

# Susquehanna Valley



## Central School District

### Mobile Device Policy

*2016-2017 School Year*

**Attention Students and Parents:**

**Please read carefully.**

**Complete and sign the Agreement Forms**

***Students/Parents:*** Return **signed** forms to your homeroom teacher. If you **DO NOT** return a signed Agreement Forms, you **WILL NOT** be allowed a mobile device.

Dear Parent/Guardian & Student:

The focus of the mobile device program at Susquehanna Valley Central School District is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future, and one of the learning tools of these 21st Century students is a mobile device. 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 continuous dynamic interaction among students, educators, parents and the extended community. Effective teaching and learning with mobile devices integrates technology into the curriculum anytime, anyplace.

The procedures and information within this document apply to all mobile devices used at Susquehanna Valley Central School District, including any other device considered by the administration to come under this procedure. Teachers may set additional requirements for use in their classroom. It is the School District's intent to have mobile devices used as an educational tool that will continue to prepare all our students to be 21<sup>st</sup> Century Learners along with being College and Career Ready. Please review the policy with your child and sign and return pages 8 and 9 to your child's homeroom. If you have any questions regarding the Mobile Device Agreement please contact the Jason Luke, CIO/Director of Technology at (607) 775-9143.

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## PARENT/STUDENT MOBILE DEVICE USER AGREEMENT

### Receiving Your Mobile Device & Check-In

#### *Receiving Your Mobile Device*

Mobile Devices will be distributed during a student's class. Parents/Guardians and students must sign and return copies of the Mobile Device Student Agreement, and Acceptable Use documents before the mobile device can be taken home.

#### *Mobile Device Check-In*

Mobile Devices will be returned during the final week of school during student check-in so they can be examined for serviceability. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Susquehanna Valley Central School for any other reason must return their individual school mobile device on the date of termination. Students who are using a device for a specific course must return the device when they leave the course for any reason.

### 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 computer lab for an evaluation of the equipment.

#### *General Precautions*

- The mobile device is school property and all users will follow these procedures and the Acceptable Use Policy for technology.
- Cords and cables must be inserted carefully into the mobile device to prevent damage.
- Mobile device and case must remain free of any writing, drawing, stickers, or labels that are not the property of the Susquehanna Valley Central School District.
- Mobile devices must never be left in an unlocked locker, unlocked car or any unsupervised area.

### Using Your Mobile Device at School

Students may use their mobile device during specific courses and during study halls for educational purposes only.

#### *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 leaves their mobile device at home, they will be required to return and then "check out" their mobile device from the Computer lab.

#### *Mobile device Undergoing Repair*

Loaner mobile devices may be issued to students when they leave their mobile devices for repair in the computer lab. There may be a delay in getting a mobile device dependent on availability.

#### *Charging Your Mobile Device's Battery*

Mobile devices must be brought to school each day in a fully charged condition.

***Screensavers***

Inappropriate media may not be used as a screensaver or background photo. This includes any media that violates the Susquehanna Valley Central School District Code of Conduct.

**Home Internet Access**

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

**Inspection**

Mobile devices are subject to inspection at anytime.

**Software on Mobile Devices****Sound, Music, Games or Programs**

- Music is allowed on the mobile device for educational purposes only and can be used at the discretion of the teacher.
- All software/apps must be district provided.

**Originally Installed Software**

The software/apps originally installed by Susquehanna Valley Central School District must remain on the mobile 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. The licenses for this software require that the software be deleted from mobile devices at the completion of the course. Course specific apps will be deleted at the completion of the course.

**Additional Software**

Susquehanna Valley Central School District will synchronize the mobile devices so that they contain the necessary apps for schoolwork. Students will not synchronize mobile devices or add apps to their assigned mobile device to include home syncing accounts.

**Procedure for Re-loading Software**

If technical difficulties occur or illegal software or non-Susquehanna Valley Central School installed apps are discovered, the mobile device will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

**Software Upgrades**

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their mobile devices for periodic updates and syncing.

**Acceptable Use**

The use of the Susquehanna Valley Central School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Susquehanna Valley Central 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 Susquehanna Valley Central School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. 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 Susquehanna Valley Central School District's Acceptable Use Policy as well as the Code of Conduct shall be applied to student infractions. Students may not compromise the operating system of the device and/or software applications of the device. Students may not take any actions that would void the warranty of the device. Devices with recording capability must not be used to impinge upon the privacy of students and staff.

*Violations may result in disciplinary action for students. When applicable, law enforcement agencies may be involved.*

### **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 do on the use of all media information sources such as television, telephones, movies, and music.
- Should you want your student to opt out of having a mobile device, you will need to sign a letter indicating this, stating the reason(s) why, and understand that your student is still responsible for meeting the course requirements.

### **Student Responsibilities**

- Students should always turn off and secure their mobile device after they are done working to protect their work and information.
- Students will return their mobile device at the end of each academic school year.

### **Student Activities Strictly Prohibited**

- Changing of mobile device setting (exceptions include personal settings such as font size, brightness, etc.).
- Downloading non-academic apps and/or deleting academic apps.

### **Mobile Device Care and Responsibility**

- Students will be held responsible for maintaining their individual mobile devices and keeping them in good working order. Students will be responsible for damages to their mobile devices.
- Mobile device batteries must be charged and ready for school each day.
- If covers/cases are provided, it is expected that covers/cases will be used at all times.
- Never leave the device unattended.
- Handle with care. Extreme heat and cold will damage the device.
- Care should be taken when cleaning the device. Only static free soft cloths should be used. No solvents or solutions should be used.
- Mobile devices that malfunction or are damaged must be reported to the Computer lab. The school district will be responsible for repairing mobile devices that malfunction.
- Mobile devices that have been intentionally damaged from student misuse or neglect will be repaired with the cost being borne by the student. Students will be responsible for the entire cost of repairs to mobile devices that are damaged intentionally or be responsible for full replacement cost.
- Mobile devices that are stolen or lost must be reported immediately to the Main Office of applicable building, within 24 hours.
- Individual school mobile devices and accessories must be returned to the school at the end of each school year.
- If a student fails to return their mobile device at the end of the school year or upon termination of enrollment, that student will pay for the cost of the mobile device and be subjected to criminal prosecution or civil liability.

**Legal Propriety**

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the Susquehanna Valley Central School District Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

**Student Discipline**

If a student violates any part of the above policy, he or she will be subject to consequences as listed in the Acceptable Use Policy and Susquehanna Valley Central School District Code of Conduct.

**Repairing or Replacing Your Mobile Device**

If students or parents/guardians wish to carry their own additional personal insurance to protect the mobile device in cases of theft, loss, or accidental damage, they should consult their insurance agent for details about their personal coverage of the mobile device computer. Most insurance companies will require a rider for electronics.

**Claims**

All claims for accidental damage and maintenance must be reported and filed with the districts technology department within 24 hours. In cases of theft or loss, students or parents/guardians must notify the districts technology department within 24 hours and the School District will file a police report. The tracking system will then be activated to locate the mobile device.

**Susquehanna Valley Central School District**  
**PARENT/STUDENT MOBILE DEVICE**  
**USER AGREEMENT**

- I will take good care of my mobile device.
- I will never leave my mobile device unattended.
- I will never loan out my mobile device to other individuals.
- I will know where my mobile device is at all times.
- I will charge my mobile device's battery daily.
- I will keep food and beverages away from my mobile device since they may cause damage to the device.
- I will not disassemble any part of my mobile device or attempt any repairs.
- I will use my mobile device in ways that are appropriate, meet Susquehanna Valley Central School District expectations, and are educational.
- I will not place decorations (such as stickers, markers, etc.) on my mobile device or provided case; I will not deface the serial number mobile device sticker on any mobile device.
- I understand that my mobile device is subject to inspection at any time without notice and remains the property of the Susquehanna Valley Central School District.
- I will follow the information outlined in the Mobile Device Procedures, the Acceptable Use Policy and the Code of Conduct while at school, as well as outside the school day.
- I will file a police report in case of theft, vandalism, and other acts covered by insurance as well as report to the Susquehanna Valley Central School District.
- I will be financially responsible for all damage or loss caused by **neglect or abuse**.
- I agree to return the mobile device, case and power cords in good working condition.

In this agreement, "we," "us," and "our" means the District. "You" and "your" means the parent/guardian and student enrolled in SVCSD. The "property" is an iPad owned by SVCSD with the following Serial number:

**Terms:** You will read, understand and sign this Parent/Student Mobile Device Use Agreement before taking possession of the Property.

You will comply at all times with SVCSD's Acceptable Use Policy, incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession effective immediately and the District may repossess the property. Failure to comply may also subject the student to discipline in accordance with the School District's Code of Conduct.

**Title:** Legal title to the property is in the District and shall at all times remain in the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement.

**Software:** Any software and or applications will be installed as needed by the SVCSD. You are not permitted to install or load any additional applications or software. Failure to comply may terminate your rights of possession effective immediately and the District may repossess the property. Failure to comply may also subject the student to discipline in accordance with the School District's Code of Conduct.

**Internet Access:** You may set up wireless networks on your device for use when not on school grounds.

**Loss or Damage:** Accidental damage may be covered by the insurance policy secured by the District on school property. If the damage is intentional or negligent, you are responsible for the reasonable cost of repair or its replacement cost. On campus loss or damage must be reported immediately to administrative personnel. Off-campus loss or theft must be reported within 24 hours to the appropriate law enforcement authority. A copy of the report filed with law enforcement must be turned into school administrators by the next school day.

**Search:** At all times, the device and any software installed on the device remains property of SVCSD. As such, neither students nor parents have any expectation of privacy in the data stored on the device. District representatives retain the right to search digital media associated with the device. This media will include specifics such as the local hard drive, USB storage Devices, and portable memory cards.

**Repossession:** If you do not fully comply in a timely manner with all terms of this Agreement, including the timely return of the property, the District shall be entitled to declare you in default and report the device as stolen to local law enforcement. If a transfer to another school takes place, you must immediately return the mobile device to the School's Main Office.

**Term of Agreement:** Your right to use and possession of the property terminates no later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.

**Appropriation:** Your failure to return the property in a timely manner and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property and will subject you to criminal prosecution or a civil action for recovery of the property and monetary damages or both.

Individual school mobile device computers and accessories must be returned to the Susquehanna Valley Central School Computer Services at the end of each academic school year. Students who graduate early, withdraw, are suspended, or terminate enrollment at Susquehanna Valley Central School District for any other reason must return their individual school mobile device computer on the date of termination.

**I agree to the stipulations set forth in the above document**

Student Name (please print): \_\_\_\_\_

Parent/Guardian Name (please print): \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Parent Email \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_