

Parent/Student Mobile Device Handbook

CROSBY INDEPENDENT SCHOOL DISTRICT



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Handbook Overview

This handbook provides essential information about the use of student devices issued by Crosby ISD. The One-to-One student and teacher Device program provide exciting learning opportunities that incorporate the use of technology in the classroom and at home.

Please read all guidelines in this handbook. It is important that parents/guardians and students understand and abide by these policies and procedures.

The following conditions are a summary of some of the most important concepts outlined in this handbook.

- Crosby ISD issues Devices to students for educational use.
- In accordance with Texas Education Code §§ 31.104(d) and 31.001, there are fees associated with damage to a Device if the damage is the result of an intentional act, gross neglect, or other specific circumstances. These fees are listed on pages 8-9 of this handbook.
- Crosby ISD Devices not returned upon request may be considered stolen. Crosby ISD may file theft charges for Devices considered stolen.
- If a Device is damaged, lost, or stolen, the student must report the issue to the campus technology team as soon as possible. The student must file a report and complete all required paperwork within 3 school days from the time of damage, loss, or theft.
- Internet content is filtered on all Crosby ISD Devices while connected to the Crosby ISD network. Parents/guardians are responsible for filtering content when the devices are not connected to the Crosby ISD network.
- Parents/guardians are ultimately responsible for all activities involving the Crosby ISD Devices while the student is off campus.
- Students must return Crosby ISD devices when requested by a teacher or administrator. Students must return all Crosby ISD Devices at the end of the school year or before a student withdraws from school.
- Failure to comply with the rules in this handbook may result in student disciplinary action, loss of technology privileges, and civil and criminal liability.
- Read this handbook carefully. The agreement included on page 10 is a copy of what parents/guardians and students must sign before receiving a Device.

Terms of Crosby ISD Mobile Device User

- **Acceptable Use:** All students must comply at all times with the Crosby ISD Student Acceptable Use Regulations on pages 11-13 of this Mobile Device Handbook and in the CISD Student Handbook. Students must also comply with the Student Code of Conduct and all other guidelines issued by Crosby ISD. Failure to comply may result in legal action, disciplinary action, and/or immediate loss of technology privileges.
- **Liability:** If the Device is accidentally damaged, lost, or stolen, the parent/guardian or student may be responsible for the reasonable cost of repair or the replacement value as of the date of the loss. In the case of theft, the student or parent/guardian must immediately notify school administration. If the Device is lost or damaged due to gross negligence, the parent/guardian or adult student will be responsible for the reasonable cost of a replacement. Devices not returned, for any reason, at the request of a Crosby ISD administrator, at the end of the school year, or on the date that a student withdraws may be considered stolen. Crosby ISD may seek civil and criminal action for devices not returned upon request.
- **Repossession:** If the student or parent/guardian does not timely and fully comply with all terms of this agreement, Crosby ISD has the right to collect a district-owned device and/or device accessories at any time in accordance with applicable laws.
- **Scheduled Evaluations:** Each Device may be evaluated according to a set schedule each six weeks. Crosby ISD may perform random checks of Devices to verify condition and compliance with district policy.

Device Security

Various security measures are used on Crosby ISD Devices. Security measures are not only used to protect Crosby ISD assets, but also to protect Crosby ISD students. Two primary forms of security exist:

- **Device Security:** Security is in place on each system to prevent certain activities. Prohibited activities include, but are not limited to unauthorized downloading, changing system settings, and installing or removing software.
- **Filtering Software:** Internet filtering software automatically filters all access to the Internet while the device is on the district network. Parents/guardians are responsible for monitoring their child's access to the Internet when the Device is not connected to the Crosby ISD network.

Social Media Guidelines

- **Web Applications:** Students will be expected to use some Web 2.0 and social media tools as part of their course curriculum under the supervision and guidance of their teachers. These tools may include Google Apps for Education, Schoology, Office 365, Edmodo, and others.
- **Purpose:** Students use these tools to meet the communication, collaboration, creation, research, and information fluency skills required by the Texas Essential Knowledge and Skills (TEKS). These tools are hosted on the Internet, making some student work and information relating to students visible to parents, guardians, relatives, and in some circumstances, other Internet users around the world.
- **Safeguards:** When using Web 2.0 and social media tools, safeguards are in place to protect and assure the safety of students. In some instances, individual or identifiable profiles may be used that are open to the public. Public viewing or commenting might occur on district-approved sites. Classroom lessons or projects may require publicly identifiable student information to be made available on the Internet. If you do not want your child's information made public, you must notify the campus principal in writing.
- **Acceptable Use:** Use of social media tools must be in accordance with Crosby ISD's Policies and Procedures, including, but not limited to, the Acceptable Use Regulations.

Off-campus Internet Access

Crosby ISD is not responsible for providing Internet access outside of designated Crosby ISD facilities. Students can access the Internet through Internet Service Providers while off-campus. Students can connect their Devices to the Internet while off-campus in two ways:

- Hardwiring the Device to a switch, hub, or router by using an Ethernet adapter and cable.
- Joining a wireless network by connecting to an existing wireless access point.

Parental Responsibilities

- **Monitoring:** Parents/guardians are responsible for monitoring their student's off-campus use of Devices, including their student's activities on the Internet.
- **Acceptable Use Guidelines:** Parents/guardians should review with their student all relevant Device guidelines in this Mobile Device Handbook and in the CISD Student Handbook.

Crosby ISD Device Guidelines

- **No Expectation of Privacy:** Students have no expectation of privacy on any information stored on, accessed from, or used with the Device. The Device belongs to Crosby ISD and appropriate district and school officials may monitor a Device or access its contents at any time and for any reason.
- **Identification Tags:** All students will be issued a Crosby ISD Device and case with an identification tag. The identification tag must remain on the Device and case at all times. If the identification tag is lost, the student must immediately notify the campus technology personnel.
- **Cases:** Each Device is identified by a specific number and assigned to an individual student. To ensure that a student always has his assigned Device, Devices should never be switched from case to case. The case must remain on the Device at all times. Failure to comply with this guideline will result in the device being collected by Crosby ISD.
- **Technical Issues and Repairs:** If technical issues arise, students must notify a teacher or the campus technology personnel immediately.
- **Unsupervised Areas:** Under no circumstances may Devices be left in unsupervised areas. Unsupervised areas include, but are not limited to, the school grounds and campus, the commons, the cafeteria, locker rooms, library, unlocked classrooms, hallways, and any place outside of school that is not the student's home. Any computer left in these areas will be collected by staff and taken to the campus technology personnel. Disciplinary action may be taken for leaving a Device in an unsupervised location.
- **Deleting Files:** Files may not be deleted by anyone other than the original creator/owner. Deletion of certain files can affect the performance of the Device and can interfere with the student's ability to complete class work, which may affect the student's grades.
- **Backing-up Data:** All students have access to Google Drive and Office 365 in which to store data. It is the responsibility of the student to ensure critical files are backed up regularly on their Google Drive and/or Office 365.
- **Internet Use:** All use of the Internet must comply with district guidelines. Log files are maintained on each Device with a detailed history of all Internet sites accessed. All student files are subject to be reviewed.
- **Personal Networks:** Students may not bring in or set up their own network at school, including utilizing "personal hot spots" or other similar services.
- **Unauthorized Access:** Students may not attempt to gain unauthorized access or administrator access to a Device. Any attempt to do so may result in disciplinary action.

Student Responsibilities

As the primary users, students have specific responsibilities when using their Crosby ISD-issued Devices. Students must agree to the following:

- Students are responsible for their Device at all times, whether at school or outside of school.
- Students must bring their Devices to school every day. Batteries must be charged and maintained daily.
- Sound must be muted at all times unless a teacher grants permission otherwise.
- Students must keep the Device in the provided case at all times.
- Students must log in under their assigned username. Students may not share their password with others.
- Students are responsible for logging off to protect their accounts and files. Any activity, including emailing and Internet activity, under a student's username is considered their responsibility. Students may not loan their Device nor any Device component to another student for any reason, except when approved by a Crosby ISD administrator.
- Students may not play games or download any software, music, pictures, etc. on the Device unless instructed to do so by a teacher or administrator.
- Devices come with standardized software already loaded. Students may not change this standardized load in any way.
- Students who add any unauthorized items to a Device will be required to return the Device and pay \$50.00 to re-image the Device. Crosby ISD may place restrictions on the student's use of or access to district technology.

Device Care

- **Precautions:** Students are responsible for the general care of the Device. Please follow these precautions to prevent damage to the Device:
 - Do not place food and/or liquids near the Device.
 - Do not stack heavy objects on top of the Device.
 - Do not write, draw, stick or adhere anything to the Device or case.
 - Do not decorate the Device or case using markers, personalized stickers, etc.
 - Do not expose the Device to direct sunlight, extreme temperatures, or ultraviolet light for extended periods of time.
 - Do not leave the Device in any vehicle or any other unsecured place.
 - Do not obstruct the Device's vents, and do not place the Device on surfaces such as paper or carpet while it is turned on.
 - When walking from class to class, the Device must be properly closed and stored in the case.
- **Screen Care:** The Device screen is particularly sensitive to pressure. Extreme care must be taken to protect the screen from accidental damage.
 - Do not place anything in the case that may press against the cover of the Device including paperwork.
 - Do not poke the screen with anything except a stylus or your finger. A stylus and your finger are the only means that should be used to interact with the Device.
 - Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, paper clips, stapled papers, etc.).

Device Repair and Replacement

- **Reporting Issues:** Students are responsible for reporting issues to Campus Technology Personnel promptly through the Work Order System accessible from the campus website. Students will be required to answer a series of questions to help gather more information about what is wrong with their Device. If a student does not report a lost, stolen, damaged, or malfunctioning Device and submit the required paperwork within 3 school days, the student or parent/guardian may be responsible for the cost of replacement or repair.
- **Lost Devices:** Students who think their device is lost must contact the Campus Technology Personnel immediately. Students must fill out a “Missing Device Report” no later than 3 school days after discovering that the Device is missing. Students will be charged the replacement cost for a lost Device.
- **Stolen Devices:** Students who think their Device has been stolen must contact the Campus Technology Personnel immediately. Students must fill out a “Missing Device Report” no later than 3 school days after discovering that the device is missing. If a student knows their device has been stolen, the student or parent must contact the police to file a report. Filing a false police report is a crime and is punishable by up to 180 days in jail and a fine up to \$2,000. Crosby ISD will consider the device lost unless the student or parent reports the police case number to the Campus Technology Personnel. Students or parent/guardian will be charged the replacement cost for a Device that is considered lost.
- **Damaged/Malfunctioning Devices:** If a Device is damaged or functioning improperly, the student must notify the Campus Technology Personnel and submit the required paperwork through the Work Order System no later than 3 school days after discovery of the damage or malfunction. After submitting a Work Order Request online, the student must back up any items on their Device and bring the Device to the Campus Technology Personnel promptly.

Repair Downtime

Crosby ISD is committed to student use of technology to aid academic success. When a student’s Device is being repaired, there are several options available for continued use of technology.

- **Google Drive/Office 365:** All students have a Google Drive/Office 365 account in which to store digital files. Students should save important work in this drive so they can access their work from any computer on the Internet.
- **Loaner/Replacement Devices:** If a Device is damaged, it will be repaired or replaced as quickly as possible. If available, a loaner or replacement Device will be issued to the student. The policies outlined in this Handbook also apply to loaner and replacement Devices. Crosby ISD may choose not to provide a loaner or replacement Device if the damage is determined to be intentional or the result of gross neglect.
- **Use of Personal Devices on Campus:** Students may not use personal devices at school unless approved by a teacher or administrator.

Replacement/Repair Cost

Please note, if a Device is damaged or lost either intentionally or recklessly, the student will be charged 100% of the cost to replace or repair the Device.

- **Replacement Cost:** The Devices are in good working order and are issued with CISD standardized software loaded. Students are expected to keep the Device in good condition. Failure to do so could result in out-of-pocket costs summarized in the tables on pages 8-9.
- **Repair Cost:** All repairs must be made by CISD Technology personnel or their representative. Repairs made by any other party or company will result in the student or parent/guardian being responsible for replacing the Device. The student or parent/guardian will be charged the actual cost of the repair.
- **Monies Owed:** All monies owed must be paid in full before a Device will be issued. Report card holds will apply to all Device monies owed.

MacBook Approximate Fees

Accidental Damage	Cost
First Incident	\$100.00
Second Incident	\$200.00
Three or more Incidents - Replacement Cost of Device	\$300.00

Deliberate Damage, Neglect or Missing	Cost
Broken Screen - requires clamshell replacement	\$50.00
Keyboard - requires top case replacement	\$50.00
Bottom Case	\$69.00
Power Adapter and Cord (missing, damage or neglect)	\$50.00
Power Adapter Duckhead (missing, damage or neglect)	\$9.00
Track pad	\$45.00
Missing/Damaged Key	\$5.00
Battery	\$120.00
Re-image hard drive due to violation of Acceptable Use Regulations OR other damages (graffiti, illegal applications, etc.)	\$50.00
Carrying Case (missing, damage or neglect)	\$35.00
Device Replacement Cost (missing, damage or neglect)	\$300.00

If a Device is accidentally damaged three times or more, refer to the charges above for Replacement Cost of the Device. If a Device is lost, the parent/guardian or student will be responsible for paying the Replacement Cost of the Device. If a Device is stolen, the student must follow applicable procedures listed on page 7.

iPad Approximate Fees

Accidental Damage	Cost
First Incident	\$50.00
Second Incident	\$100.00
Three or more Incidents - Replacement Cost of Device	\$300.00

Deliberate Damage, Neglect or Missing	Cost
Power Adapter (missing, damage or neglect)	\$26.00
Power Cable (missing, damage or neglect)	\$17.00
Power Adapter Duckhead (missing, damage or neglect)	\$9.00
Protective Non-Keyboard Case (missing, damage or neglect)	\$35.00
Protective Keyboard Case (missing, damage or neglect)	\$92.00
Device wipe due to violation of Acceptable Use Regulations OR other damages (graffiti, illegal applications, etc.)	\$50.00
iPad Replacement Cost	\$300.00

If a device is accidentally damaged three times or more, refer to the charges above for Replacement Cost of the Device. If a Device is lost, the parent/guardian or student will be responsible for paying Replacement cost of the Device. If a Device is stolen, the student must follow applicable procedures listed on page 7.

Returning Devices and Peripheral Items

- **Return:** Students must return the Crosby ISD Device no later than the last day of instruction or the date they withdraw from school. If a Crosby ISD administrator requests that a student return a Device early, students must return their Device within 3 school days of the administrator's request. Devices that are not returned on time will be considered stolen. Crosby ISD may seek civil and criminal action for devices not returned on time.
- **Repossession:** If the student or parent/guardian does not timely and fully comply with all terms of this agreement, Crosby ISD has the right to collect a district-owned device and/or device accessories at any time in accordance with applicable laws.
- **Peripherals:** Students are required to return all peripheral items, such as power adapters and cases, at the end of the school year, when a student withdraws from a Crosby ISD school, or at the request of a Crosby ISD administrator. If a student does not return a peripheral item, the student will be charged a fee for the replacement cost of the item. If the student returns the peripheral item before Crosby ISD hands out Devices to students at the beginning of the following school-year, Crosby ISD will waive the fee.

Crosby ISD Mobile Device Agreement Form

Parent/Student Mobile Device Agreement Form

I am aware of the terms set forth in the Crosby ISD Parent/Student Mobile Device Handbook. I understand and will comply with all conditions outlined within. Parents, please read and initial the following.

_____ I understand that my student must report any needed repair or damage to the device within 5 school days from the time of occurrence, otherwise I may be liable for any cost incurred by the district to repair or replace the device.

_____ I have received and understand that I am bound by the terms and conditions stated in the Crosby ISD Parent/Student Mobile Device Handbook.

_____	_____	_____
Date	Grade	Student ID
_____	_____	
Student Name (please print)	Student Signature	
_____	_____	
Parent/Guardian Name (please print)	Parent/Guardian Signature	

Appendix

The Crosby ISD Student Guidelines for Acceptable Use of Technology Resources can be found in the Crosby ISD Student Handbook and on the district website at: <http://www.crosbyisd.org>. It is included as pages 11-13 of this Mobile Device Handbook for convenient reference.

Acceptable Use Regulations Student Regulations for Acceptable Use of Technology Resources

You are being given access to the Crosby ISD's ("District") provided technology resources listed below.

With this educational opportunity comes responsibility. It is important that you and your parents read the applicable District policies, administrative regulations, and agreement form. Inappropriate use of the District's technology resources may result in revocation or suspension of the privilege to use these resources, as well as other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

The following guidelines apply to all District networks, e-mail accounts, devices connected to the District's networks, and all District-owned devices used on or off school property, whether connected to the District's network or connected through a personal data plan or other means of access.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across areas of adult content and some material you (or your parents) might find objectionable. While the District will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access.

You are being given access to the following technology resources:

- A district email account (grades 9-12)
- A district Google account including access to cloud-based (online) document storage and collaboration space (Google Apps for Education, for example).
- District computer hardware, software, and printers on your school campus.
- Access to District-owned technology resources for use off-campus.
- District-filtered Internet access while on campus.

If you are being issued a District-owned technology device, you will be given additional materials addressing the proper use, care, and return of these devices.

Additionally, the District prohibits bullying or harassment through electronic means regardless of the device used, the network used, or the location of use. [See District policies FFH and FFI]

It will be your responsibility to follow the rules for appropriate use.

RULES FOR APPROPRIATE USE

- District technology resources are primarily for instructional and educational purposes. Limited personal use is allowed only if the rules in this agreement are followed, and the use does not interfere with school work.
- If you are issued your own account and password, you must not share your account information with another person.
- You must remember that people who receive e-mail or other communication from you through your school account might think your message represents the school's point of view.
- You must always keep your personal information and the personal information of others private. This includes name, address, photographs, or any other personally identifiable or private information.
- Students will not download or sign up for any online resource or application without prior approval from their teacher or other District administrator.

- Students age 13 or younger will not sign up for individual accounts, but will use a District or classroom account, as applicable.
- When communicating through e-mail or other electronic means, you must use appropriate language and etiquette as you would when communicating face to face. Always be respectful. You must be sure to acknowledge the work and ideas of others when you reference them in your own work.
- You must immediately report any suspicious behavior or other misuse of technology to your teacher or other campus administrator.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.

INAPPROPRIATE USES

The following are examples of inappropriate uses of technology resources that may result in loss of privileges or disciplinary action:

- Using the resources for any illegal purpose, including threatening school safety.
- Accessing the resources to knowingly alter, damage, or delete District property or information, or to breach any other electronic equipment, network, or electronic communications system in violation of the law or District policy.
- Damaging electronic communication systems or electronic equipment, including knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable.
- Disabling or attempting to disable or bypass any Internet filtering device.
- Using someone's account without permission.
- Pretending to be someone else when posting, transmitting, or receiving messages.
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmittal, or receipt of electronic media.
- Using resources to engage in conduct that harasses or bullies others.
- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including material that constitutes cyberbullying and "sexting."
- Using inappropriate language such as cursing, vulgarity, ethnic or racial slurs, and any other inflammatory language.
- Posting personal information about yourself or others, such as addresses, phone numbers, or photographs without permission, or responding to requests for personally identifiable information or contact from unknown individuals.
- Making appointments to meet in person people met online. If a request for such a meeting is received, it should be immediately reported to a teacher or administrator.
- Violating others' intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder.
- Wasting school resources through the improper use of the District's technology resources, including sending spam.
- Downloading unauthorized applications or software or gaining unauthorized access to restricted information or resources.
- Encrypting communications to avoid security review.

CONSEQUENCES FOR INAPPROPRIATE USE

- Suspension of access to the District's technology resources;
- Revocation of permission to use personal electronic devices for instructional purposes while on campus; or

Other disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws.

REPORTING VIOLATIONS

- You must immediately report any known violation of the District’s applicable policies, Internet safety plan, or responsible use guidelines to a supervising teacher or the technology director.
- You must report to a supervising teacher or the technology coordinator any requests for personally identifiable information or contact from unknown individuals, as well as any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal.