

MURRAY CSD



MOBILE LEARNING DEVICES AGREEMENTS AND POLICIES 2022-2023

Purpose Statement:

The way schools deliver information to students is changing. The primary goal of our Chromebook initiative is to instruct students in the way they learn. Chromebooks are not the focus of this goal, but they are a tool used in changing the way we teach. The second goal of this initiative is to further level the playing field and create an equal opportunity for all learners. Every student will have access to the technology they need to interact and learn in our media and technology saturated world.

Other Goals:

- Engage students and keep them engaged
- Connection to a global network
- Align with the Iowa Core Curriculum to teach 21st Century Technology Skills: create, collaborate, and communicate
- Prepare students for life beyond high school
- Enhance teaching and learning
- Open lines of communication between students, faculty, and parents
- Use digital tools for academic and personal training

MOBILE LEARNING DEVICE AGREEMENTS AND POLICIES

1. Agreement Forms

Agreement forms for the use of the Mobile Learning Device are required of students and their parents/guardians. Agreement forms will be completed and submitted to the school before receiving the Mobile Learning Device. The forms are included in this handbook.

2. Mobile Learning Device Equipment, Distribution and Collection and Penalties

2.1 Equipment

Ownership: MCSD retains sole right of possession and ownership of the Mobile Learning Device and accessories and grants permission to the student to use the Mobile Learning Device and accessories according to the guidelines set forth in this document and other applicable MCSD policies. Moreover, MCSD administrators and teachers retain the right to collect and/or inspect the Mobile Learning Device at any time, including via electronic remote access, and to alter, add or delete installed software or hardware. All equipment will be checked in at the end of each school year and reissued the next fall.

Equipment Provided: Efforts are made to keep all Mobile Learning Device configurations consistent. All Mobile Learning Devices include protective bags, a power adapter and cord, and software/applications. MCSD will retain records of the inventory and serial numbers of provided equipment.

Substitution of Equipment: In the event the Mobile Learning Device is inoperable, MCSD has a limited number of spare Mobile Learning Devices for use while the Mobile Learning Device is repaired or replaced. However, it cannot guarantee a loaner Mobile Learning Device will be available at all times. The agreement remains in effect for such a substitute. The Student may NOT opt to keep a broken Mobile Learning Device or avoid using the Mobile Learning Device due to loss or damage. **Please note that if the Student forgets to bring the Mobile Learning Device to school, a substitute will not be provided.**

2.2 Distribution

Mobile Learning Devices will be distributed each fall during a Connected Student Orientation Night. Parents/Guardians and students must sign and have on file the Student Technology Responsible Use Policy Agreement and Connected Student Mobile Learning Device Agreement Forms before the Mobile Learning Device will be issued to the student.

2.3 Collection

Mobile Learning Devices, bags, and accessories will be returned at the end of the school year. A designated time and place will be announced for the return of the Mobile Learning Device and accessories. Students who graduate early, withdraw from school, are suspended or expelled or otherwise terminate enrollment at MCSD for any reason must return their Mobile Learning Device and accessories by the date of such termination. The District may also

request collection of the Mobile Learning Device and accessories at any time.

If administration or parent/guardians feel that taking a Mobile Learning Device home each night is not in the best interest of the student or the device, MCSD reserves the right to collect the Mobile Learning Device at the end of each school day and to return it to the student when they return to school.

2.4 Fines

The student and parents/guardians will be responsible for any damage to the Mobile Learning Device and/or accessories and must return the Mobile Learning Device and accessories to the designated Mobile Learning Device collection location in satisfactory condition. The student and parents/guardians will be charged a fine for any needed repairs, not to exceed the replacement cost of the Mobile Learning Device and/or accessories. Refer to Damage or Loss of Equipment (section 7) for more details.

2.5 Penalties

Internet-Appropriate Student Use:

Students who access restricted items on the Internet are subject to the appropriate action described in Board policy or regulations or the following consequences:

- First Violation** - A verbal and written “Warning” notice will be issued to the student. The student may lose open Internet access for up to a period of 30 days, which can carry over from one year to the next, at the discretion of the supervising teacher. A copy of the notice will be mailed to the student’s parents/guardian and a copy provided to the building principal.

- Second Violation** - A verbal and written “Second Violation” notice will be issued to the student. A copy of the notice will be sent to the student’s parent/guardian and a copy provided to the building principal. The student may forfeit all Internet privileges or lose device for a minimum period of 30 school days, which can carry over from one year to the next.

- Third Violation**- A verbal and written “Third Violation” notice will be

issued to the student. A copy of the notice will be sent to the student's parent/guardian and a copy provided to the building principal. The student may forfeit all Internet privileges or the device for a period of 180 school days, which can carry over from one year to the next.

Violations may also result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

3. Mobile Learning Device Care, Storage and Security Students are responsible for the general care of the laptop they have been issued by the school.

3.1 General Precautions

- Comply with the District's Technology Use Policy.
- Bring your Chromebook to school everyday fully charged. Failure to do so may result in disciplinary action. (Note: A fully charged Murray CSD Chromebook should last 8 hours.)
- Treat your device with care and never leave it in an unsecured location.
- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebooks while the screen is open.
- Chromebooks should be shut down before moving them to conserve battery life.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Murray Community School District.
- Chromebooks must never be left in a car or any unsupervised area.
- Students are responsible for keeping their Chromebooks' battery charged for school each day.
- Chromebooks that are broken, or fail to work properly, must be taken to Mrs. Bower's office and a Chromebook Repair Request Form completed as soon as possible. ***Do not take district-owned Chromebooks to an outside computer service for any type of repairs or maintenance.***
- Do not remove or interfere with the serial number or other identification tags.
- Do not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover, or plastic casing.
- Do not attempt to install or run any operating system on the Chromebook other than the Chrome OS operating system supported by the District.
 - Do not lend your Chromebook to anyone, including other students or members of your family.

3.2 Transporting Care

- Do not leave the device unattended in an unlocked car or locker.
- Students are responsible for bringing their Mobile Learning Device to school and having it properly charged each day.
- The Mobile Learning Device bag provided to you by the District is to remain with the device at all times. It is intended to provide the proper amount of protection for the Mobile Learning Device when being transported.
- Make sure that when your Mobile Learning Device is in case provided by the school and free of any heavy books that may press upon the device and the device screen.
- When not in use, the Mobile Learning Device is to remain in your issued bag.
- Individual policies will be made for each extracurricular activity by the sponsor or coach. The policies should include if the Mobile Learning Device is allowed to travel with the student and how the students should care for and secure their Mobile Learning Device. A Mobile Learning Device should not be left in an unsecured location and the student still retains full responsibility for that device no matter the location.

3.3 Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

1. Do not lean on the top of the Chromebook when it is closed.
2. Do not place anything near the Chromebook that could put pressure on the screen.
3. Do not place anything in the carrying case that will press against the cover.
4. Do not poke the screen.
5. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
6. Clean the screen with a soft, dry, anti-static, or microfiber cloth.

4. Mobile Learning Device Use

Mobile Learning Devices are intended for educational use at school each day. In addition to teacher/class expectations for Mobile Learning Device use, Google Classroom, school Gmail messages, Google Docs, and web apps may be accessed using the Mobile Learning Device. Students must

be responsible to bring their Mobile Learning Device to all classes, unless specifically instructed not to do so by their teacher.

All use of the Mobile Learning Device shall be subject to the terms of this handbook and other applicable MCSD policies, including, but not limited to, the Student Technology Responsible Use Policy.

4.1 Mobile Learning Device Not at School

If students do not bring their Mobile Learning Device to school, they are responsible for getting the course work completed as if they had their Mobile Learning Device present.

4.2 Mobile Learning Device Undergoing Repair

A loaner Mobile Learning Device may be issued to students while their Mobile Learning Device is in for repair. Repairs take less than a week and payment will be expected within 30 days. There may be a delay in getting a Mobile Learning Device should there not be any available to loan. This agreement remains in effect for the Mobile Learning Device on loan. (A device is not loaned to students who forget a device at home)

4.3 Charging the Mobile Learning Device

Mobile Learning Device must be brought to school each day in a **fully charged condition**. Students need to charge their Mobile Learning Devices each evening.

4.4 Lock Screen/Wallpaper Photos

- Inappropriate media may not be used as a lock screen/wallpaper photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or photos may result in disciplinary action as stated in the schools internet use policy

4.5 Sounds, Music, Video, Photos, Games or Web Apps(Educational use only)

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes
- All Web Apps and content appropriateness is at the discretion of district personnel.

4.6 Capturing video, audio, pictures

- Using the Mobile Learning Device to capture video, audio, or picture media requires consent of all persons being recorded.
- Persons being recorded must be informed of the media's intended use.
- Recordings must be approved by a staff member.

•The use of cameras is strictly prohibited in locker rooms and restrooms.

- The academic purpose of the recordings must be evident and clear to those involved.

4.7 Printing

Printing may not be available directly off of the Mobile Learning Device. Students should transport items using a flash drive off the Mobile Learning Device from within an email or other means. Then, students may use a computer to access the transported items and printing is available from the computers. Students should be mindful of the need to print and are encouraged to use digital content instead of printing. Students are able to print outside of school using personal printers.

4.8 Network/Wireless Connectivity

MCSD cannot guarantee 100% network uptime, and is not responsible for lost or missing data. If you lose data connectivity on your device please report it to your teacher or bring it into the office.

- Wireless access is available at school.
- District Mobile Learning Devices and equipment will use the District network.
- Non-District rogue, hotspots or hubs should NOT be used. If Mobile Learning Devices are found to be using other access points, the access point device will be turned over to administration.
- The Mobile Learning Devices are able to access wireless points outside the schools' campuses. Various businesses have available public access points that can be used. Students should use public or personally owned access points, and not privately owned points without the owner's permission.

4.9 Device Storage

Content on the Mobile Learning Devices is foremost academic. Students

should keep space available for academic content. If storage space gets low as deemed by District personnel, students will be asked to remove non-academic content or assisted in this regard by District personnel.

- Compliance to storage availability should be within 24 hours of notice or the device is subject to data removal.

- Repetitive violations may be subject to advanced management settings on the device.

5. Managing Files

5.1 Saving Work on the Mobile Learning Device

- Students will be allowed to save their work onto the device. Getting information off the device may require a District-approved file storage/transfer system.
- MCSD is not responsible for backing up content on the device.
- Larger files should be moved off the Mobile Learning Device through District approved processes. Smaller documents should be emailed off the Mobile Learning
- Device as attachments or saved in the Hard Drive.
- Students should understand that their data is not private. The device may be checked at any time by Murray administrators and staff.

5.2 Managing Data

- MCSD is not responsible for backing up content on the device. Students need to be responsible for sensitive data that might be lost in the event of a device failure. Students need to be responsible for using their Google account, the Mobile Learning Device, and mobile storage devices to save and backup their own data

6. Mobile Learning Device Applications

6.1 District Applications, Content

The setup and content originally installed on the Mobile Learning Device by the District must remain on the Mobile Learning Device in usable condition and be easily accessible at all times. In some cases, students will be directed to delete Web Apps and content. There will be instances that the school asks students to install Web Apps to be used in a specific course.

6.2 Additional Applications, Content

The District will image the Mobile Learning Devices. If technical difficulties occur or illegal or inappropriate Web Apps or other content are discovered, the Mobile Learning Device may be re-imaged. The District does not accept responsibility for the loss of any applications/content deleted due to re-imaging.

6.3 Inspection

The Mobile Learning Devices may be inspected at any time by District administrative or technology personnel, including via electronic remote access.

6.4 Installing Applications and Content

If technical difficulties occur or illegal content is discovered, the Mobile Learning Device may be re-imaged. The district does not accept responsibility for the loss of any applications/content deleted due to re-imaging.

6.5 Updates

Updates for licensed applications installed by the District will be done by the District. Students may be required to check in their Mobile Learning Device for updates, syncing and imaging. Advanced notice will be given for these processes to the extent possible and such processes may occur throughout the year.

7. Damage or Loss of Equipment

7.1 Repair/Replacement Costs

If a student fails to return the Mobile Learning Device and/or accessories at the end of the school year or upon termination of enrollment at MCSD or when requested by the District, that student and parents/guardians will be charged the replacement cost of the Mobile Learning Device and/or accessories and may be subject to criminal prosecution or civil liability.

MCSD reserves the right to charge the student and parents/guardians the full cost for repair or replacement of the Mobile Learning Device at any time, such as when damage occurs due to gross negligence as determined by MCSD administrative personnel.

Examples of gross negligence may include, but are not limited to:

- Leaving the Mobile Learning Device unattended and unlocked.
- Lending the Mobile Learning Device to others other than one's parents/guardians.
- Using the Mobile Learning Device in an unsafe environment.
- Using the Mobile Learning Device in an unsafe manner.
- Intentionally causing damage to the Mobile Learning Device.

7.2 Responsibility for Loss

In the event the Mobile Learning Device and/or accessories is lost or stolen, the student and parents/guardians may be billed the full cost of replacement of the Mobile Learning Device and/or accessories. Examples of instances in which students and parents/guardians may be charged include but are not limited to loss resulting from gross negligence as determined by MCSD administrative personnel, such as leaving the Mobile Learning Device and/or accessories unattended and unlocked.

7.3 Actions Required in the Event of Damage or Loss

Students and parents/guardians must report any Mobile Learning Device damage or loss immediately to the Principal. If the Mobile Learning Device is stolen or vandalized while not at MCSD Schools or at a MCSD sponsored event, the parent/guardian shall file a police report.

7.4 Technical Support and Repair

MCSD does not guarantee that the Mobile Learning Device will be operable, but will make technical support, maintenance and repair available.

8. Digital Learning Environment Mobile Learning Device Agreement Form

Students and parents will complete an agreement form and this form will be on file at the High School. See the following page.

10. BYOD - Bring Your Own Device

DUE TO SECURITY BREACHES, BANDWIDTH LIMITATIONS, CYBER SAFETY/BULLYING, ETC.:

NO Personal Devices will be allowed during school hours.

11. Price to repair: (subject to change)

Broken charger for Samsung 3: \$8.00

Broken charger for Samsung 4: \$25.00

Broken charger for Acer: \$25.00

Broken screen (all computers): \$60.00

Micro usb charger cord \$3.50

If computer is destroyed: price to be determined

Murray Community School District (a copy of agreement is on our website at <https://www.murraycsd.org/parents/technology-corner/>)

2022-2023 Connected Student/Mobile Learning Device Agreement Form

The following items reiterate some of the most important points covered in the Digital Learning Environment Handbook. Review and initial each statement as agreement and understanding of your part in the program.	Student Initial	Parent Initial
I understand that I am responsible for taking care of the Mobile Learning Device and accessories, including proper cleaning, avoiding hot and cold temperatures, and keeping the Mobile Learning Device in the provided case.		
I will not leave my Mobile Learning Device unattended unless it is locked in a secure place. I (or parents) may be fully responsible for the cost of replacement should my Mobile Learning Device become lost or stolen.		
I understand that I (or parents) may be fully responsible for the cost of repair or replacement due to damages that occur to the Mobile Learning Device issued to me or damages I may cause to another student's Mobile Learning Device.		
I will bring the Mobile Learning Device to school every day and to the best of my ability have it fully charged.		
I will use the Mobile Learning Device for educational purposes and in accordance with the Handbook and other applicable MCSD policies, including, but not limited to, the Student Technology Responsible Use Policy. I will use academic appropriate sounds, music, video, photos, <u>games or applications</u> .		
I will not attempt to or use any software, utilities, applications or other means to access Internet sites or content blocked by filters.		
I will keep 5GB of the Mobile Learning Device as free space. I understand I may be asked to delete personal content.		
I will read and follow general maintenance and other messages from school technology personnel.		
I will only use the Mobile Learning Device recording capabilities for academic purposes, with consent of the participants, their knowledge of the media's intended use, and staff approval.		
I will report any problems with my Mobile Learning Device to a member of the technology support staff in a timely manner. The only technology support for the MCSD Mobile Learning Devices are <u>through the MCSD technology department; not a store or technology service.</u>		
I understand that the District owns the Mobile Learning Device and has the right to collect and inspect the Mobile Learning Device at any time. I have no expectation of privacy in the Mobile Learning Device or any materials and/or content contained therein.		
While off campus, I will abide by MCSD'S policies and agreement with respect to use of the Mobile Learning Device, including but not limited to the Connected Students Handbook/Agreement items and the Student Technology Responsible Use Policy/Agreement items.		
I will only use public or personally owned access points and not privately owned points without the owner's permission.		
I will turn in the Mobile Learning Device and accessories on or before the designated day and location.		
We have read the Connected Student Handbook and the Student Technology Responsible Use Policy and Administrative Regulations which are incorporated by reference herein, and agree to the stated conditions. Questions or accommodations regarding the Device should be directed to the Principal or Office Staff.		

Student Name (print) _____

Student Signature/Date _____

Parent Name (print) _____
 Parent Signature/Date _____

