

Mobile Computing Device Acceptable Use Policy

HPS Mobile Computing Projects Policy, Procedures, Information Guide And Loan Agreement

The HPS Mobile Computing Devices are tools and resources for the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and *one* of the learning tools of these twenty-first century students is the mobile computing device (ie: iPads, Android tablets, Windows Tablets, Netbooks, etc...). The individual use of mobile computing devices is a way to empower students to maximize their full potential and to prepare them for college and the workplace. According to studies and school reports, students who use a computing device in a one-to-one education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of formation and ideas. Mobile computing devices are devices that make learning more engaging and assessable by freeing up the student from being tied to a static location.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with mobile computing devices integrate technology into the curriculum anytime, anyplace.

1.0 GENERAL INFORMATION

The policies, procedures and information within this document apply to all student mobile computing devices used at the Hull Public Schools, including any other device considered by the administration to come under this policy. Teachers may set additional requirements for use in their classroom.

1.1 Receiving your Mobile Computing Device

Mobile computing devices will be distributed during “Device Orientation”. Parents & students must sign and return the Mobile Computing Device Acceptable Use Policy and Student Pledge before the device can be issued to their child.

1.2 Returning your Device

Devices with accessories will be returned back to the Hull Public Schools during the final week of school or upon sooner request. If a student leaves or transfers out of the Hull Public Schools District during the school year, the device will be returned at that time. Students who withdraw, are suspended or expelled, or terminate enrollment at Hull Public Schools for any reason must return their device with accessories on the date of termination.

2.0 CARE OF THE MOBILE COMPUTING DEVICE

The mobile computing device is school property and all users will follow this policy and the Hull Public Schools Acceptable Use Policy for this technology. Students are responsible for the general care of the device and assorted accessories they have been issued by the school. Devices that are broken or fail to work properly must be taken as soon as possible to the technology department for an evaluation of the equipment.

2.1 General Precautions

- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Devices must remain free of any writing, drawing, stickers, or labels that are not the property of the Hull Public Schools.
- Devices must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their device's battery charged for school each day.

2.2 Screen Care

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

- Do not lean on the top of the device when it is closed.
- Do not place anything on the device that could put pressure on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the device against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

3.0 USING YOUR DEVICE AT SCHOOL

Mobile Computing Devices are intended for use at school each day. In addition to teacher expectations for device use, school messages, announcements, calendars, grades, school work, and schedules may be accessed using the device. Students must be responsible to bring their device to all classes, unless specifically instructed not to do so by their teacher.

3.1 Mobile Computing Devices Left at Home

If students leave their device at home, they are responsible for getting the course work completed as if they had their device present, and may ask if a loaner device is available for the class.

3.2 Mobile Computing Devices Undergoing Repair

Loaner devices may be issued to students when they leave their devices for repair with the technology department. There may be a delay in getting a device should the school not have enough to loan.

3.3 Charging your Mobile Computing Device's Battery

Devices must be brought to school each day in a fully charged condition. Students need to charge their devices each evening.

3.4 Screen Savers/Background Photos

Inappropriate media may not be used or accessed on the device as a screen saver or background photo. Inappropriate media includes but is not limited to the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures and will result in disciplinary actions.

3.5 Sound, Music, Games, or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. All required school software/Apps will be provided by the district. Inappropriate material includes but is not limited to the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures and will result in disciplinary actions.

3.6 Printing

Wireless printing will be available for devices in the library and classrooms.

3.7 Home Internet Access

Students are allowed to set up access to wireless networks on their mobile computing devices.

3.8 Passwords

All users must be aware that they should not have any expectation of personal privacy in the use of these devices. If a password is used to lock a device, the password must be given to administration upon request.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Mobile Computing Device/Cloud

Student may save work directly on the device. It is recommended students e-mail documents to themselves and/or their teacher for storage on a flash drive or district server or sync to iCloud, Google Docs, Dropbox or similar online service.

Storage space will be available on the device but it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

4.2 Network Connectivity

The Hull Public Schools makes no guarantee that their network will be up and running 100% of the time.

5. SOFTWARE ON MOBILE COMPUTING DEVICES

5.1 Originally Installed Software

The software/apps originally installed by the Hull Public Schools must remain on the device in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. Periodic checks of mobile computing devices will be made to ensure that students have not removed required apps or added apps that are not appropriate for school.

5.2 Additional Software

Students are allowed to load extra software apps on their mobile computing device via wireless Internet connection, CD, DVD, flash drive or the like. Students are allowed to log into their personal online accounts (for example, iTunes or Android marketplace) in order to load appropriate software apps at their own expense. Under NO circumstance is any school device to be connected or synchronized to ANY computer. This action could wipe the device.

5.3 Inspection

Students may be selected at random to provide their mobile computing device for inspection.

5.4 Procedures For Reloading Software

If technical difficulties occur or inappropriate media is discovered, the device will be restored from backup. The Hull Public Schools do not accept responsibility for the loss of any software or documents deleted due to re-imaging.

5.5 Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to turn in their device for periodic updates and synching.

6. ACCEPTABLE USE

6.1 Statement of Responsibility

The use of a mobile computing device is a privilege. The user is responsible for what he/she says and does on the network. Communication with thousands of others is quick and easy. Therefore it is important for the user to **stop** and **think** before communicating and to show respect for other people and for their ideas. Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by the technology department or school administration. Please refer to the district “Internet Use Policy” which is located in the student handbook.

6.2 Confidentiality and Data Guidelines

The Hull Public Schools abides by the Family Education Rights and Privacy Act (FERPA), The Children’s Online Privacy Protection Act (COPPA), The Children’s Internet Protection Act (CIPA), The Protection of Pupil Rights Amendment (PPRA), and Freedom of Information (FOI). Guidelines, protocols, and service contracts have been established to ensure all data systems, cloud based resources, locally installed applications, databases, and vendors protect and secure the confidentiality and privacy of students.

6.3 Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you would on the use of all media information sources as television, telephones, movies, and radio. If you have particular concerns regarding use of the mobile computing device by your child, these conditions, access to sites, material, content or the like, you must discuss it with the school.

6.4 School Responsibilities

- Provide Internet access to its students.
- Provide Internet Blocking of inappropriate materials while on the school wireless and wired networks.
- Provide network data storage areas. These will be treated similar to school lockers. The Hull Public Schools reserves the right to review, monitor, and restrict information stored on or transmitted via Hull Public Schools owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid student in doing research and help assure student compliance of the “Internet Use Policy”.

6.5 Students Responsibilities

- Use computer/devices in a responsible, respectful, and ethical manner.
- Obey general school rules concerning behavior and communication that apply to network use according to the **Hull Public Schools Internet Use Policy**. This policy is available online and in the student handbook and must be signed by students and their parents each year.
- Use all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions cause by the students’ own negligence, errors or omissions, or hacking. Use of any information obtained via Hull Public Schools designated Internet System is at your own risk. Hull Public Schools specifically has no responsibility for the accuracy of quality of information obtained through its services.
- Help Hull Public Schools to protect our computer system/device by contacting an administrator about any security problems you may encounter.
- Students should always turn off and secure their mobile computing device after they are done working to protect their work and information.
- If a student should receive email or other electronic message containing inappropriate or abusive language or if the subject matter is questionable, it must be reported immediately to a staff member or parent/guardian.
- Return the device to Hull Public Schools at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment from the Hull Public Schools for any other reason must return their school issued mobile computing device on or before the date of termination. Students and parents must return the device and all accessories in good working condition whenever directed to do so by the school. If you do not fully comply in a timely manner with all terms of this Agreement and the Internet Use Policy including the timely return of the property, the district shall be entitled to declare you in default and may notify the police and/or pursue legal action.

6.6 Mobile Computing Device Care

- **The device battery must be charged and ready for school each day.**
- Students will be held responsible for maintaining their individual devices and keeping them in good working order.
- Only labels or stickers approved by the Hull Public Schools may be applied to the device.
- Mobile computing devices that malfunction or are damaged must be reported to the technology department or assistant principal.
- The school district does not cover the mobile computing device if it is lost, stolen or damaged due to neglect.
- If it is determined that the damage, loss or theft was due to student or parent negligence or intentional conduct, the student/parent shall be liable for replacement or repair costs as directed by the Hull Public Schools. Students will not receive a replacement device until the cost of the damaged, lost, or stolen device is paid in full.

6.7 Student Discipline

The discipline procedure in the student handbook addresses serious and major offenses such as stealing and destruction of school or personal property, which apply to the mobile computing device. Depending on the seriousness of the offense, students may lose mobile computing device and/or network privileges as well as being held for detention, suspension or even in extreme cases expulsion.

7. PROTECTING & STORING YOUR MOBILE COMPUTING DEVICE

7.1 Mobile Computing Device Identification

Student devices will be labeled in the manner specified by the Hull Public Schools. Devices can be identified in the following ways:

- Serial number
- Hull Public Schools Asset Tag

7.2 Storing Your Issued Mobile Computing Device

When students are not using their devices, they should be stored in their locked lockers. The Hull Public Schools require that students use the lock provided by the school district. Nothing should be placed on top of the device when stored in the locker. Students are encouraged to take their devices home every day after school, regardless of whether or not they are needed. Devices should not be stored in a vehicle at school or at home. If a student needs a secure place to store their device, they may check it in for storage with their classroom teacher.

7.3 Devices Left in Unsupervised Areas

Under no circumstances should mobile computing devices be left in unsupervised areas. Unsupervised areas include the school grounds, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. This includes areas outside of the school system and any area where the device is not secure or properly supervised. Any device left in these areas is in danger of being stolen. If a mobile computing device is found unattended by school staff, it will be taken to the principal's office.

8. LOSS OR DAMAGE

- If the device, cables, and/or cords are damaged, lost, or stolen, you are responsible for the reasonable cost of repair or its fair market value on the date of loss. You must immediately report this to the assistant principal.
- Loss or theft of the property must be reported to Hull Public Schools by the next school day after the occurrence.
- If your device is an iPad, it will have been purchased by the district to carry AppleCare protection. AppleCare does not cover an iPad if it is lost, stolen or damaged due to neglect. A cracked case or screen will not be covered under AppleCare and is considered neglect.

9. MISCELLANEOUS

9.1 These policies may be amended or supplemented from time to time by the Hull Public Schools. The Hull Public Schools may at any time waive, under appropriate circumstances, any of these terms and conditions.

9.2 The headings in this policy are for convenience and administrative purposes only and do not limit the application of the policy. If you do not completely understand any term of the policy, you are to ask for an explanation from the appropriate representative of the school. Signatures shall be taken as your representation that you understand and agree to the policy.

9.3 The Hull Public Schools will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime or other laws. You have no rights of confidentiality when using a school issued mobile computing device. Contents of email, information regarding your Internet usage, and network communications may be reviewed at the sole discretion of the Hull Public Schools.

9.4 Many mobile computing devices come equipped with a microphone, front and rear-facing camera, and video capacities. The district retains the rights concerning any recording and/or publishing of any student or staff member's work or image. You must obtain permission from the principal or designee before recording an individual or group or publishing a photograph or video of any school related activity. Unauthorized recordings are subject to disciplinary action in accordance with the Internet Use Policy, student handbooks and applicable law.

9.5 You shall defend, exempt, indemnify and hold harmless the Hull Public Schools, its officers, agents, servants, representatives and/or employees from any and all claims, suits, actions, legal proceedings, demands, damages or judgments, including all expenses, attorney fees, witness fees, costs, and costs and expenses of appeals there from, arising out of your use of the mobile computing device including, but not limited to, your intentional or negligent acts and/or omissions. This paragraph shall survive termination of this Agreement.

9.6 The Mobile Computing Device Acceptable Use Policy must be reviewed and signed each school year.

9.7 I understand that I am to be solely responsible for the care and custody of the equipment listed above during the term of this loan agreement. I understand and agree that I will bear the cost of restoring the equipment to the condition described if it is damaged during the term of this agreement. I understand and agree that if the equipment is damaged beyond repair, or that I am unable for any reason to return it in the condition described, reasonable wear and use excepted, I will pay to the Hull Public Schools the fair value of said equipment

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