowed to bring home a 1:1 Mobile Device. Elementary students will not pay the insurance fee, but will be responsible for the "Cost of Repairs". See section 9.

8.2 Personal Home or Homeowners coverage

Students or parents may wish to carry their own personal insurance to protect the 1:1 Mobile Device in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the 1:1 Mobile Device computer. You will need to show proof of insurance to the school before your student(s) are allowed to check out a 1:1 Mobile Device.

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8.3 Claims

All insurance claims must be reported to the district school office. Students or parents must file a police or fire report and bring a copy of the report to the principal's office before a 1:1 Mobile Device can be repaired or replaced with School District Protection.

9. COST OF REPAIRS

Students will be held responsible for ALL damage to their 1:1 Mobile Devices including, but not limited to: broken screens, cracked casing on the device, inoperability due to mistreatment, etc. Your first device will have a \$50 fee for any damages. If you were to damage a second device, you will pay the full amount of the repair or replacement of the device. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Students will be charged a replacement cost for the case and cables if these items are lost, stolen or damaged beyond repair.

The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image. The NRHEG School District recognizes that with the implementation of the 1:1 Mobile Device initiative there is a need to protect the investment by both the District and the Student/Parent.

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report will be filed. In the case of fire, a fire report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office.

INTENTIONAL DAMAGE: Students/Parents are responsible for **full payment to repair or replace**(up to \$300) of intentional damages to their individual 1:1 Mobile Device and/or case or to others 1:1 Mobile Device and/or case. Warranty, Accidental Damage Protection, or School District 1:1 Mobile Device Protection **DOES NOT** cover intentional damage of the 1:1 Mobile Devices.

Individual school 1:1 Mobile Devices, computers and accessories must be returned to the NRHEG Technology Office at the end of each school year. Students who graduate early, withdraw, are expelled, or terminate enrollment at NRHEG for any other reason must return their individual school 1:1 Mobile Device on the date of termination. In the case of a suspension, you will turn in your 1:1 Mobile Device to the NRHEG Office, on the date of suspension.

If a student fails to return the 1:1 Mobile Device at the end of the school year or upon termination of enrollment at NRHEG, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the 1:1 Mobile Device, or, if applicable, any insurance deductible. Failure to return the 1:1 Mobile Device will result in a theft report being filed with the Waseca/Steele County Sheriff's Department.

HANDBOOK CHANGES

This handbook may be changed or amended during the school year. Changes will be posted on the school's web site. If you have any questions contact the office.

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Grade _____

School District Protection

School District Protection is available for students and parents to cover 1:1 Mobile Device replacement in the event of theft, loss, or accidental damage. The protection cost is \$25.00 per 1:1 Mobile Device per school year, with a maximum cost of \$75.00 per family. **The plan has a \$50.00 deductible for each 1:1 Mobile Device.** Each plan will include **one replacement at the \$50 deductible. Additional replacements will cost the student/parent the full repair or replacement value of the 1:1 Mobile Device (could be up to \$300).** Parents will need to purchase this insurance through the NRHEG High School office before your student is allowed to bring home a 1:1 Mobile Device. Elementary students will not pay the insurance fee, but will be responsible for the "Cost of Repairs". See section 9.

Personal Home or Homeowners coverage

Students or parents may wish to carry their own personal insurance to protect the 1:1 Mobile Device in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the 1:1 Mobile Device computer. You will need to show proof of insurance to the school before your student(s) are allowed to check out a 1:1 Mobile Device.

No Insurance

You agree to pay for the replacement of the 1:1 Mobile Device at a cost not to exceed \$399 should the 1:1 Mobile Device be stolen, lost or damaged in any way. A deposit of the full amount will be provided before a 1:1 Mobile Device is checked out to your student.

Personal Insurance

You will cover the 1:1 Mobile Device under your own insurance policy. You agree to pay the District the amount received from your insurance company plus any additional amount needed to cover the 1:1 Mobile Device replacement, not to exceed \$399. Proof of the insurance will be provided to the high school before a 1:1 Mobile Device is checked out to your student. Most insurance policies only provide in home coverage. Your policy must provide coverage wherever your student takes the 1:1 Mobile Device (home, school, car, etc).

_____ **School District Protection \$25.00(there is a \$50 deductible with this plan)**
_____ **Deposit \$399.00**
_____ **We choose not to purchase the protection plan. Proof of insurance is provided.**
_____ **Elementary Student(No Fee for insurance)**

NRHEG Authorization

Total Payment _____

Student Name (Please Print): _____

Parent Name (Please Print): _____

Parent Signature: _____

Date: _____

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report will be filed. In the case of fire, a fire report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office.

INTENTIONAL DAMAGE: Students/Parents are responsible for **full payment to repair or replace (up to \$300)** of intentional damages to their individual 1:1 Mobile Device and/or case or to others 1:1 Mobile Device and/or case. Warranty, Accidental Damage Protection, or School District 1:1 Mobile Device Protection **DOES NOT** cover intentional damage of the 1:1 Mobile Devices.

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Grade _____

Student Pledge for 1:1 Mobile Device Use

1. I will take good care of my 1:1 Mobile Device.
2. I will never leave the 1:1 Mobile Device unattended.
3. I will never loan out my 1:1 Mobile Device to other individuals.
4. I will know where my 1:1 Mobile Device is at all times.
5. I will charge my 1:1 Mobile Device's battery daily.
6. I will keep food and beverages away from my 1:1 Mobile Device since they may cause damage to the device.
7. I will not disassemble any part of my 1:1 Mobile Device or attempt any repairs.
8. I will protect my 1:1 Mobile Device by only carrying it while in the case provided.
9. I will use my 1:1 Mobile Device in ways that are appropriate, meet NRHEG expectations and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the 1:1 Mobile Device. I will not deface the serial number 1:1 Mobile Device sticker on any 1:1 Mobile Device.
11. I understand that my 1:1 Mobile Device is subject to inspection at any time without notice and remains the property of the NRHEG School District.
12. I will follow the policies outlined in the *1:1 Mobile Device Handbook* and the *Use of Technology Resources Policy* while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the District 1:1 Mobile Device, case and power cords in good working condition.
16. I will follow all other rules specified in the NRHEG Student Handbook.

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report will be filed. In the case of fire, a fire report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office.

INTENTIONAL DAMAGE: Students/Parents are responsible for **full payment to repair or replace (up to \$300)** of intentional damages to their individual 1:1 Mobile Device and/or case or to others 1:1 Mobile Device and/or case. Warranty, Accidental Damage Protection, or School District 1:1 Mobile Device Protection **DOES NOT** cover intentional damage of the 1:1 Mobile Devices.

I agree to the stipulations set forth in the above documents including the 1:1 Mobile Device Policy, Procedures, and Information; the Acceptable Use Policy; 1:1 Mobile Device Protection Plan and the Student Pledge for 1:1 Mobile Device Use.

Student Name (Please Print): _____

Student Signature: _____

Date: _____

Parent Name (Please Print): _____

Parent Signature: _____

Date: _____

Individual school 1:1 Mobile Device, computers and accessories must be returned to the NRHEG Technology Office at the end of each school year. Students who graduate early, withdraw, are expelled, or terminate enrollment at NRHEG for any other reason must return their individual school 1:1 Mobile Device on the date of termination. In the case of a suspension, you will turn in your 1:1 Mobile Device to the NRHEG Office, on the date of suspension.

If a student fails to return the 1:1 Mobile Device at the end of the school year or upon termination of enrollment at NRHEG, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the 1:1 Mobile Device, or, if applicable, any insurance deductible. Failure to return the 1:1 Mobile Device will result in a theft report being filed with the Waseca County Sheriff's Department.