

MOBILE DEVICE Gibbon Public School



1:1 Mobile Device Procedures

1:1 Mobile Device Program Gibbon Public School

The focus of the mobile device program at the Gibbon 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. One of the learning tools of these twenty-first century students is the use of mobile devices. The individual use of a mobile device is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

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. Effective teaching and learning with a mobile device integrates technology into the curriculum anytime, anyplace.

The information within this document applies to all mobile devices used at Gibbon 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.

Table of Contents

1. Receiving Your Mobile Device & Mobile Device Check-in	4
1.1 Receiving Your Mobile Device	4
1.2 Mobile Device Check-In	4
1.3 Check-In Fines	4
1.4 Mobile Device Identification	4
2. Taking Care of Your Mobile device	4
2.1 General Precautions.....	4
2.2 Carrying Mobile Devices.....	5
2.3 Screen Care	5
2.4 Storing Your Mobile Device.....	5
2.5 Mobile Device Left Unsecured.....	5
3. Repairing or Replacing Your Mobile Device.....	6
3.1 School District Technology Fee.....	6
3.2 Repairs.....	6
3.3 Claims.....	6
4. Using Your Mobile Device as School.....	7
4.1 Mobile Devices Left at Home.....	7
4.2 Mobile Device Undergoing Repair.....	7
4.3 Charging Your Mobile Device’s Battery.....	7
4.4 Screensavers and Backgrounds	7
4.5 Sound, Music, Games, or Programs	7
4.6 Printing	8
4.7 Home Internet Access	8
5. Managing Your Files and Saving Your Work.....	8
5.1 Saving Your Work	8
5.2 Network Connectivity.....	8
6. Software on Mobile Devices.....	8
6.1 Originally Installed Software.....	8
6.2 Additional Software	8
6.3 Inspection.....	8
6.4 Procedure for Re-loading Software	8
6.5 Software Upgrades.....	9
7. Acceptable Use.....	9
7.1 Parent/Guardian Responsibilities.....	9
7.2 Student Responsibilities	9
7.3 Student Activities Strictly Prohibited.....	10
7.4 Student Discipline.....	10
8. Mobile Device Usage Agreement Form (parent signature required).....	11

1. Annual Receipt of Your Mobile Device & Check-In

1.1 Receiving Your Mobile Device

Mobile devices will be distributed each fall. Before receiving a mobile device, students and parents must complete and return the following:

- **Mobile Device Usage Agreement/ Student Pledge Form**
- Acceptable Use Policy (part of the Jr/Sr High School Student Handbook)
- Pay annual usage fee

1.2 Mobile Device Check-In

Mobile devices will be returned during the **final week of school**. Students who withdraw, complete graduation coursework early, or terminate enrollment at Gibbon Public School for any other reason must return their mobile device on the date of termination. Students on extended leave from the school will keep their mobile device at the school administrator's discretion.

1.3 Check-In Fines

Individual school mobile devices in the school provided case with working Apple branded accessories must be returned at the end of each school year. If a student fails to return the mobile device at the end of the school year or upon termination of enrollment for any reason, that student may be subject to criminal prosecution or civil liability. The student may also pay the cost of the mobile device, or if applicable, any insurance deductible. Failure to return the mobile device may result in a theft report being filed with the Buffalo County Sheriff's Department.

The student will be responsible for any damage to the mobile device, consistent with the **Mobile Device Procedures** and must return the device and accessories in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the mobile device.

1.4 Mobile Device Identification

Student mobile devices must have **school identification label**.

2. 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 Office for an evaluation of the equipment.

2.1 General Precautions

- The mobile device is school property and all users will follow this policy and the Acceptable Use Policy for technology.
- Cords and cables must be inserted carefully into the mobile device to prevent damage to the device. Cords must be removed by pulling on the hard plastic plug, **not the cable**. Caution must be used when unplugging headphones so the jack doesn't break off in the device.
- Mobile devices must never be left in an unattended or **in an** unsupervised area.
- Students are responsible for keeping their mobile device's battery charged



daily. If charging is needed during the school day it may be checked into the high school library.

- Mobile device and case must remain free of any writing, drawing, or stickers that are not the property of Gibbon Public School. If the Gibbon Public School label becomes unreadable or lost the student needs to report it to the library for replacement.

2.2 Carrying Mobile Devices

The mobile device should always be in the District **case as issued to the student**. It protects the mobile device and provides protection for carrying within the school. Care must be taken when placing the mobile device into backpacks, folders and/or workbooks to avoid placing pressure and weight on the mobile device screen.

2.3 Screen Care

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

- 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
- Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.
- Do not “bump” the mobile device against lockers, walls, car doors, floors, etc., as it will eventually break the screen.

2.4 Storing Your Mobile Device

When students are not using their mobile devices, they should be stored in their locker or kept with the student. Nothing should be placed on top of the Mobile device when stored in student lockers. Students are encouraged to take their mobile devices home every day after school, regardless of whether or not they are needed. Mobile devices should not be stored in a student’s vehicle at school or at home. If a student needs a secure place to store their mobile device, they may check it in for storage **at** the High School Library.

Do NOT leave your mobile device in a place that is experiencing extreme hot or cold conditions (i.e. car in summer or winter). Extreme heat will damage the unit itself and extreme cold will cause severe screen damage.

2.5 Mobile Devices Left in Unsecured Areas

Under no circumstances should mobile devices be left unsecured. Any mobile device left unsecured is in danger of being stolen or damaged. If a mobile device is found in an unsecured area, it will be taken to the office. Violations may result in loss of mobile device privileges and/or other privileges.

3. Repairing or Replacing Your Mobile Device

Depending on the damage and whether or not the damage was accidental or due to a malfunction or maintenance issue, the Gibbon Public School District Technology Department, using this policy, will determine the cost of the repairs.

3.1 School District Technology Fee

A non-refundable annual technology usage/protection fee is required of each student in grades 7-12.

- \$50 for the 1st student
- \$40 for the 2nd student
- \$30 for the 3rd student
- Family maximum fee of \$120. A 3-month payment plan is available.

3.2 Repairs

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 Costs to be paid by User:
 - Repairs – actual cost of repair
 - 1st Incident – 25%
 - 2nd Incident – 50%
 - 3rd Incident – 100%
- Lost or Stolen without negligence – user pays half the cost of the replacement device, 2nd incident replacement is full cost.
- Power adapter, case, and any other school-owned accessories - full replacement cost.
 - Apple Lightning to USB charging cable \$15, Apple USB Power Adapter \$15, case \$35.

The Superintendent, Building Principal and/or IT Department will determine if negligence was involved in the incident and will review each case. Fees may be waived and/or payment plans will be accepted based on merits of each case.

The school district will contact the designated vendor to send in devices that malfunction or receive damage.

3.3 Claims

All claims for accidental damage or maintenance must be reported and a damage/loss form filed with the high school office **and the technology office**. In cases of theft or loss students or parents must file a report with the office before a mobile device can be replaced by the school district.

4. 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 are responsible for bringing their mobile device to all classes, unless specifically instructed not to do so by their teacher. The mobile device is the property of Gibbon Public School. Therefore, school staff and administration have the right to check any material stored on a student's mobile device at any time.

4.1 Mobile Devices Left at Home

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 (three or more times as determined by any staff member) leaves their mobile device at home, they **may** be required to "check out" their mobile device from the library for a specified time period. Violations will be handled by the classroom teacher. Repeat violations may be handled by the administration.

4.2 Mobile Device Undergoing Repair

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

4.3 Charging Your Mobile Device's Battery

Mobile devices must be brought to school each day in a fully charged condition. Students need to charge their mobile devices each evening. Repeat violations (minimum of three days – not consecutively) of this policy may result in students being required to "check out" their mobile device from the library for a specified time period. Only charge your mobile device with the provided charger.

4.4 Screensavers and Backgrounds

- Inappropriate media may not be used as a screensaver or background photo.
- Passwords/passcodes must be used.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in disciplinary actions.

4.5 Sound, Music, Games or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the mobile device and can be used at the discretion of the teacher.
- Any apps installed must be school appropriate and subject to inspection at any time by any Gibbon Public School's staff member.

4.6 Printing

Printing will not be available from the mobile device. If students need to print from their mobile devices, they will need to access the document from a PC.

4.7 Home Internet Access

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

5. Managing Your Files & Saving Your Work

5.1 Saving Your Work

Students may save work on the mobile device on a limited basis. It is recommended that students store documents in Google Drive, use Schoology or iCloud. Storage space will be available on the mobile 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. Mobile device malfunctions are not an acceptable excuse for not submitting work. If the mobile device becomes full, the student will need to delete any personal items or Apps to make room for required items.

5.2 Network Connectivity

Gibbon Public School makes no guarantee that the 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.

6. Software on Mobile Devices

6.1 Originally Installed Software

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

6.2 Additional Software

Students are allowed to load apps on their mobile devices. Gibbon Public School will distribute the apps necessary for schoolwork to the mobile devices.

6.3 Inspection

Students may be selected at random to provide their mobile device for inspection. These inspections may include an inspection of all materials saved on or accessed by the mobile device. Anything inappropriate discovered during an inspection will be documented and deleted from the device.

6.4 Procedure for Re-loading Software

If technical difficulties occur or inappropriate content is discovered, the mobile device may be restored from backup to its original state. The school does not accept responsibility for the loss of any personal software or documents deleted due to a re-format and re-image.

6.5 Software Upgrades

Upgrade versions of licensed software/apps are available from time to time.

- Students are allowed to update any of the Gibbon Public School core apps.
- Students can and are expected to update the iOS software when updates are made available.
- Everyone updating on the school network at the same time is not recommended.

7. Acceptable Use

See Gibbon Public Schools Acceptable Use Policy [in Student Handbook/Calendar](#).

7.1 Parent/Guardian Responsibilities

Parents must be aware that their students are able to access Internet, including social networks. As with any device, parental monitoring is **highly recommended** for safety and appropriateness in accordance with sections 7.2 and 7.3 of this policy. If unsure of appropriateness, use, or any other questions, the school welcomes and encourages contacting school staff.

7.2 Student Responsibilities

- Students will use mobile devices/computers in a responsible and ethical manner.
- Students will obey general school rules concerning behavior and communication that apply to mobile device/computer use.
- Students will use all technology resources in an appropriate manner so as not to damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by the student’s own negligence, errors or omissions. Use of any information obtained via Gibbon Public School’s designated Internet system is at your own risk. Gibbon Public School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Students will help the Gibbon Public School protect its computer system/devices by contacting an administrator about any security problems they may encounter.
- Students will monitor all activity on their account(s).
- Students should always turn off and secure their mobile device with a passcode after they are done working to protect their work and information.
- If a student receives any communication containing inappropriate or abusive language or media, it is necessary to show the device to a teacher or administrator immediately.

7.3 Student Activities Strictly Prohibited

- Illegal installation or transmission of any copyrighted materials. If you are unsure, ask a teacher.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of any site promoting academic dishonesty.
- Changing of mobile device settings (exceptions include personal settings such as font size, brightness, etc.)

- Spamming – sending mass or inappropriate emails.
- Gaining access to another student’s accounts, files, and/or data.
- Use of the school’s Internet/email accounts for commercial or financial gain.
- Use of the mobile device camera to take and/or distribute inappropriate or unethical material.

7.4 Student Discipline

If a student violates any part of the above policy, he or she will be subject to disciplinary actions as listed in the iPad misuse consequences document.

This procedures manual has been approved by the Board of Education. The administration has been charged by the Board of Education with implementing the contents of this manual. Any substantive changes to this manual would require Board approval.

Edited: July 25, 2016

Gibbon Public School
Mobile Device Usage
Agreement Form

I, _____, agree that my student and I have read and will
(parent/guardian)

comply with all procedures within the "1:1 Mobile Device Procedures" document. I understand that this policy covers one (1) mobile device that is the property of Gibbon Public School described within for one student.

Parent/Guardian (Please print first & last name): _____

Parent/Guardian Signature: _____ Date: _____

Student Name (Please print first & last name): _____

Student Signature: _____ Student Grade: _____

Phone Number _____ Mobile phone Number: _____

