**Central City Public Schools District Student Mobile Device Policy**

The purpose of this policy is to define expectations for all users.

The focus of the mobile device program at Central City Public School District is to provide tools and resources to 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 use of mobile devices. The individual use of mobile device(s) is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from 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 a mobile device integrates technology into the curriculum anytime, anyplace.

The policies, procedures, and information within this document apply to all mobile devices used at Central City Public School District, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

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1. **Receiving & Check-In of your Mobile Device**

**1.1 Receiving Your Mobile Device**

Mobile devices will be distributed each fall during CCPS mobile device Orientation. Parents & students must sign and return the mobile device Acceptable Use and Student Pledge document before the mobile device can be issued to their child.

**1.2 Mobile Device Check-in**

Mobile devices will be returned during the final week of school so they can be checked for serviceability. If a student transfers out of the Central City Public District during the school year, the mobile device will be returned at that time.

**1.3 Check-in Fines**

Individual school mobile devices and accessories must be returned to the CCPS Technology Department or designated room at the end of each school year.

Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at CCPS for any other reason must return their individual school mobile device on the date of termination. If a student fails to return the mobile device at the end of the school year or upon termination of enrollment at CCPS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the mobile device, or, if applicable, any fees that are deemed necessary. Failure to return the mobile device will result in a theft report being filed with the Central City Police Department.

Furthermore, the student will be responsible for any damage to the mobile device, consistent with the district’s mobile device policy and must return the computer and accessories to the CCPS Technology Department in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the mobile device.

1. **TAKING CARE OF YOUR MOBILE DEVICE**

Students are responsible for the general care of the mobile device they have been issued by the school. mobile devices that are broken or fail to work properly must be taken to the Technology Department for an evaluation of the equipment.

**2.1 General Precautions**

• Follow the mobile device and Central City Public Schools Acceptable Use Agreements.

• Carefully insert/remove cords and cables to avoid damage.

• Responsibly keep your mobile device's battery charged for school each day.

• Maintain a clean mobile device by keeping the unit free of any writing, drawing, stickers, or labels that are not the property of Central City Public Schools. Central City Public Schools labels should never be removed.

• Food/drink is not recommended while using the mobile device.

**2.2 Storing Your Mobile Device**

 Secure your mobile device at all times. Never leave the mobile device in an

 unlocked locker, any vehicle at home or school, or any unsupervised area.

 Unsupervised areas: (include but are not limited to)

* School grounds and campus
* Lunchroom, computer lab, locker rooms, media center, unlocked classrooms, dressing rooms, and hallways.

Any mobile device left in these areas is in danger of being stolen. A mobile device found in an unsupervised area will be turned into the Office, Media Center, or Technology Department Office. A discussion will be held with the student regarding responsible care.

* When not using the mobile device, students should store the device in a locked locker. Do not place items on top of the mobile device.
* If a student needs a secure place to store their mobile device, the student may check it in with the teacher, Media Center, or other personnel.
* Students in athletics and activities must take care to ensure their mobile device is secured if they bring the device to practice or events.

**2.3 Transporting Your Mobile Device**

The mobile device should always be affixed and carried in the district-issued protective case. The district issued a case that protects the mobile device from normal use and provides protection for carrying within the school. Care must be taken when placing the mobile device within its case into backpacks, folders and/or workbooks to avoid placing pressure and weight on the mobile device screen.

**2.4 Screen Care**

The screens are particularly sensitive to excessive pressure placed on the screen and can be damaged if subjected to rough treatment.

* Clean the screen with a clean, soft, dry cloth or anti-static cloth. **NO Cleansers** of any type should be used.
* Do not lean on the top of the mobile device.
* Do not place anything near the mobile device that could put pressure on the screen.
* Do not place anything in or on the protective case that will press against the screen.
* Avoid “bumping” the mobile device against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

**3. USING YOUR MOBILE DEVICE AT SCHOOL**

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

**3.1 Mobile Devices Left at Home (CCHS)**

If students leave their mobile device at home, they are responsible for getting the course work completed as if they had their mobile device present. If a student repeatedly (3 or more times as determined by teacher/administrator) leaves their mobile device at home, they will be required to “check out” their mobile device from the Technology Department/Media Center for a specified time period.

**3.2 Mobile Device Undergoing Repair**

Loaner mobile devices may be issued to students from the Technology Department when they leave their mobile devices to be repaired. There may be a delay in getting a mobile device should the school not have enough to loan.

**3.3 Charging Your Mobile Device’s Battery (CCHS)**

Mobile devices should be brought to school each day in a fully-charged condition. Students need to charge their mobile devices each evening.

**3.4 Screensavers/Background Photos**

• Inappropriate or copyrighted media may not be used as a screensaver or background photo.

• Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.

**3.5 Appropriate Use of Instructional Time**

* Refer to Central City Public Schools Classroom Rules on page 16 of this policy for a complete listing of rules and appropriate use of the mobile device during instructional time.
* The following activities are NOT allowed during instructional time without explicit permission from the classroom teacher:

 \* gaming apps \* social networking \* messaging

 \* recording audio/video \* viewing video

 \* browsing \* listening to music \* using headphones

• Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.

**3.6 Printing**

Printing will be allowed to the HS Media Center Printer from the mobile devices.

**3.7 Home Internet Access (CCHS)**

Students are allowed to set up wireless networks on their mobile devices. This will assist them with mobile device use while at home.

**4. MANAGING CONTENT & SAVING WORK**

**4.1 Saving to the Mobile Device**

CCPS will not back up information. It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Mobile device malfunctions are not an acceptable excuse for not submitting work.

It is the Student’s responsibility to manage the allotted mobile device storage space. If the mobile device becomes full, the student will need to delete any personal item(s) or app(s) to make room for CCPS required items or app(s).

 **4.2 Network Connectivity**

The CCPS District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

**5. APPS and Digital Books**

**5.1 CCPS Installed Apps**

* The applications originally installed by CCPS must remain on the mobile device in usable condition and be easily accessible at all times.
* CCPS personnel will determine adoption or discontinued use of apps and reserve the right to remove apps and bear no responsibility for lost data when apps are removed.

**5.2 Student Installation of Apps (CCHS)**

• Students are not allowed to download/install apps on their mobile devices

• Students will not synchronize mobile devices to any iTunes account.

• Students are responsible for managing their allocated storage availability on their mobile devices. Personal apps, pictures, music, and/or movies may need to be removed to allow for needed storage on mobile device.

**5.3 Inspection**

Students will be selected at random to provide their mobile device for inspection by administrators, teachers, and/or IT department personnel.

**5.4 Procedure for Reloading Apps**

If technical difficulties occur, non-authorized or inappropriate apps identified on the mobile device will NOT be restored to original settings and apps. The school does not accept responsibility for the loss of any applications or documents deleted due to a restoration.

 **5.5 App Upgrades**

* Students are allowed and encouraged to update all apps installed on the mobile device.
* Students can and are expected to update the software when updates are made available.

**5.6 Digital Books**

* Only school-approved material (books, etc.) will be allowed on mobile devices.
* Presence of pornographic materials, inappropriate language, alcohol, drug, and gang related material or pictures will result in disciplinary actions.

**6. ACCEPTABLE USE**

These guidelines are provided here so students and parents are aware of the responsibilities students accept when they use CCPS district-owned mobile device.

**The use of the CCPS school district’s technology resources is a privilege, not a right.** The privilege of using the technology resources provided by the CCPS school district is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the CCPS school district. If a person violates any of the user terms and conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The CCPS school district’s student handbook shall be applied to student infractions.

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

**6.1 Parent/Guardian Responsibilities and Terms**

* + Read the Acceptable Use/CCPS Mobile Policy and discuss it with my child.
	+ Supervise my child’s use of a mobile device at home.
	+ Make sure my child charges the mobile device nightly and begins the school day with a fully charged battery.
	+ Make sure my child brings the mobile device to school each day.
	+ Discuss appropriate use of Internet and supervise my child’s use of the Internet. Consider use of Internet filters for home online networks.
	+ Will **NOT** attempt to repair the mobile device.
	+ Report and problems or damage to the mobile device to the building administrator, teacher, and/or information technology department.
	+ Report loss/theft of mobile device to school and proper authorities (police) within 24 hours if occurrence happens outside of school hours.
	+ Will **NOT** change or attempt to change the configuration of software or hardware.
	+ Will **NOT** remove any apps or certificates on the mobile device except for student’s personal apps.
	+ Will **NOT** alter or remove the school device management certificates at any time.
	+ I agree to allow the school administration, teacher, or technology department to examine the device, apps, and content at any time.
	+ I agree to make sure the mobile device is returned to the school when requested and upon my child’s withdrawal from Central City Public Schools.
	+ Signing this agreement gives permission to the student to create online accounts under the CCPS staff direction and guidance only for educational purposes.

**6.2 School Responsibilities**

* Provide Internet and email access to its students during the school day.
* Utilize an Internet filter to block inappropriate materials as able on and off campus.
* Provide staff guidance to aid students in doing research and help assure student compliance to the CCPS acceptable use policy, copyright adherence, and digital citizenship accountability.

**6.3 Student Responsibilities and Digital Citizenship**

* Read the Acceptable Use/CCPS Mobile Policy and discuss it with my parent/guardian.
* Use computers/devices in a responsible and ethical manner.
* Recharge the mobile device nightly and begin the school day with a fully charged battery (if applicable).
* Keep the mobile device in its assigned protective case at all times.
* Bring the mobile device to school every day.
* Make the mobile device available for inspection by an administrator, teacher, or information technology department upon request.
* Obey general school rules concerning behavior and communication that applies to technology use. This means use of appropriate language in all communications.
* 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, missed-deliveries, or service interruptions caused by the student’s own negligence, errors or omissions.
* Assist the CCPS school district in protecting our computer system/device by contacting an administrator about any security problems they may encounter.
* Monitor all activity on online accounts.
* Follow all the timelines for collection of mobile devices at the end of school year and as requested by district personnel.
* If required to check mobile device in each day, student will adhere to the rules by checking device in before leaving school each day and arriving at school early to check device out for the school day. Consequences will be administered for taking the device home without explicit permission.
* Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at CCPS for any other reason must return their individual school mobile device computer on the date of termination.
* Report to administration, teachers, or technology department any malfunctioning mobile device or damaged device as soon as possible.

**6.4 Student Activities Strictly Prohibited:**

• Illegally install, use, or transmit copyrighted materials. If you are unsure, ask a teacher.

• Any actions that violate existing CCPS policies or public law.

• Accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.

• Using external devices with the mobile device without prior approval from the administration.

• Accessing other student’s accounts, files, and/or data.

• Use of the school’s Internet/email for financial or commercial gain and/or for any illegal activity.

• Giving out personal information (name, address, photo or any other identifying information), for any reason, over the Internet, including, but not limited to, setting up Internet accounts for personal use (chat rooms, eBay, email).

• Participating in credit card fraud, electronic forgery, or other forms of illegal behavior.

• Attempting to alter, harm, or destroy hardware, apps or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage components of school equipment.

• Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

• Bypassing the CCPS web filter through a web proxy or any other means.

• If a student receives any communication containing inappropriate or abusive language or media, it is necessary to

1. Show a teacher or administrator immediately.
2. Save a copy for the teacher/administrator.
3. Delete the material from the device IN THE PRESENCE of the teacher/administrator.
* Students will report loss/theft of devices to parents, school and proper authorities (police) within 24 hours.
* Students Will **NOT**:
* Change or attempt to change the configuration or settings of a managed device. Any attempt will result in disciplinary action.
* Attempt to repair, alter, or make additions to the mobile device.
* Remove or attempt to remove CCPS identification tags on mobile device.
* Deface device &/or protective cover with any type of stickers or marking pens.

Violations of these prohibited activities will result in consequences as shown in **Section 6.5 Student Discipline**.

**6.5 Student Discipline**

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

Consequences in no particular order:

* + Conference with the teacher and teacher documentation.
	+ Written warning and/or detention.
	+ Contact with the parents.
	+ Parent conference.
	+ Suspension from mobile device use for 1-3 days.
	+ In School Suspension.
	+ Suspension from School.
	+ Notification of outside agency and/or police with filing of charges where appropriate.
	+ Restrict access to certain apps and/or app store (CCHS)
	+ Require mobile device be checked in/out each day from Media Center (CCHS)
	+ Permanent loss of privileges to use mobile devices.

**7. REPAIRS AND REPLACEMENTS: RELATED COSTS**

**7.1 CCPS Technology Fee (CCHS)**

* + A $15.00 non-refundable annual technology fee is requested of each student in grades 7-12, with maximum cost of $40.00 per family. This fee helps to partially cover costs for accidental damage to devices and/or lost or stolen devices.
	+ The technology fee is an annual fee to be paid to the high school or middle school office. Paying the fee allows the student to take the mobile device home.
	+ Upon leaving CCHS (graduation, transfer, etc..), students that elect to pay the technology fee and have been with CCPS for two or more years then see Section 8 for a Buyback Plan on the mobile device.
	+ The $15 technology fee is optional. If the parent/guardian chooses not to pay the non-refundable technology fee, the mobile device will remain at school and the student is responsible for FULL replacement/repair costs should the student be found responsible for the mobile device being lost, stolen, or damaged.

**7.2 Repairs and/or Replacement Costs**

Students will be held responsible for **ALL** damage to their devices resulting from misuse, neglect, or accidental damage including but not limited to: broken screens, cracked plastic pieces, inoperability, etc.

\*Repair cost by students not electing to pay the annual tech fee will be 100% of the repair cost.

* Repair costs to be paid by users electing to pay the $15 tech fee:
* 1st incident\* – 25% actual cost of repair
	+ - 2nd incident\* – 50% actual cost of repair
		- 3rd incident\* – 100% actual cost of repair

 \* Incidents carry over from one year to the next throughout the

 student’s high school career. After the 3rd overall incident **or** the 2nd

incident in the same school year, the device will remain at school and be

checked in/out each day. The parent/guardian may request a meeting with

the Principal and the building IT committee to consider a waiver to checking the device in/out each day. An additional $15 Tech fee will be charged if waiver is granted.

* Lost or stolen without negligence – user pays half the cost of the replacement device.
* Full replacement costs: Charger- $40, Protective bags and straps - Replacement cost
* If parent/guardian chooses not to pay non-refundable technology fee:

| **Claim** | **Without paying technology fee (mobile device stays at school)** |
| --- | --- |
| Lost device | Full Replacement Cost\* |
| Destroyed (total loss) device | Full Replacement Cost\* |
| Stolen device due to negligence at school | Full Replacement Cost \* |
| Repairs | Full Repair Cost  |

 ***\* includes Chromebook, charger, district purchased apps, & protective bag***

***The Superintendent, Building Principal and/or IT Dept will determine if negligence was involved in the incident and will review each case. Fees may possibly be waived and/or payment plans will be accepted based on the merits of each case. The school district will contact the designated vendor to repair devices that malfunction or receive damage.***

**8. CHROMEBOOK BUYBACK PLAN**

Students are expected to take care of their Chromebook. As a reward for proper use and care, students will be able to purchase **their** Chromebook at the conclusion of their academic career (graduation) and at the conclusion of their Freshman year.

**Reductions To The Cost Of The Purchase Of Your Chromebook**

**Unused Insurance Claim**

For each academic year that the student does not access their insurance, $15 will be put toward the purchase of **their** Chromebook at the conclusion of their academic career (graduation).

**Academic Achievement Reward**

Academics are the purpose of this institution. As a reward for academic achievement, students may reduce the purchase price of **their** Chromebook by the following:

1. 4.0 GPA: $50 off
2. 3.75 GPA: $40 off
3. 3.5 GPA: $30 off
4. 3.0 GPA: $20 off

**Disclaimer**

The Chromebook Buyback Plan has been created to provide students with the opportunity to purchase **their** device to utilize for post-secondary needs. Any applications, books, or software purchased by the district will be deleted. This program is meant to provide students with the ability to purchase **their** device at minimal cost. After applying the above valuation and reductions to **their** device, a negative money value may exist. In cases where a negative value exists, the district will provide the student with **their** device for $5, but will not reimburse for a negative value.

**9. OTHER MOBILE DEVICES THAT REMAIN IN SCHOOL**

There are other mobile devices that are owned by CCPS Departments such as iPads and laptops. These devices will remain in the school at all times. These devices will be managed by the CCPS technology department in regards to restrictions and installation of apps and content.

* No student will be allowed to install apps or digital books.
* Students will follow all the guidelines in this policy while devices are loaned out to the classroom.
* Internet access may or may not be provided to devices.
* No printing will be allowed.
* Screensaver – changes will not be allowed.

**10. BYOD (Bring Your Own Devices)** The Central City Public Schools does NOT support a Bring Your Own Device program. Personal devices will not be supported, maintained, or repaired by the district technology department nor be given access to the CCPS wireless network.

**Central City Public Schools Classroom Rules**

1. When the class begins (at the bell) all devices are to be closed and placed on or under students’ desks or placed in a designated spot in the classroom. The devices are not to be opened or used unless directed to do so by the classroom teacher.

2. While the teacher is actively teaching and devices are being used, all devices are to be placed flat on the student desk. Student device screens are to be visible to the teacher at all times.

3. The following electronic activities are NOT allowed during instruction or student work time, unless the classroom teacher gives explicit permission:

a. Gaming

b. Social networking

c. Messaging

d. Recording audio/video or taking photos

e. Undirected browsing/searching

f. Using headphones and/or listening to music

4. Students are NOT allowed to record AT ANY TIME audio, photos, or video of other students or staff without their explicit permission.

5. Students are NOT allowed to use recording devices in restrooms or locker rooms.

Any violation of the Central City Public Schools classroom rules, additional teacher classroom device rules, or the CCPS Mobile Device Policy will result in consequences (**6.5 Student Discipline** **on page 13**).

**CCPS District Student Pledge for Mobile Device Use**

1. I will take good care of my mobile device.
2. I will never leave the mobile device unattended.
3. I will never loan out my mobile device to other individuals.
4. I will know where my mobile device is at all times.
5. I will charge my mobile device's battery daily.
6. I will keep food and beverages away from my mobile device since they may cause damage to the device.
7. I will not disassemble any part of my mobile device or attempt any repairs.
8. I will protect my mobile device by only carrying it while in the case provided.
9. I will not place decorations (such as stickers, markers, etc.) on the mobile device. I will not deface the serial number, mobile device, or CCPS district tags on any mobile device.
10. I understand that my mobile device is subject to inspection at any time without notice and remains the property of Central City Public Schools.
11. I will follow the policies outlined in the *Acceptable Use Guidelines* while at school, as well as outside the school day.
12. I will be responsible for all damage or loss of mobile caused by neglect or abuse.
13. I agree to return the mobile device and accessories in good working condition.
14. I will use my school locker to secure the mobile device when the device is not in use.
15. I will use my mobile device in ways that are appropriate, meet CCPS expectations, and are educational.
* **I agree to the rules and guidelines presented in the above document and promise to abide by these stipulations.**
* **I have received Digital Citizenship training by attending the CCPS presentation or have viewed the recording of the CCPS Digital Citizenship presentation and I understand that if I use technology inappropriately as stated in the Central City Public School’s Technology User Agreement policy or the CCPS Mobile Device Policy, there may be significant consequences such as suspension or expulsion and/or legal ramifications.**

| Student Name (Print): |  |
| --- | --- |
| Student Signature: |  |
| Date: |  |
| I have received Digital Citizenship training by attending the CCPS presentation or have viewed the recording of the CCPS Digital Citizenship presentation and I understand that if my student uses technology inappropriately as stated in the Central City Public School’s Technology User Agreement policy or the CCPS Mobile Device Policy, there may be significant consequences such as suspension or expulsion and/or legal ramifications.  |
| Parent Name (Print): |  |
| Parent Signature: |  |
| Date: |  |

**All students must return their mobile device and accessories at the end of each school year. If a student transfers or leaves the CCPS district for any reason, the mobile device and accessories must be turned in as soon as possible by the enrollment end date.**