



## Student Provided Device Guidelines, 2019-2020

### RESPONSIBILITY

All students attending Southmont Schools will receive a mobile device for their use while enrolled in our schools—an iPad Gen 4 for students in grades K-2 and a Dell Chromebook for students in grades 3-12. Additionally, classrooms might have sets of iPads that may also be used by students to assist in their academic endeavors. All students who utilize district-owned devices, including but not limited to iPads, Chromebooks and laptops, are required to adhere to the following guidelines.

**All New Students and their parents must read, agree to abide by and sign the guidelines set forth in the Device Agreement Form (all students MUST have a Device Agreement form on file before a device will be issued for the 2019-2020 school year – a copy may be found by clicking [here](#) – returning students do not have to complete another form)**

### ORIENTATION AND MAINTENANCE

While in their care, students are responsible for the proper maintenance and care of their device. Proper use and care includes:

- Keeping the device in the assigned case at all times – if the case is damaged the student must report it to the tech dept. immediately,
- Keeping the screen free from scratches,
- Maintaining the battery, ensuring the device is charged for the school day,
- Keeping the device with you or in a secure location at all times,
- Bringing the device to all classes or securely storing it when necessary,
- Returning the device case or carrying case with normal wear and tear and **no permanent alterations**,
- Keeping food and drink away from your device,
- Understanding that forgetting to bring one's device does not excuse a student from any class assignment or deadline,
- Understanding that repeatedly leaving the device at home may result in the temporary loss of privileges and/or poor performance marks in class,
- Understanding that malfunctioning or damaged devices **must be reported to the school principal or appropriate technology staff member immediately**,
- Understanding that intentionally damaging, abusing and/or misusing the device will result in disciplinary action and possible loss of privileges,
- Understanding that **the responsibility for the entire cost of repairs (or replacement) for intentional, repeated or neglectful damage, or lost or stolen device is the student's**.

### APPS, FILES, SYNCING & MORE

The iPads (provided to students in grades K-2) will be governed by a Mobile Device Management Software program, and Chromebooks (provided to students in grades 3-12) will be governed by Google Administration – both of which are designed to provide both corporation supervision and student freedom on the devices. Students should remember the following:

- Periodic inspection of devices may be conducted by school personnel to ensure that no inappropriate apps have been installed. In that event, inappropriate apps will be removed, disciplinary action will be taken and the device will be wiped clean. [SMCSC does not accept responsibility for lost documents due to a reformat of the device]
- Devices must be surrendered immediately upon request by school personnel,
- Students may be required to return their device for periodic upgrades, syncing or maintenance,
- Students are allowed to connect to wireless networks on their devices. This will assist them in using their device while not on school property,
- Printing at home will require a wireless printer (not provided by SMCSC), proper settings and an appropriate app,
- Correct procedures for saving and transferring a file to and from a student's device will be covered in various orientation sessions provided by district and school staff, and may vary from one teacher to another,
- Social networking may only be used for curriculum purposes. SMCSC has provided Google Classroom as a closed, safe social and educational environment for students to use,
- Storage of class work must be done using iCloud services (i.e., Google Drive),
- Standardized testing will be done via the device, and as such, appropriate memory space requirements will be needed to allow those systems to work properly. Students who have filled their devices with large amounts of data/photos/etc. may require a wipe of their device in order to allow for testing. Students should plan ahead and use iCloud services to store large amounts of data,
- Carry your device as you should carry a book (with care and discretion and in the provided carrying case/cover).

### USE AT SCHOOL

Students are required to have their devices at school every day and should have it charged and ready for a full day's use. The teacher will manage the use of the device in the classroom. Students are free to use the device for educational purposes before and after school, as individual policies allow. Inappropriate use of the camera function will be grounds for immediate disciplinary and/or legal action and surrender of the device. See your school's student handbook for "Student Use of Technology" policies.

### USE AT HOME

Parents are encouraged to set parameters regarding device use at home. All devices are WiFi enabled and capable of accessing the internet when wireless networks are available. Internet access is an important part of the functionality of the devices and will be used to provide a wide range of educational

experiences for students. Every effort will be made to create homework that can be completed on a home computer or on the device with or without internet access (using Google for Education services). Parents/guardians must be diligent in enforcing district technology policies and expectations presented in this document when students are using the device at home. Parents/guardians are expected to engage students at home and monitor usage of the device, just as they would any other behavior by their child. **NOTE:** K-2 devices may not be allowed to travel home, based upon school guidelines, unless to develop readiness for eLearning Days.

#### **MISUSE OF THE DEVICE**

As is the case with all technology, there is the potential that the device can be used in inappropriate ways by students. SMCSC will provide global internet filtering for the device and school personnel will monitor to ensure the device is used properly. SMCSC will also provide mobile device monitoring software on the device that should not be tampered with for any reason. Misuse, intentional damage to or alterations made to the device's filtering agent and monitoring software will be handled individually and accordingly. The following student or parent/guardian activities are prohibited:

- Any action that violates school or district policy or local, state or federal law,
- Any form of cyber-bullying,
- Transmitting, accessing, uploading, downloading or distributing offensive, profane, pornographic, obscene or sexually explicit materials,
- Hacking, altering or erasing the device in any way,
- Use of chat rooms or sites selling term papers, book reports or other forms of student work,
- Changing of device settings (exceptions include personal settings such as font size, brightness, etc.),
- Spamming (sending mass or inappropriate emails),
- Gaining access to other students' accounts, files and/or data,
- Vandalism to hardware, software or data, either to one's own iPad or another's iPad (students may not place items on the cover or the iPad itself that will permanently alter either),
- Bypassing the SMCSC web filter.

#### **LEGAL GUIDELINES**

Students and parents/guardians are advised of the following:

- All rights to privacy of information stored on the device are waived by the user. SMCSC personnel may review files and communications on the device to ensure that it is being used in accordance with applicable policies and laws,
- SMCSC provides the device as is and without warranties as to merchantability, fitness for a particular purpose or otherwise, except as provided herein. SMCSC is not responsible for any financial obligations incurred through access to the internet on the device. SMCSC will control repairs of the device in the case of accidental damage. Students experiencing functionality issues should return the device to the technology department for repair and a loaner device. **AT NO TIME** should a student or parent attempt to repair the device themselves or through an outside vendor.
- All students will comply with trademark and copyright laws and all license agreements,
- Plagiarism is a violation of the SMCSC Student Use of Technology Policy. Students must give credit to all sources used, whether quoted or summarized, including all forms of media on the internet, such as graphics, movies, music and text,
- Violation of applicable local, state or federal laws will result in criminal prosecution and/or disciplinary action by the district.

#### **RETURNING YOUR DEVICE**

Students who graduate early, withdraw, are expelled or terminate enrollment at SMCSC for any other reason must return their individual device on the date of termination. Annually, all students will return their devices before the end of the school year for a summer refresh [SMCSC is not responsible for loss of data/documents that are not backed up through their Google account or iCloud services). Any student who does not do so will be liable for the replacement cost of the device and, if applicable, any insurance deductible. Failure to return the device when requested will result in a theft report being filed with the Montgomery County Sheriff's Department. Furthermore, the student (and his/her parents/guardians) will be responsible for any damage to the device or its cover and/or carrying case, charger and cord, consistent with the policies set forth by the district.

#### **REPAIR AND REPLACEMENT**

Damages to iPads (grades K-2) that do not leave the classroom (or occur within the classroom setting) will be covered by the district. All damages to iPads (grades K-2) that occur while in transport to or from school, or while at home will be the responsibility of the student and parent/guardian.

The 1<sup>st</sup> damage to the Chromebook (grades 3-12) in each school year will be covered by the warranty through Dell (up to and including replacement if the damage is not repairable). Additional damages beyond the first accidental damage will be the financial responsibility of the student and parent/guardian. Parents may wish to speak with their insurance company to determine if coverage for the device is covered under their homeowner's insurance. Additionally, parents may purchase coverage for their child's device through [Worth Avenue Group](#) (they provide low-cost policies for individual devices).

#### **THEFT/LOSS/DAMAGE**

Students and parents/guardians are responsible for the care, maintenance and safe-keeping of the device while that device is signed out to that student. [students will receive the same device each year they are enrolled at SMCSC] While SMCSC is issuing the device to the student, a financial assessment will be levied against the student and that student's parents/guardians based on any damage to the device due to misuse or neglect. When so directed by SMCSC, the device, along with the protective cover/case, charger and cord, must be returned to SMCSC with only normal acceptable wear and without alterations to the device and its ancillary equipment (cord, charger and cover/case). Repairable damage will be assessed and addressed by trained SMCSC technology staff. However, repeated damage (if, in the opinion of district personnel the damage is the result of neglectful use), theft or loss of the device will result in a replacement fee being assessed to the student and his/her parents/guardians. Financial responsibility is **NOT** waived for those families that have qualified for free/reduce-priced lunch and textbooks.