

District Mobile Computing Device Responsible Use Policy (Page 1 of 4)	Descriptor: Section - I Policy Code: IJBD	Issued: Aug-4-2020
	Rescinds:	Issued:

TERMS

All users of district provided laptops, chromebooks, tablets, or other mobile computing devices must comply at all times with Stone County School District (SCSD) Technology Handbook policies. Any failure to comply may result in termination of user rights of possession effective immediately and the district may repossess the device. Any lost, stolen and damaged devices must be reported to school authorities immediately.

TITLE

The district retains 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, the SCSD Technology Handbook policies, and all applicable district policies and procedures.

LOSS, THEFT OR FULL DAMAGE

If a device is **stolen**, the employee, student or parent/guardian (in the case of a K-5 student) should immediately notify the school administration or a member of the technology department. At that time, the individual the device is assigned to (or the parent\guardian of a K-5 student) will be required to file a police report. Once a police report has been filed, the district, in conjunction with the local law enforcement agency may deploy locating software to aid authorities in recovering the device. It is imperative that a lost or stolen device be reported immediately. If the stolen device is not reported within three (3) calendar days to a district school administrator or a member of the technology department, the employee, student or parent/guardian may be held responsible for full replacement cost of the device.

If a device is **lost or damaged** as a result of irresponsible or negligent behavior, the employee, student or the parent/guardian may be responsible for the full replacement cost of the device. The user or the parent/guardian may also be responsible for full replacement cost of the device if not reported to district personnel within three (3) calendar days of the device going missing or becoming damaged.

Employees or students who leave the district must return all devices and associated accessories, in complete working condition, to the school media specialist (librarian) or the campus technology department representative.

REPOSSESSION

If the user does not fully comply with all terms of this Agreement and the SCSD Technology Handbook, including the timely return of the property, SCSD shall be entitled to declare the user in default and come to the user's place of residence, or other location of the property, to take possession of the property.

TERMS OF AGREEMENT

The user's right to use and possess the device assigned to them terminates not later than the last day of employment\enrollment unless terminated earlier by SCSD or upon withdrawal from SCSD.

UNLAWFUL APPROPRIATION

Failure to return the property in a timely manner and the continued use of it for non-school purposes without the district's consent may be considered unlawful appropriation of the district's property.

FEEES ASSOCIATED WITH DEVICE USE

Use and Maintenance Fees

- SCSD will institute an annual usage or technology fee for all 1:1 devices beginning the 2020-21 school year. The district will use this fee to cover the expense of repairs due to normal wear and tear as well as the annual refresh of outdated devices. The tech maintenance fee for school year 2020-21 will be \$20 per student and payment must be received by the campus bookkeeper before a 1:1 mobile device can be issued to a student. The annual tech fee will increase to \$30/per device starting school year 2021-22.
- The cost of repairs or device replacements incurred due to irresponsible or negligent behavior may become the responsibility of the assigned user or the students parent/guardian. Furthermore, if this type of behavior becomes what the superintendent determines to be excessive the students assigned mobile device may be confiscated or take home privileges for the device(s) may be revoked at which time the student will be forced to provide his/her own device for completing school work off campus. **Take care of and protect your device!**
- A police/sheriffs report will be required for all stolen devices and devices damaged due to negligence.
- The district may disable the device remotely to protect the device and/or any data on the device.
- Students with outstanding repair or maintenance fees at the beginning of the school year may have their device confiscated until those fees are paid in full.
- Seniors must clear all records and pay all outstanding mobile device fees before they will be allowed to participate in commencement exercises.

Damaged Devices

Any damage must be reported to school authorities immediately. Power adapters and sleeves must be returned with the assigned mobile device or paid for in full if broken or missing. If a device is in need of repair, staff\students may be assigned a loaner until the original device is returned to service. If a device is in need of repair or replacement due to what is determined to be excessive irresponsible or negligent behavior on the part of the assigned user the district has the right to refuse to issue them a loaner device. If the user is a student he\she will be required to complete assignments by other means. Any repair\replacement fees assessed during the regular school year must be paid within **30** calendar days from the day the fee was assessed.

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Table of Estimated Repair Pricing (For employee/parent/guardian reference only)

Costs For Loss, Deliberate Damage or Neglect	Laptop Estimated	Chromebook / Tablet Estimated
	Repair / Replacement	Repair / Replacement
Broken Screen	\$125.00	\$75.00
Broken Keyboard	\$50.00	\$35.00
Power Adapter / Cord	\$65.00	\$60.00
Power Adapter	\$55.00	\$50.00
Power Cord	\$10.00	\$10.00
Liquid Damage to Device	\$150.00 (or fair market value)	\$85.00 (or fair market value)
District Assigned Case	\$35.00	\$35.00
Trackpad Damage	\$75.00	\$55.00
Severe Damaged Corner	\$85.00	\$75.00
Writing, Drawing, Stickers, and Labels attached	\$50.00	\$50.00

HANDLING AND CARE

- Keep the device in the district-issued or otherwise approved sleeve or case at all times.
- Keep the device free of any writing, drawing, stickers, or labels that are not applied by SCSD.
- The district may put an SCSD asset tag on the device. Do not remove or alter this tag or disciplinary action may result.
- Always use the device on a flat, stable surface.
- Do not place books or other heavy objects on top of the device.
- Do not have food or drinks near the device. Do not use or place the device near a shower or pool area.
- Wipe surfaces with a clean, dry soft cloth. Never use cleaning solvents on your keyboard or screen.
- Avoid touching the screen with pens, pencils or any other object.
- Do not leave the device exposed to direct sunlight or near any other source of heat or moisture for extended periods of time.
- Do not attempt to use off-brand A/C adapters to power your device. This could damage the device.

POWER MANAGEMENT

- It is the user's responsibility to recharge the device's battery so it is **fully charged** by the start of the next school day.
- Devices with an uncharged battery are not the district's responsibility. A loaner device may be assigned if available. Otherwise, students must complete all required assignments by other means.
- All class work missed because of uncharged batteries must be made up on a student's own time.

TRANSPORT

- Never transport or store your device with ANYTHING plugged into it.
- Never lift their device by the screen or carry or move their device while the screen is open.
- Always transport the device in its protective case or sleeve. (Student devices only)
- Do not leave the device in a vehicle for extended periods of time or overnight.
- Do not leave the device in visible sight if left in a vehicle.

MONITORING AND SUPERVISION

- NEVER lend the device to a classmate, friend, coworker or family member. If any person damages the device it will be the user's (parent/guardian in the case of a student) responsibility and the staff member/parent/guardian/student may be held financially responsible for the repair or replacement cost of the device.
- Any attempt to jailbreak or remove the SCSD profile on a device could result in disciplinary action, including suspension or loss of take home privileges for students and loss of the device for staff.
- The assigned user is responsible for the safety and security of the device **and** any user activity on the device whether incurred on or off campus.
- Students may only log in using their district assigned Stoneschools.org account on their device.

MONITORING AND SUPERVISION (Cont.)

- Under no circumstances should devices be left in an unsupervised area. Unsupervised areas include, but are not limited to, the school grounds, cafeteria, computer labs, gymnasium, the library, unlocked classrooms, dressing rooms, restrooms, hallways or an unlocked vehicle.
- Any device left unsupervised is in danger of being stolen. If not being used student devices should be safely stored in their backpack (out of site) or in another safe location to help prevent it from being stolen.
- If an unsupervised device is found, deliver it to a staff member immediately.
- Unsupervised devices will be collected by staff and taken to the library for safekeeping.
- Disciplinary action and/or loss of take home privileges may result for leaving your device in an unsupervised location.

SWAPPING OR SHARING OF DEVICES

Since every individual is issued a device, everyone should maintain their own, properly charged device at all times. There should NOT be a need to swap or share devices. Swapping or sharing of district-owned mobile devices is strictly prohibited.

USER DATA

All users are responsible for keeping backups of important data. All data should be stored in the users Google Drive account or on a personal USB storage device. Not on the device itself unless the technology department has enabled take home devices (chromebooks only) to store data locally for working in "off-line" mode. If a device has to be repaired there may be a need to reset it to its factory settings. The **technology department will not be responsible for any user data that might be lost as a part of this process.** Your data is your responsibility at all times. Students, any user data on the device may also be removed via the Google Admin Console before the device is used for state sponsored testing events and when the device is returned prior to commencement exercises.

HELP AND SUPPORT

Teachers or campus media specialists (librarians), will be the only individuals allowed to submit SCSD technology work orders for students. Students will contact their teachers as a first level of support. If the student needs additional assistance they will visit the campus media specialist at their school at which time an authorized individual will contact the technology department for additional assistance as needed or submit a Help Desk ticket on behalf of the student.

USE OF DISTRICT OWNED MOBILE COMPUTING DEVICES

Students will not be allowed to use their personal device in place of a district provided device. The goal of the 1:1 initiative is to provide every student with the same device. If a parent refuses a device for home use, the student will be required to check out a device at school for use in class each day. The district is not able to provide support or install software on personal devices therefore the use of personal devices is not a viable alternative to a district provided device.

ALTERNATIVE SCHOOL

In the case of a student transferring to Stone Education Center, the student device will remain with the student unless the device was confiscated due to improper care or use by that student. If it was confiscated due to improper or negligent care it will be retained by the technology department while the student is assigned to SEC.

Stone County Schools

Staff/Student/Parent/Guardian Mobile Technology

Agreement (2020-21) (Page 1 of 3)

As a user of an SCS Laptop/Chromebook/Tablet: I, _____ (print name)

- Will follow the policies established in the SCSD Acceptable Use and Responsible Use Policies.
- Will follow the guidelines listed below for proper care of my assigned mobile device.
- Will report any problems\issues I discover while using the device.
- Understand that resetting the device to factory settings may occur as a result of any repairs or modifications to the device and this reset may result in the loss of data.
- Understand that it may become necessary to turn in my assigned device for periodic updates throughout the school year and/or at the end of the school year.
- I understand that this device is to be used as an instructional tool. Not a personal media tool.

Guidelines for Proper Care of the Laptop/Chromebook/Tablet

- I will not loan the device to anyone.
- I will not remove labels, stickers, screen protectors or cases placed on the device by the district's technology department or business office.
- I will not write or draw on or place any labels or stickers on the device.
- I shall properly care for the device at all times, including but not limited to the following:
 - a. By keeping food and drink away from the device.
 - b. By Not exposing the device to extreme heat, cold or moisture.
 - c. By Not attempting to repair a damaged or malfunctioning device.
 - d. By Not upgrading the device operating system unless directed by district IT staff.
 - e. By using the appropriate A/C adapter to charge the device. Generic, off-brand A/C adapters are strictly prohibited.
- I shall provide proper security for the device at all times including, but not limited to, the following:
 - a. By NOT leaving the device unattended in an insecure or unsupervised area. When not being used student devices should be safely stored in their backpack (out of site) or another safe location to help prevent it from being stolen.
 - b. By NOT leaving the device in an unlocked vehicle on or off campus.
 - c. By NOT transporting the device unless the lid is closed and nothing is plugged into it.

Laptop/Chromebook/Tablet Management

1. I shall not sync the device to personal or school computers or other devices.
2. Only district purchased\approved software\apps will be installed on district-owned devices. If an app or extension is needed I will have my teacher (students) or the campus media specialist request the technology department install the app or extension.

Mobile Device Technical Support

Technical support will be provided by the district technician assigned to your school. Students should report technical issues to their teacher, their campus media specialist (librarian) or the school support technician who will complete a support request for them. Support services provided include;

- Hardware\maintenance repairs
- Password resets and other user account support
- Coordination and completion of warranty repairs
- Distribution of loaner devices
- App\Extension installation or removal
- The SCSD Technology Department is the **only** one authorized to perform repairs on district owned mobile devices except for onsite services which may be provided by the hardware provider.

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Staff\Student\Parent\Guardian Mobile Technology Agreement
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Staff\Student Last Name: _____ First Name: _____

Parent\Guardian Last Name: _____ First Name: _____

Parent\Guardian\Student Home Address:

Staff\Parent Email Address: _____ (Please print neatly)

Staff\Parent Phone Number: _____ (Optional for staff)

The Stone County Schools Acceptable Use Policy allows staff\students to use technology inside and/or outside of the classroom as well as off campus. Stone County Schools may provide Internet access, desktop computers, mobile devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more, all of which are covered under the SCS Acceptable Use Policy. I have reviewed the SCS Acceptable Use and Responsible Use Policies and understand the rules and guidelines therein.

Terms of Agreement

The staff member\student is responsible at **all** times for the care and appropriate use of their assigned technology. I understand if I violate the guidelines agreed to in the Acceptable Use and Responsible Use Policies, my privilege to use district technology may be restricted or revoked and I may be subject to disciplinary action.

I understand that I may be held responsible for reimbursement for loss, damage, repair or theft of my assigned mobile device, which may have occurred at school, at home, or while the mobile device was being transported. I (or my parent/ guardian if student) may also be held responsible for the replacement cost of a lost/or stolen device if not reported within 3 calendar days of the event.

The device remains the property of the Stone County School District. In the event that the device listed below cannot be repaired, SCS has the right to assign a replacement device. However, the initial Mobile Technology Agreement signed by me is still in effect. At the end of the school year or upon transfer or departure from the district, staff, parents and students agree to return the device to the district in the same condition it was issued to them less reasonable wear along with any accessories that might have been issued with the device.

To participate in the SCSD 1:1 or distance learning program I understand the child listed below will require a computing device at home capable of completing school related assignments.

_____ I agree to the terms and conditions outlined in the Staff/Student/Parent/Guardian Mobile Technology Agreement and SCSD Responsible Use Policy which allow SCSD to provide me (staff member) or my child (student) with a mobile computing device.

_____ I or my parent\guardian has paid the annual technology fee for the current school year.
(Parent\Guardian\Student only)

I understand that the laptop/chromebook/tablet, peripheral equipment, and/or accessories provided to me are the property of the Stone County School District.

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Staff\Student\Parent\Guardian Mobile Technology Agreement
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I understand that I must report any damage, loss, or theft of the device immediately. In addition, I understand that, in accordance with these policies, either myself (if staff member) or my parent/ guardian (if student) may be held responsible for reimbursement for the loss, damage, or repair of the device issued to me, which may have occurred at school, at home, or while the mobile device was being transported. In the event that the device listed below cannot be repaired, SCS has the right to assign a replacement device at which time all staff\parent\student rights and responsibilities will transfer to the new device. The originally signed Staff/Student/Parent/Guardian Mobile Device Technology Agreement may be changed to reflect the correct SN and Asset number and will remain in full effect. If the original device was lost, stolen or damaged due to neglect the district reserves the right to refuse to issue a replacement device to the staff member or student. These situations will be handled on a case by case basis and may require review by the superintendent of education.

As a student I will participate in a training session about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. As a staff member I will participate in any annual cybersecurity awareness training provided by the district.

I understand that a violation of the terms and conditions as set forth in the Staff/Student/Parent/Guardian Technology Agreement may result in the loss of all mobile device privileges, and possible disciplinary action in accordance with district policy.

I also authorize my child to access the online services provided by Google Apps for Education, the district's learning management system (LMS) of choice. Grades K-12 will have access to Google Docs, Google Drive, Google Email and Google Classroom.

Device(s) Issued

Received

Device Identification

Laptop/Chromebook/Tablet
A/C Adapter and Cable
Protective Case

Device Serial #:
Fixed Asset #:
Box \ Slot Numbers:
Model: Lenovo 14e

Staff\Student Name:

(Print) _____

(Sign) _____

(K-5 students do not have to sign the form)

Grade\School: _____

Student ID #: _____

Parent/Guardian Name:

(Print) _____

(Sign) _____

Date: _____