

# Plymouth Community Schools

## Mobile Learning Initiative

### Student Technology Handbook



The policies, procedures and information within this document apply to all student devices used at Plymouth Community Schools, including any other device considered by the Administration to come under this policy.

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# Plymouth Community Schools Device Procedure

## 1. CHECK-OUT and CHECK-IN

### 1.1 Receiving your device

Devices will be distributed at the start of the 2019 – 2020 school year and thereafter at the enrollment of a new student. **Parents & students must sign and return the Student Technology Handbook Acknowledgement which includes the Responsible Use Policy (RUP) documents before the device can be issued to students.**

### 1.2 Device Check-in

Individual school devices and accessories must be returned to the designated location at the assigned time for inspection. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment for any other reason must return their individual school device on or before the date of their exit from school.

### 1.3 Check-in Fines

The student is responsible for replacement or repair costs (if applicable) for any device that is lost or broken. Failure to return the device or pay for a lost or damaged device may result in legal action, including a report of criminal theft when appropriate.

## 2. TAKING CARE OF YOUR DEVICE

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be taken to the Media Center within the building.

### 2.1 General Precautions

The device is school property and all users will follow this policy and the Responsible Use Policy.

Cords and cables must be inserted carefully into the device to prevent damage.

Devices must remain free of any writing, drawing, **stickers**, or **labels** that are not approved or the property of Plymouth Community Schools.

Plymouth Community Schools cannot be held responsible for devices left in an unlocked locker, unlocked car or any unsupervised area.

Students are responsible for bringing their device's charged for school each day.

## 2.2 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.

Clean the screen with a soft, dry cloth or anti-static cloth.

Do not “bump” the device against lockers, walls, car doors, floors, etc. as it could potentially break the screen.

## 2.3 Handling Devices

A school provided protective case has sufficient protection for the device from normal treatment and provides a suitable means for carrying the device within the school. Devices should always be within the protective case when carried or placed in a backpack.

# 3. USING YOUR DEVICE AT SCHOOL

Devices are intended for use at school each day. In addition to teacher expectations for device use, school messages, announcements, calendars and schedules may be accessed 24/7 using the device. Students are responsible for bringing their device to all classes, unless specifically instructed not to do so by their teacher.

## 3.1 Devices Undergoing Repair

Loaner devices may be issued to students for repair in the Media Center. Depending on demand, there may be a delay in getting a loaner device.

## 3.2 Charging Your Device's Battery

Devices must be brought to school each day in a fully charged condition. Students need to charge their device each evening. Charging blocks and cords should not be transported to and from school.

## 3.3 Screensavers/Background photos

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

## 3.4 Sound, Music, Games, or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Music is allowed on the device and can be used at the discretion of the teacher. Internet games are not allowed on the device. All software/apps must be district provided. Data Storage will be through apps on the device, iCloud, or Google drive.

## 3.5 Non-School Provided Internet Access

Students are allowed to connect to wireless connections on their device. This will assist them with device use while not at school.

### 3.6 Addition of Accessories/Peripherals

Bluetooth cases, keyboards and Apple Pencils (1<sup>st</sup> Generation ONLY) are supported, but not provided Plymouth Community Schools.

**Different cases other than those provided by Plymouth Community Schools should be removed and installed by Media Center personnel so that potential damages are minimized.**

Keyboards (wired and/or Bluetooth) may be available for checkout as needed and/or required.

## 4. MANAGING YOUR FILES & SAVING YOUR WORK

### 4.1 Saving to the Device

Students may save work to the device. It is recommended students save documents to iCloud or 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.

### 4.2 Network Connectivity

The Plymouth Community Schools make 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.

## 5. SOFTWARE ON DEVICES

### 5.1 Originally Installed Software

The software/apps originally installed by Plymouth Community Schools must remain on the device in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from device at the completion of the course. Periodic checks of device will be made to ensure that students have not removed required applications.

### 5.2 Additional Software

Students are not allowed to load extra software/apps on their device. Plymouth Community Schools will synchronize the device so that they contain the necessary apps for school work.

### 5.3 Inspection

Students may be selected at random to provide their device for inspection.

### 5.4 Procedure for re-loading software

If technical difficulties occur or applications not required for school are found, the device will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to reformatting and reimaging.

### 5.5 Software upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their device for periodic updates and synching.

## 6. PROTECTING & STORING YOUR DEVICE

### 6.1 Device Identification

Student devices will be labeled in the manner specified by the school. Devices can be identified by Record of serial number(s) and School label. Other identification methods also exist.

### 6.2 Storing Your Device

When students are not using their device, they should be stored in a secure location. Nothing should be placed on top of the device when being stored. Students are encouraged to take their device home every day after school, regardless of whether or not they are needed. Devices should not be stored in a vehicle due to extreme temperature changes. If a student needs a secure place to store their device they may check it in for storage with the Media Center.

### 6.3 Devices Left in Unsupervised Areas

Under no circumstances should devices be left in unsupervised areas. Areas can include the school grounds and campus, the lunchroom, computer labs, locker rooms, media center, unlocked classrooms, gymnasium and hallways. Any device left in these areas is in danger of being stolen. If a device is found in an unsupervised area, it will be taken to the media center or the office.

## 7. FINANCIAL TERMS OF DEVICE USE

### 7.1 Terms

Parents of students with devices will pay a non-refundable curricular amount. Users will comply at all times with the Plymouth Community Schools Student Technology Handbook policies. Any failure to comply may terminate user rights of possession effective immediately and the district may repossess the device. Some students may qualify for financial assistance. Plymouth Community School Corporation will provide an application for financial assistance upon request.

### 7.2 Title

Plymouth Community Schools has legal title to the property at all times. The user's right of possession and use is limited to and conditioned upon full and complete compliance with this agreement.

### 7.3 Loss, Theft or Damage

Should a device be damaged, lost, or stolen the parent/guardian/student should immediately notify the school administration. If a device is stolen the student/guardian should file a police report as soon as possible. If the device is lost, stolen, or totally damaged as a result of irresponsible behavior, the parent/student may be responsible for the full replacement cost.

In the event of a lost or stolen device and once a police report is filed, Plymouth Community Schools, in conjunction and with police, may deploy location software which may aid the police in recovering the device.

### 7.4 Repossession

Failure to return the device or pay for a lost or damaged device may result in legal action, including a report of criminal theft when appropriate.

## 7.5 Device Costs

The Student or Guardian may be responsible for costs due to damage or loss. The below list is a listing of Plymouth Community Schools cost for repair and replacement. Amounts are subject to change. Device holders may be notified if any changes occur.

<b>iPad</b>	<b>Full Replacement Cost</b>	<b>Replacement Charger Block</b>	<b>Replacement Charger Cable</b>	<b>Replacement STM</b>
<b>6<sup>th</sup> Generation</b>	<b>\$300</b>	<b>\$19</b>	<b>\$19</b>	<b>\$49</b>

PLYMOUTH COMMUNITY SCHOOLS'S MOBILE LEARNING INITIATIVE

\_\_\_ One device, charger and case are being lent to the student and are in good working order. It is the student's responsibility to care for the equipment and ensure that it is retained in a safe environment.

\_\_\_ This equipment is, and at all times remains, the Property of Plymouth Community Schools and is lent to the student for educational purposes. The student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing their right to use the device. The equipment will be returned when requested by Plymouth Community Schools, or if the student withdraws prior to the end of the school year.

\_\_\_ The District Property may be used by the student only for non-commercial purposes, in accordance with the district's policies and rules, the Responsible Use Policy, as well as local, state, and federal statutes.

\_\_\_ The student may not install or use any software other than software owned or approved by the district and made available to the student in accordance with this Receipt and Agreement.

\_\_\_ The device does have identification on it indicating that it is the property of Plymouth Community Schools. This identification should not be altered, removed, or modified in any way.

\_\_\_ The student agrees to use best efforts to assure that the district property is not damaged or rendered inoperable by any such electronic virus while in student's possession.

\_\_\_ The student acknowledges and agrees that the student's use of the district property is a privilege and that by the student's agreement to the terms hereof, the student acknowledges the student's responsibility to protect and safeguard the district property and to return the same in good condition.

## Parent/Guardian Responsibilities:

Your son/daughter has been issued a device to improve and personalize his/her education. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this device.

- I will supervise my child's use of the device at home.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home.
- I will supervise my child's use of the Internet and email (if applicable).
- I will not attempt to repair the device, or clean it with anything other than a soft, dry cloth.
- I will report, to the school, any problems with the device.
- I will not load or delete any software from the device.
- I will make sure my child recharges the device battery nightly.
- I will make sure my child brings the device to school every day.
- I will make sure my child has a good bag or backpack to transport the device to and from school.
- I agree to return the device to school when requested and upon my child's withdrawal from Plymouth Community Schools.

## Student Responsibilities:

Your device is an important learning tool and is to be used for educational purposes only. When using the device at home, at school, and anywhere else I may take it, I will follow the policies of Plymouth Community Schools, especially the Student Code of Conduct and Responsible Use Policy, and abide by all local, state, and federal laws.

- I will treat the device with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will not lend the device to anyone, not even my friends or siblings; it will stay in my possession at all times.
- I will not load any software onto the device.
- I will not use my device with personal email accounts other than those assigned by school.
- I will not remove apps, programs or files from the device.
- I will honor my family's values when using the device.
- I will not give personal information when using the device.
- I will bring the device to school every day.
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will not attempt to repair the device.
- I will recharge the device battery each night.
- I will return the device when requested and upon my withdrawal from Plymouth Community Schools.
- I will keep the device in its protective case at all times.
- I will carry the device to and from school in a secure bag or backpack.

# Parent/Guardian and Student Signature Sheet

## Responsible Use Policy

I understand and will abide by the Responsible Use Policy (RUP) for Network and Internet use available on the school website. I further understand that any violation of the regulations outlined in the RUP is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and school disciplinary action, and/or appropriate legal action, may be taken.

Student Signature: \_\_\_\_\_

## PLYMOUTH COMMUNITY SCHOOLS'S DEVICE USE AND LOAN AGREEMENT

I have received and read the Student Technology Handbook and agree to abide by the rules, regulations, and policies of the Plymouth Community School Corporation.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPLE ID DISCLOSURE CONSENT

<http://www.apple.com/privacy/parentaldisclosureconsent.pdf>

I have received and agree to the Apple ID for Students Parent Privacy Disclosure.

Parent Signature: \_\_\_\_\_