



Ennis Independent  
School District

# Mobile Device Handbook

Educate through technology.  
Encourage digital prowess. Empower  
forward-thinking.

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# Overview

Ennis Independent School District will continue the 1:1 mobile device initiative for our students in Grade Pre-K through Grade 12. Students in Grades 7 through 12 have responsibility for transporting their assigned device from home to school each day, while students in Grades PreK through 6 will leave their assigned device on campus in a designated charging station each night. The take home device policy is subject to change by the authority of District and Campus administration. This means each student in Pre-K through Grade 12 have access to a mobile device to use as part of the educational process. All students in Grades Pre-K through 12 will be issued a Chromebook, a protective case, and a charger.

One-to-one (1:1) technology access is a great opportunity for enhanced learning. This initiative provides a blended learning environment in which students are prepared to be positive “digital citizens” who can actively engage in a variety of technology platforms and applications to further their own learning, both inside the classroom with their teacher and at home with parents. This will help our students become productive citizens of the 21st Century.

The goal of Ennis I.S.D. is to maximize the learning potential of all students in an effort to prepare them for a successful future as 21st century citizens. Ennis I.S.D. believes that the use of 1:1 devices will aid in developing independent, self-initiated learners; provide for collaboration and communication between students and teachers; and extend student learning beyond the classroom.

The policies, procedures, and guidelines outlined in this document apply to all mobile devices used in the Ennis I.S.D. digital learning environment.

## 1. MOBILE DEVICE SPECIFICATIONS

The mobile device selected for use in the EISD 1:1 environment is a Chromebook with at least 4 Gb internal storage (hard drive).

## 2. ISSUING OF DEVICES

### 2.1 District Mobile Devices

Devices will be distributed to students in Grades Pre-K through 12 once the following requirements are met:

- Receipt of signed Ennis ISD Mobile Device User Agreement
- Completion of set up procedures as set forth by the district

In some circumstances, a device may not be issued to a student if an outstanding balance exists for previous fines or repair costs.

## 2.2 Personal Mobile Devices (Bring Your Own Technology)

Personal devices will not be allowed for the EISD 1:1 initiative. The devices issued by the district are managed by EISD technology. The required apps/extensions and restrictions are assigned to those managed devices.

## 3. TAKING CARE OF YOUR MOBILE DEVICE

Students are responsible for the care of the mobile device they have been issued by the school district. Mobile devices that are broken or not working properly must be reported to a teacher and taken to the campus-designated location for an evaluation of the equipment. Do not attempt to repair the mobile device yourself. Do not allow someone outside the district to work on it, as this could void the warranty and cause you to be without a mobile device for an undetermined period of time.

### 3.1 General Precautions:

1. No food or drink is allowed near your mobile device. Spills incur costly repairs that are not covered by warranty.
2. Only use a clean, soft cloth (anti-static, microfiber) to clean the screen. Do not use cleansers of any type unless pre-approved by your Technology Department.
3. Never remove the school-issued case from the mobile device.
4. Charger cords/cables/earbuds must be inserted and removed carefully in the mobile device to prevent damage.
5. The mobile device must remain free of any writing, drawing, etching, stickers, or labels that are not the property of Ennis I.S.D.
6. Mobile devices must never be left unsupervised anywhere, including unlocked lockers, unlocked cars, the cafeteria, gym., or anywhere on the campus grounds.
7. Students are responsible for keeping the mobile device charged daily for school use.
8. Students must honor and abide by all Ennis I.S.D. policies, rules and guidelines.

### 3.2 Carrying the Mobile Device:

The protective Ennis I.S.D. issued case provides the mobile device with sufficient padding to protect it from normal treatment and provides a suitable means for carrying the device within the school, and to and from home each day.

The guidelines below should be followed:

- Mobile devices should always be inside the protective EISD-issued case. Only EISD cases are allowed on the school-issued mobile device. Never remove the cases.
- Mobile devices should NOT be placed inside backpacks to avoid placing too much pressure and weight on the device screen.
- The device charging cable should be kept in a safe place to be used for charging device.

Generally, it is best to keep the charger in the zipper pouch of the case.

### 3.3 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. Please adhere to the following rules:

- Do not lean on top of the mobile device, even when it is inside the protective carrying case.
- Do not close the lid with any item on the keyboard. Writing devices, paper or any other item closed in the device will break the screen.
- Do not place anything near or beside the device that could put pressure on the screen.
- Do not place the device in a backpack. This can place unexpected pressure on the screen that can cause it to break.
- Clean the screen with a soft, dry cloth or anti-static cloth only.
- Do not use Windex or other harsh chemicals to clean the screen.
- Do not “bump” the device against lockers, walls, car doors, floors, etc. as it can break the screen.

## 4. USING YOUR MOBILE DEVICE AT SCHOOL

The Chromebook mobile device is intended to be used at school each day for instructional purposes in the classroom. Free wireless access is provided by Ennis ISD while on district property. In addition to teacher expectations for device usage, access is available to the district website including school messages, announcements, calendars and schedules. Students are responsible for bringing their device to all classes on a daily basis. Students will use their devices in class only when so instructed by their teacher. Mobile devices are not allowed to be used in locker rooms, restrooms, or other campus-designated No-Device zones.

### 4.1 Mobile Devices Left at Home:

If students leave their device at home, the student is responsible for getting course work completed by alternate means. The mobile device is similar to any instructional material necessary for daily classwork. If leaving the device at home is a frequent occurrence, the student may be subject to disciplinary action according to classroom and campus guidelines.

### 4.2 Mobile Devices Undergoing Repair:

Based on availability and determined by individual circumstance, loaner devices may be issued during the timeframe of the repair. In the case that no loaner is available, the student will be required to complete assignments by alternate methods.

#### 4.3 Profile Image, Backgrounds, and Screen Savers:

During orientation, students will set their profile image as a single picture of only themselves for quick device identification purposes throughout the entire school year. Inappropriate media may not be used as a screensaver or background on the device. Presence of weapons, pornographic materials, inappropriate language, alcohol, drugs, R-rated, or gang-related symbols or pictures will result in disciplinary action.

#### 4.4 Sound:

Sound must be muted at all times during school unless permission is obtained from the teacher.

### 5. Apps/Extensions

All apps and extensions installed by Ennis ISD must remain on the device in usable condition and must be easily accessible at all times. From time to time, the district may add, remove, or make apps or extensions available for installation for use in a particular class.

Ennis ISD Technology Department may periodically push district-requested and approved apps to student and teacher devices. Do not interfere with or attempt to remove district-installed apps or extensions.