

CROSBY INDEPENDENT SCHOOL DISTRICT

706 Runneburg Rd
Crosby, TX 77532
281.328.9200



MOBILE DEVICE REGULATION (STAFF)

This agreement is a supplement to the Crosby Independent School District Technology Acceptable Use Regulations (“AUR”). The CISD AUR and Mobile Device Regulation Agreement apply to the use of all mobile devices issued by the district provided for on and off- site use. This equipment is the property of CISD and is herewith being loaned to the staff member for educational purposes for the academic school year or until further notice. Staff members are expected to follow all of these policies when using District or School- provided mobile devices.

CISD uses instructional technology as one tool to empower every student with the skills, knowledge, and experience to become responsible and productive citizens. Students must develop their skills as collaborators, communicators, and critical thinkers. Engaging 21st century learners requires the seamless integration of technology throughout the educational program. To foster this development, the district will provide mobile computing devices to staff members for use on-site and off-site in order to enhance, enrich, and facilitate teaching and administrative duties; as well as, school communication. The expectations of CISD are:

- District or school mobile devices are to be used as a productivity tool for school-related business, curriculum development, research and communications.
- Staff member shall exercise appropriate professional judgment and common sense when using the district or school’s mobile devices.
- Staff member is responsible for caring for the mobile device on a daily basis and ensuring that it is retained in a safe environment. Any technical or mechanical issues with the mobile device must be reported to the information systems department.
- In the event of damage, loss or theft of the mobile device, staff member will immediately

notify his/her principal or his/her designated information systems or instructional technology representative for repair or replacement.

- Staff member will not remove the district-installed content on the mobile device.
- “Find My Device” must be activated on all Apple products.
- Music, books, and apps not provided by CISD can be downloaded through your iTunes account at your expense. Content must be school appropriate and follow all terms of this agreement as well as the CISD AUG. When the mobile device is returned to CISD, you will lose all downloaded content unless it has been stored on “iCloud”.
- Inappropriate content will not be allowed on any CISD mobile devices. Presence of pornographic materials, inappropriate language, weapon-related content, alcohol, drug, and/or other gang related symbols, pictures, or any other activity deemed inappropriate by district administration may result in disciplinary action and appropriation of the device.
- Staff member should not modify the mobile device in any way that will permanently alter the device either physically and/or electronically.
- Staff member should not apply marks, stickers, or other decorations to the supplied mobile device or mobile device cover.
- Staff member should not remove supplied cover, case and/or screen protector.
- If the employee has important data on the mobile device, he/she is advised to perform their own backups.
- The District will replace or repair devices a maximum of two times. If any device is damaged, lost, or stolen after the set maximum replacement/repair of two devices, the employee will be responsible for the replacement costs or repair bills. District administration reserves the right to evaluate if the employee will be given a new mobile device.
- Employee is responsible for replacement of all mobile device accessories should they be lost/stolen/damaged. (i.e. power adapters and cables).

- The mobile device will be returned to the District on a date to be requested or sooner should the staff member be discharged from the District prior to the end of the school year.

- By signing this form, I acknowledge receipt of, understand, and agree to abide by the rules and standards set forth in the Crosby Independent School District Mobile Device Regulation Agreement. I understand that this agreement will be in effect for the duration of my employment with CISD or until the agreement is revised.