

District Tablet Procedures Guide

**For Parents and
Students**

2020-2021

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DISTRIBUTION AND RETURNING DISTRICT ISSUED MOBILE DEVICE

Distribution of District Issued Mobile Device

A District Issued Mobile Device will be distributed following each school's Mobile Device Orientation. If a student elects to use a District Issued Mobile Device or gain access to the district network:

- Parents must sign and return the District Issued Mobile Device Agreement and Acceptable Use Policy (AUP) before the school can issue a Mobile Device or grant student access to the district network. This can be done through the Registration Gateway portal or on a hard copy upon request from the school.

Returning District Issued Mobile Device

- Failure to return items may result in the Mobile Device being reported stolen and police involvement to recover the device; the student may be subject to criminal prosecution or civil liability. The student will also be required to pay the full replacement cost for a new District Issued Mobile Device and accessories.

Identification of District Issued Mobile Device

Each student's District Issued Mobile Device will be labeled in the manner specified by the district. The Mobile Device can be identified by Serial Number and Dillon School District Four inventory label. The district inventory label and any manufacturer's label should not be removed from the device. The district will assess charges for removal or defacement of these labels and barcodes.

CARING FOR DISTRICT ISSUED MOBILE DEVICE (If Used at Home)

The District Issued Mobile Device is district property. All users will follow these guidelines.

General Precautions

- Never leave your Mobile Device in any non-secure location, such as a car, or any other unsupervised area where theft can occur.
- It is the student's responsibility to keep his/her Mobile Device stored in a safe, secure, temperature appropriate space if the device has to be taken home.
- Carefully insert cords and cables into the Mobile Device to prevent damage.

Carrying District Issued Mobile Device

- The district provides a protective case for District Issued Mobile Devices. These cases have sufficient padding for typical use. The device must be in an issued case and must be used at all times to protect the device.

- Cases should not hold other objects. Folders, workbooks, etc. should be kept in a book bag or carried separately to avoid placing excessive pressure and weight on the Mobile Device screen.

Screen Care

- Screen damage will occur when pressure is applied to the screen. Users must avoid leaning on the top of the device, closing any items inside the device, or placing objects in a book bag (or protective case) in a way that it applies pressure to the screen.
- Use only a clean, soft cloth to clean the screen. Do not use cleansers or liquids of any type unless directed by the district.
- Do not bump the District Issued Mobile Device against walls, car doors, floors, etc., as it will crack and break the screen.
- Screens that are hinged should not be forced open to the point of breaking the hinge.

DISTRICT ISSUED MOBILE DEVICE DAMAGE OR LOSS

As with any piece of school property checked out to students, the students and their families are responsible for their assigned District Issued Mobile Device. Situations that result in a District Issued Mobile Device being damaged, destroyed, or stolen, will be dealt with on a case-by-case basis.

Terms of the District Issued Mobile Device Agreement

Terms and conditions that apply to the usage of the District Issued Mobile Device are as follows:

- The district will cover parts and repairs for system-related issues or malfunctions of the device.
- The district will cover parts and repairs for ONE accidental damage, such as cracked screens, liquid damage, cosmetic damage, etc. each academic calendar year (August 1- July 31).
- The district will not cover intentional damage or damage due to negligence or loss.
- The district will not cover theft without a police report that clearly shows forced entry into a secured location.

Lost/Stolen Devices

- If a District Issued Mobile Device is lost, please report to school designated location to see if it has been recovered.
- If a District Issued Mobile Device is recovered, please turn the device in to the school's designated location.

A **lost** District Issued Mobile Device must be reported within **48 hours** to the designated school person. The district will try to assist the student in locating the device; however, loss is NOT covered by the district. If the device is not recovered, parents/guardians will be responsible for the replacement cost of the device.

A **stolen** District Issued Mobile Device must be reported within **48 hours** to the designated school person and the appropriate Police Department in your area. A police report is **required** and must clearly indicate forced entry into a secured location. Obtaining the report and submitting it to the designated school person is the responsibility of the student and/or parent.

Devices left unattended in an unsecured location cannot be considered stolen; they will be treated as lost devices.

Damaged Devices

- The district will cover parts and repairs for ONE accidental damage per school year (August 1 - July 31). Additional damages are the responsibility of the parent/student.
- Students should not attempt to repair or take the District Issued Mobile Device to an outside repair source. Doing so could invalidate the warranty and the student will be responsible for the damage. Please take the District Issued Mobile Device to the designated school person.
- If a District Issued Mobile Device needs to be worked on for an extended period of time, the student may be issued a temporary device (based upon availability) until the mobile device is working properly and may be returned to the student.
- Malfunctioning or damaged District Issued Mobile Devices must be reported to the designated school person in a timely manner. Dillon School District Four will be responsible for repairing District Issued Mobile Devices that malfunction.

User Misuse and Abuse Costs

If device is misused or abused, the parent/student is responsible for the cost of repair. The repair costs are listed below:

Tablet	\$320.00
LCD Panel (ex. Cracked Screen)	\$201.95
System Board	\$117.83
AC Adapter	\$ 28.00
Webcam	\$ 12.95
Keyboard and Palm Rest	\$ 56.92
Touchpad	\$ 18.59
Top Case (Includes WiFi Antenna)	\$ 23.95
Bottom Case	\$ 15.95
Case	\$ 14.50
Battery	\$ 8.95
DC Power Port	\$ 23.95
USB (Right Side USB Only)	\$ 20.45
Hinge	\$ 30.95
Pen	\$ 29.99

Barcode Label	\$ 2.00
Writing on Tablet	\$ 15.00

Repair costs for the District Issued Mobile Device due to deliberate damage or neglect may include, but are not limited to:

- Broken Screen
- Top Case/Keyboard
- Screen Bezel
- AC Adapter with power cord
- Case

Note: Repair costs shall not exceed the full replacement price of the device.

Title

Legal title to the property is with the district and shall, at all times, remain with the district. The right of possession and use is limited to and conditioned on full and complete compliance with the Mobile Device Guide for Parents and Students and Acceptable Use Policy.

Repossession/Liability

Dillon School District Four reserves the right to repossess or demand return of any District Issued Mobile Device for failure to comply with all terms of the District Issued Mobile Device Guide and/or the Acceptable Use Agreement.

The MOBILE DEVICE GUIDE for Parents and Students and Acceptable Use Policy will be renewed each school year.

USING DISTRICT ISSUED DEVICE RESPONSIBLY

District Issued Mobile Devices are intended for use at school each day. Students are responsible for bringing their charged Mobile Device to all classes, unless specifically instructed otherwise by the teacher.

Student Responsibilities

- Student is responsible for maintaining his/her Mobile Device.
- The Mobile Device battery must be charged and ready for school daily.
- Student may not remove any district applied or manufacturer labels from the device.
- Student should guard their personal information when using the Mobile Device, as outlined in the Acceptable Use Policy (AUP). This includes, but is not limited to, sending any message that includes personal information such as: passwords, home address, personal phone numbers, student's last name or another person's last name, and information about schedules (where students are/will be, timings, dates, etc.).

- Student will comply, at all times, with Dillon School District Four Mobile Device Guide for Parents and Students and the AUP. **Failure to comply may result in disciplinary action and possible loss of device.**
- Never leave a District Issued Mobile Device unattended in a non-secure location.
- Students are not allowed to have in their possession any other student's Mobile Device.
- Students should not log into other student accounts on their Mobile Device.
- The Mobile Device should not be loaned to another person. Do not let family members download applications, programs or view inappropriate content. Each District Issued Mobile Device is assigned to one person, and that one person is responsible entirely for that particular Mobile Device. The assigned student is the only person that should be using the assigned device.
- Do not attempt to hack a Dillon School District Four Mobile Device. Do not attempt to remove or circumvent the management system installed on each Mobile Device. Using or possessing hacking software is a violation of the agreement.
- Mobile Device(s) should not be connected to "hot spots", other networks, or VPNs while at school.
- Students who violate these terms will have his/her District Issued Mobile Device "wiped." In addition to the device being "wiped," the student could face disciplinary action in accordance with the district Discipline Code Book and may lose device privileges.
- Dillon School District Four is not responsible for lost documents, photos, music, etc.

District Issued Mobile Device Left at Home

Students who leave their Mobile Devices at home are still responsible for completing their daily coursework if they are taken home.

Charging Your District Issued Mobile Device Battery

If the device is taken home, the Mobile Device must be brought to school each day in a fully charged condition. Students must charge their Mobile Device each evening. Repeat violations of not charging the battery for the school day may result in disciplinary consequences.

Home Internet Access

Students may establish Wi-Fi connections with their District Issued Mobile Device outside of school. Students can then use the District Issued Mobile Device wherever access is available. District internet filters are only applied when using Dillon School District Four internet connections. Parents/guardians should take precautions to filter and monitor home or public internet usage.

District Issued Mobile Device Camera, Microphone, Speakers and Earphones

- The District Issued Mobile Device is equipped with a photo and video camera, a microphone to record sound, and speakers. While some teachers may request students to use these components for different assignments, students should not record sound,

take photos or videos, or play back sound or music from the speakers without the permission of the teacher and/or persons they are recording.

- District policy and State law prohibits harassment and bullying. Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, threatening, discriminatory, harassing and/or illegal is a violation of the agreement.
- District policy and Federal Law prohibits students from accessing, downloading, posting, submitting, publishing, scanning, displaying, distributing or forwarding sexually explicit or suggestive materials. Mobile Device users are expected to comply with district policies regarding these matters while using the District Issued Mobile Device, both on-campus and off-campus.
- Failure to appropriately use the device and/or violation of district policies may result in suspension of device privileges and disciplinary action. The Dillon School District Four Discipline Code Book is available online at www.dillon.k12.sc.us.
- If allowed to use earphones, the appropriate volume level is when only the person wearing the earphones can hear the sound.

FERPA

The Family Educational Rights and Privacy Act (**FERPA**) is a federal law that affords parents and students over 18 years of age certain rights with respect to students' educational records including photographs. Students must obtain permission to publish or make publicly available a photograph or video of any school-related activity. **Unauthorized recordings are subject to disciplinary action in accordance with the district's Acceptable Use Policy.** *Dillon School District Four retains the rights to any recording and/or publishing of any student's work or images created using district-owned property.*

DIGITAL CITIZENSHIP

Digital Citizenship is a concept that helps students understand how to use technology appropriately in a society full of technology. Dillon School District Four has electronic precautions in place in order for students to participate safely and securely in this environment and enjoy the rights of a digital world in an educational setting. The district expects students to use technology appropriately and responsibly.

District Responsibilities

Dillon School District Four will provide Internet access and a secure email system to students. School staff will help students conduct research and ensure student compliance with the district's Acceptable Use Policy. The district and school will comply with both federal and state laws regarding student internet use, such as FERPA, CIPA, and COPPA.

Filtering/blocking of inappropriate internet materials is done at school and at home while on the district internet system.

Dillon School District Four reserves the right to investigate any inappropriate use of resources and to review, monitor and restrict information stored on or transmitted via Dillon School District Four-owned equipment and resources.

Inspection

Staff may randomly select students and ask them to provide their mobile device for inspection.

Network Connectivity

Dillon School District Four makes no assurance that the network will be operational at all times. In the rare instance that the network may not be operational, the district will make every effort to ensure the network is functioning in a timely manner.

Student devices are configured to automatically connect to the district network and should remain on that designated network while on any district campus. The use of hotspots or VPNs to bypass district network filters is prohibited.

Parent/Guardian Responsibilities

Talk to your child(ren) about the values and standards you expect them to follow as they use the Internet, just as you talk to them about their use of all other media information sources such as television, telephone, movies, radio, etc. Parents are encouraged to monitor student activity at home, especially Internet access. District issued devices do not contain content filters and are dependent on the filters of the home or public internet connection.

Student Responsibilities for Digital Citizenship

Students will abide by the district's Acceptable Use Policy (AUP) and:

- contact an administrator about any security issue they encounter.
- monitor all activity on their personal account(s).
- always shut down and secure their mobile device after use to protect their work and information.
- report email containing inappropriate or abusive language or questionable subject matter to a teacher or administrator at school.

Copyright

At a teacher's discretion, student work may be uploaded to the Internet. The student owns the copyright to his/her original work(s).

MANAGING FILES AND APPLICATIONS

Dillon School District Four believes incorporating Mobile Devices into teaching and learning will benefit teachers, students, and families. The device may be used as a research tool, library, creation station, homework center, planner, collaboration tool, etc.

Apps and Downloads

Apps and downloads provided or made available by the district will be thoroughly vetted. The district reserves the right to limit the ability of students to download apps, extensions and other web tools onto district devices.

Storage for files

There will be limited storage on the device and academic files take priority over personal files. Every student is provided OneDrive with unlimited storage to be used for academic purposes.

Originally Installed Applications

The applications originally installed by Dillon School District Four on each District Issued Mobile Device must remain on the District Issued Mobile Device in usable condition and readily accessible at all times.

Students may not remove the device's original applications. Staff may periodically check District Issued Mobile Devices to ensure they have not been removed. The school or district may also add other applications periodically.

Additional Applications

Dillon School District Four syncs District Issued Mobile Devices so that the devices contain the necessary applications for school work.

If students are permitted to load additional applications on their Mobile Device, they must do so in accordance with the district's Acceptable Use Policy (AUP). Installing apps on District Issued Mobile Devices may be restricted. Attempting to install or download restricted apps, such as a VPN, may result in the Mobile Device being reset and/or disciplinary action.

Procedure for Reloading Applications

If technical difficulties occur or unauthorized applications are discovered, technology staff will block or remove these applications from the Mobile Device. The school does not accept responsibility for the loss of applications or documents deleted due to a reset.

Application Upgrades

The district will distribute upgraded versions of licensed applications from time to time through network processes.

DISTRICT ISSUED MOBILE DEVICE USAGE RULES & AGREEMENTS

1. The mobile device is property of Dillon School District Four and is maintained by the District Technology Department. Use of this device is a privilege and violation of any of these rules could result in loss of computer and/or Internet use and/or other disciplinary action.
2. Students will care for the mobile device as an appropriate and valuable educational tool.

Students will not write on or attach stickers to this device. Students will not cause damage to the school computers/devices, the computer network or other school equipment.

3. Students will use the mobile device for educational purposes only. Students will not use the mobile device for online games or other off-task activities.
4. Students will respect and abide by the District Internet filter system. Accessing inappropriate Internet sites and content is strictly forbidden.
5. Students will not attempt to bypass or circumvent District filters by using personal hotspots, VPNs, or other methods on district devices.
6. Students will utilize the District adopted software and resources.
7. Students will practice appropriate and ethical use of technology and obey all copyright laws. Students will not copy work, plagiarize documents, or use materials (text, photos, videos, etc.) without citing sources for all materials.
8. Students will practice Internet safety. Students will not give out any personal information such as name, address, telephone number, or the school name and location. Students will not take part in an interactive web project, chat room, or social networking site without their teacher's direct supervision.
9. Students will use the mobile device to create and publish original work. Students are responsible for the content of all files and materials on the mobile device.
10. Students will use the network to research, create and collaborate. Students will not use the computer or network to insult, bully or otherwise harass others.
11. Students will alert their teacher immediately if they encounter any inappropriate material on the device. Students will not create, access, display, distribute or download offensive (bad) messages, images or materials.
12. Students will organize and maintain files on the computer and server and protect these files by keeping usernames and passwords private. Students will not share passwords or attempt to login using credentials or passwords that are not their own.
13. Students are responsible for all assignments, even if the mobile device is unavailable or access privileges have been suspended. Teachers will provide non-digital options to assignments as needed.

By choosing to receive a District Issued Mobile Device, parent and student have agreed to the following:

- I agree to pay Ten Dollars and NO/100 (\$10.00) per year for the use of the District Issued Mobile Device.
- I agree to pay the school/district cost to repair or replace the device or accessories if the item becomes lost, misused, abused or multiple accidental damages occur.
- I agree to follow all Dillon School District Four mobile device usage rules as stated in the Mobile Device Guide and the Acceptable Use Policy (AUP).

June 25, 2020

Mobile Technology Acceptance Form

- I understand that all mobile technology devices, equipment, and/or accessories the District/school has provided to me are the property of Dillon School District Four.
- I agree to all of the terms in the Mobile Technology Policy and in the District's other policies relating to technology use.
- I will return the equipment to the District/school in the same condition in which it was provided.
- I will not install any malicious or damaging software or change the configuration of the equipment in any way.
- I will not allow any other individuals to use the device and/or related equipment and accessories provided by the District/school.
- I understand that any violation of the terms and conditions contained in the District's technology policies may result in the restriction and/or termination of my use of District mobile technology devices, equipment, and/or accessories, as well as possible disciplinary action, up to and including termination.
- I understand that I am personally and financially responsible for any damage to the mobile device and/or its related equipment and accessories that might occur from non-school related use or due to user negligence as deemed by the school's administration and District Technology Department.
- I understand that I am personally and financially responsible for the loss or theft of any such device and/or related equipment and accessories.
- **I understand that I have no expectation of privacy in my use of District-owned devices and that the District may, at any time it deems necessary, examine all materials contained on such computers.**

Print Name _____ Date _____

Signature _____ Phone # _____

ITEMS LOANED - If used or damaged please make additional comments

Device Type _____ D4 Asset # _____

Device Type _____ D4 Asset # _____

Device Type _____ D4 Asset # _____

June 25, 2020