

# Student Acceptable Use Policy Mobile Device Equipment 2015-16



PCSSD mobile device assigned to me:

Date \_\_\_\_\_

IT Number \_\_\_\_\_

Serial Number \_\_\_\_\_

Student name \_\_\_\_\_

Parent/Guardian name \_\_\_\_\_

## Vision Statement

In Pulaski County Special School District, we are striving to improve the quality and access to technology within our district. Essential to this effort is a strong partnership with both Google and Apple Inc. as well as the PCSSD Leadership Team to rethink teaching and learning. Through other vendor partnerships, we are making an investment in infrastructure, equipment, and services to better serve our staff, student and parent populations. PCSSD is expanding educational opportunities for teachers and students that will help ensure equitable access to instructional tools and resources in school and at home. Students will develop 21st century skills through the use of mobile devices, content-focused curriculum and collaborative technology tools. Insights gained through the iPad pilot effort provided the blueprint for future district implementations. The policies, procedures and information within this document apply to all mobile devices issued by the district, including any other mobile device considered by the Administration to come under this policy.

The information in this district AUP was researched and formulated from information found on the Federal Communications Systems website <http://www.fcc.gov/guides/childrens-internet-protection-act> under the Children Internet Protection Act 2000. CIPA infractions can sanction a school from receiving technology funding under the FCC E-Rate Program. Schools and libraries subject to CIPA are required to adopt and implement an internet safety policy addressing:

- Access by minors to inappropriate matter on the Internet
- The safety and security of minors when using electronic mail, chat rooms, and other Forms of direct electronic communications
- Unauthorized access, including “hacking,” and other unlawful activities by minors online
- Unauthorized disclosure, use and dissemination of personal information regarding minors
- Measures restricting minors’ access to materials harmful to them

The website <http://www.webwise.ie/WebwiseAUPGuidelines.pdf> from the National Centre for Technology in Education, 2012, was also used as a resource in creating this policy. ARKANSAS ACT 681, HB 2274, which is the anti-bullying and harassment bill, was also referenced in creating this policy.

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## 1.0 RECEIVING YOUR MOBILE DEVICE AND DEVICE CHECK-IN

### 1.1 Classroom assigned equipment

All equipment will be tagged with a PCSSD inventory code. Mobile devices for students and teachers will be inventoried through the designated electronic inventory system. Equipment will be returned during final week of school to the school designee, so it can be checked for serviceability.

### 1.2 Student Carts

Carts of student mobile devices can be reserved and checked out through the local school Media Center or other designee. All equipment purchased as part of a cart will remain with the cart when stored. It is the responsibility of the reserving teacher to return equipment to the appropriate storage location with devices properly connected for charging, and to connect to power for recharging. Due to the funds which are used to purchase these mobile devices, they can **only** be used by students.

### 1.3 Mobile device Check-in

Mobile devices and accessories must be checked back into the school designee to be updated and serviced by the PCSSD IT Department at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment in PCSSD for any other reason, or transfers within PCSSD must return their mobile device on the date of termination or transfer. All accessories will need to be returned or a fee will be collected at that time.

### 1.4 Fees for missing or damaged equipment

If a student or a teacher fails to return the mobile device at the end of the school year or upon termination of enrollment with PCSSD or transfers within PCSSD, they are subject to financial liability until the device and its accessories are returned or associated fees are received. The student or teacher will pay the replacement cost of the device and all accessories. Failure to return equipment within 5 working days after un-enrollment from PCSSD will result in a theft report being filed with the appropriate local Police Department. Furthermore, the student or teacher will be responsible for any negligent or accidental damage to the device or accessories while under the student's care. Repair costs or replacement must be paid by teacher or student or family. Fees will not exceed the replacement cost for the items.

Replacement equipment	Current replacement iPad:\$379 Chromebook: \$166
Replace Broken Screen (iPad) Replace Broken Screen (Chromebook)	\$129 \$120
Replacement Case for iPad Bag for Chromebook	\$39 \$10
Replacement charger (without new mobile device) iPad Chromebook Charger	Cord- \$19 Apple 12W USB Power Adapter-\$19 \$35

Schools will follow the District Student Handbook for instances of breakage and damage. Devices are sturdy; typical damage is to the screen or a total loss. The school is responsible for collecting funds; if funds are not collected they will be withheld from ACSIP (either current or next year).

## **2.0 TAKING CARE OF YOUR MOBILE DEVICE**

Teachers and students are responsible for the general care of the equipment they have been issued by the school. Devices that are broken or fail to work properly **must** be reported for repair using the PCSSD electronic help desk system. Stolen or missing devices must be reported to IT within 24 hours.

### **2.1 General Precautions**

The equipment is school property and all users will follow these guidelines and the PCSSD acceptable use policy for technology.

- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the mobile device to prevent damage.
- Devices must remain free of any writing, drawing, stickers, or labels that are not the property of the PCSSD.
- Mobile equipment must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Be sure hands are clean before using.
- Keep away from food and drink.
- Charge the device only with the included charger and using a standard wall outlet for your power source.
- Document any software/hardware issues as soon as possible by a call to the help desk or a work order submission. 501-234-2150
- Keep the device in a well protected temperature controlled environment when not in use.

### **2.2 Carrying mobile devices**

The protective cases provided with the devices have sufficient padding to protect the device from normal treatment and provide a suitable means for carrying the device within the school. These cases should not be removed at anytime.

### **2.3 Screen Care**

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

- Do not lean on the top of the mobile device when it is closed.
- Do not place anything on the mobile device that could put pressure on the screen.
- Do not place anything in the carrying case that will press break the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.

## **3.0 USING DEVICES AT SCHOOL**

Mobile technologies 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 device. Students must be responsible to bring their device to all classes, unless specifically instructed otherwise by their teacher.

### 3.1 Mobile Devices Left at Home

Grades 3-5 (elementary) will take mobile devices home after completion of digital citizenship lessons and 3 weeks of use in class. If students leave their device at home, they are responsible for getting the course work completed as if they had their device present. Actions for missed or forgotten devices:

If Student has no device when arriving at school:

- Day 1, school contacts parent of first offense
- Day 2, school notifies parent
- Day 3, school calls Helpdesk to lock device. Call to parent that device will be reported to authorities.

\*This does not apply to students who are out due to illness or extended absences.\*

Repeat violations will result in action as detailed in the school's Parent/Student Handbook Including Conduct and Discipline.

### 3.2 Device Undergoing Repair

Loaner equipment may be issued to students by the school in designated areas during repair or other situations if available. There may be a delay in getting a device should the school not have enough to loan. Fees associated with repair due to damage are the responsibility of student/family before the repaired device is returned to the student.

### 3.3 Charging Your Device's Battery

iPads and other mobile devices must be brought to school each day in a fully charged condition. Students need to charge their devices each evening.

### 3.4 Screensavers/Background photos

- Any media deemed inappropriate by PCSSD staff may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures are prohibited and will result in actions as detailed in the PCSSD Parent/Student Handbook concerning Conduct and Discipline.

### 3.5 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Apps downloaded should have purpose to support academic achievement. Personally downloaded games and applications (apps) will be removed.

### 3.6 Printing

Printing is discouraged in order to preserve resources. However, printing will be available through the teacher's computer. Students can work with teachers to print in instances where printing cannot be avoided. Printing at home will require a wireless printer, proper settings on the mobile device and the correct app. (student/parent responsibility for setup and support)

### 3.7 Home Internet Access

Students are allowed to connect to wireless networks on their mobile devices. This will assist them with device use while at home. The policies outlined in this document, PCSSD Mobile Device Policy and Procedures are applicable to home use of a PCSSD provided device. Any violation of the policy will result in suspension of the student's home use privileges.

If students experience Internet issues at home they should contact their Internet Service Provider (ISP) for support. While the mobile device are off campus, it is the responsibility of the parent or guardian to monitor content searched and viewed by their student. Filtering provided for PCSSD devices while at school will continue when devices are off campus, but that does not diminish a parent's responsibility to supervise their child while online. Digital Citizenship resources are available upon request to both teachers and parents.

## 4.0 MANAGING YOUR FILES & SAVING YOUR WORK

### 4.1 Saving from the mobile device

Students should save work to Google Drive or other cloud storage sites from their mobile device. Students may also email documents to themselves for storage on a flash drive when at a home or school desktop computer. Storage space will be available on the mobile device – BUT it will NOT be backed up in case of restoration. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions **are not** an acceptable excuse for not submitting work.

### 4.2 Network Connectivity

The Pulaski County Special School 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.

It is a violation of the Acceptable Use Policies to use applications that bypass PCSSD Proxies and filtering. Repeat violations will result in disciplinary action as detailed in the PCSSD Parent/Student Handbook Including Conduct and Discipline.

## 5.0 SOFTWARE ON DEVICES

### 5.1 Originally Installed Apps

PCSSD will pre-install a list of district approved standard apps in both student and teacher devices and for carts of student iPads. The apps originally installed by PCSSD must remain on the device in usable condition and be easily accessible at all times. Google Apps added to student and teacher accounts will follow the user on other devices. Periodic checks of devices can be made to ensure that students have not removed required apps. Repeat violations will result in action as detailed in the PCSSD Parent/Student Including Conduct and Discipline.

From time to time a school may request to add apps for use in a particular course. Please see 5.3 Additional App Policy, for more detail. Any apps, music, videos, etc. purchased by a student or teacher under a teacher's or student's iTunes account can be transferred to another device when that account is attached to another iOS device. Apps which are pushed to the student or teacher iPads belong to PCSSD. Some will be available for free from the Apple App Store when account is attached to a non-district iOS device.

## 5.2 Additional Software

### Apple Apps: iPads

Student iPads are allowed to have extra apps loaded by PCSSD. These apps will be added in accordance with the Additional App Policy. Students will not synchronize devices or add apps to their assigned device from accounts other than their PCSSD iTunes account. Students will have 16 gb of space on their iPad. Free Apps approved by the district will be held in kiosk (portal) for student download, and apps which are approved but paid by school funds will be pushed directly to the iPad by the district.

### Google Apps

PCSSD manages all teacher and student Google accounts. Google Apps are added under user Google accounts and follow the user when logged into their Google account on supported devices. A set of specific apps will be added to user accounts, but teachers will have the ability to add apps to their account. Inappropriate apps or activity will be tracked by user account within the management program.

## 5.3 Additional App Policy

Schools will be allowed to add apps in addition to the pre-loaded apps by the district. These apps will be added semi-annually by the district. These apps must also be vetted by both the school and the district. The process is as follows:

- The app is purchased and used on a teacher device
- The teacher uses the app with students. While they are using the app they need to measure the effectiveness of the app on student learning.
- If the teacher feels the app should be used by the district or the school, the teacher recommends the app to the school technology committee.
- If the school technology committee deems the app appropriate, it is recommended to the Central office technology committee through a Tech Plan and the App Selection Questionnaire.
- After approval the IT department will add the app to the kiosk or push to the entire cart or student's device semi-annually.

Purchased Apple Apps for school use will be purchased through the VPP (Volume Purchasing Plan) program. The IT purchasing contact will provide purchasing information. Free Apps approved by the district will be held in kiosk for student download.

## 5.4 Inspection

Students may be selected at random to provide their mobile device for inspection by the teacher, principals, or other school adult. If a student's device is requested for an inspection, passwords to unlock the device must be provided. PCSSD reserves the right to confiscate the device for any reason at any time if inappropriate materials are found on the device.

## 5.5 Procedure for re-loading software

If technical difficulties occur, illegal, or non-PCSSD installed software are discovered, the mobile device will be restored to its original configuration. The district does not accept responsibility for the loss of any software or documents deleted due to a restoration. If a mobile device needs to

be restored or software needs to be reloaded, a work order needs to be placed either by calling the Help Desk between 7:00 A.M and 4:00 P.M. or by using the web portal at [www.pcssd.org](http://www.pcssd.org).

#### 5.6 Operating Software (iOS) upgrades

Both students and teachers will be able to upgrade or update the operating software when those updates become available. Some updates need to be done at home due to bandwidth issues. Students and teachers will need to make sure they have backed up their devices before updating them. They will also need to make sure they update their mobile device in a timely manner. If this is not done some of the apps may begin to stop working.

#### 5.7 Find My iPad

In addition to a variety of district security measures, “Find My iPad” will be activated. “Find My iPad” will be turned on during the initial setup of the iPad during assignment to teacher or student. If a device is lost or stolen, the student will work with local school staff to identify the location of the device for recovery by using the “Find My iPad” section in their icloud.com site. If the iPad is stolen a police report must be filed by the parent or school.

### 6.0 ACCEPTABLE USE

The use of PCSSD District technology resources is a privilege, not a right. The privilege of using the technology resources provided by the PCSSD 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 Pulaski County Special 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 PCSSD Parent/Student Handbook Including Conduct and Discipline 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

In order for students to experience all the success and benefits that this program can offer, PCSSD encourages parents to:

- Attend and actively participate in school activities.
- Share in their child’s excitement about this great opportunity for learning.
- Learn along with their child as they use this instructional tool to prepare for their future in the 21st century.
- Monitor their child’s appropriate Internet use and adherence to Internet policy.
- Talk to your children about values and the standards that should be followed on the use of the internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- During registration, back to school night, or other scheduled time you are required to receive necessary information regarding the 1:1 program and sign the Acceptable Use Policy and Permission/Acknowledgement forms.

- Should extenuating circumstances prevent your student from taking a mobile device home, you will be required to sign a form indicating these circumstances. Your student is still responsible for meeting the course requirements and completing all classwork.

Parents of children in a 1:1 school should monitor student's use of the school mobile device when away from school. The student is responsible for content viewed and created on the mobile device assigned to them from the school. They are also responsible if the device is broken or stolen. It must be reported immediately. If a student's mobile device is reported to be broken there is a fee associated with the repair. It is the responsibility of the student/family to pay the fees.

## 6.2 School Responsibilities

It is the responsibility of the school to:

- Provide Internet access at school.
- Provide information on various home Internet options.
- Provide academic email account (username@stu.pcssd.org) to its students.
- Provide Internet blocking of inappropriate material.
- Provide network data storage areas. These will be treated similar to school lockers. PCSSD reserves the rights to review, monitor, and restrict information stored on or transmitted via PCSSD owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research, and academically related activities, help ensure student compliance of the acceptable use policy.

## 6.3 Student Responsibilities

It is the responsibility of the student to:

- Read, understand and follow the PCSSD District Acceptable Use Policy for technology
- Use mobile device in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that applies to mobile device use.
- Technology resources shall be used in an appropriate manner that does not result in the informational damage of school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via PCSSD District's designated Internet System is at your own risk. PCSSD specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Physical damage to devices must be reported immediately to school staff.
- Secure mobile devices against theft or loss.
- Help PCSSD District protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitor all activity on their account(s).
- Students should always turn off and secure their mobile device after they are done working to protect their work and information. Securing the mobile device includes storing device out of sight and in a secure location.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to forward a copy to a teacher and delete it from their mobile device.
- Students will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

- Students will respect the rights of copyright owners.
- Return their mobile device to PCSSD IT Department at the end of each school year. Students who transfer to another school within or outside of PCSSD, graduate early, withdraw, are suspended or expelled, or terminate enrollment at PCSSD or leave for any other reason must return their mobile equipment on the date of termination.
- Students are responsible for the general care of the equipment they have been issued by the school. Mobile equipment from the carts that are broken or fail to work properly **must** be reported for repair using the PCSSD electronic help desk system.

#### 6.4 Student Activities Strictly Prohibited

The following will not be permitted or tolerated:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing PCSSD policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms or sites selling term papers, book reports and other forms of student work.
- Internet/Computer Games when class is in session.
- Use of outside external attachments without prior approval from the administration.
- Changing of device settings (exceptions include personal settings such as font size, brightness, etc.).
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's Internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications to mislead, harm, bully or harass another person is strictly prohibited.
- Students are not allowed to give out personal information or passwords for any reason. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software 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 software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the PCSSD web filter through a web proxy or any other means.
- Bullying or cyber-bullying as defined in the PCSSD Parent/Student Handbook Including Conduct and Discipline and as defined by the Arkansas Annotated Codes will not be tolerated.
  - [Arkansas Code Annotated §5-71-217. Cyberbullying](#) 
  - [Arkansas Code Annotated §6-18-514. Anti-bullying policies](#) 
  - [Arkansas Code Annotated §6-18-1005\(5\)\(C\). Student services program defined](#) 
  - [Arkansas Code Annotated § 6-15-1303. Safe schools initiative act](#) 
- If using device on non-PCSSD provided Internet, use of explicit websites and information is prohibited.

#### 6.5 Device Care

The following will be expected in order to maintain functionality of equipment:

- Students will be held responsible for maintaining their individual device and keeping them in good working order.
- Devices must be charged and ready for school each day.
- Only labels or stickers approved by PCSSD may be applied to the mobile device.
- Cases furnished by PCSSD must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- Malfunctioning or damaged equipment must be reported to the PCSSD IT Department by a work order which can be placed either by calling the Help Desk between 7:00 A.M and 4:00 P.M. or by using the web portal at [www.pcssd.org](http://www.pcssd.org). The school district will be responsible for repairing devices that malfunction.
- Devices that have been damaged from student misuse, neglect or accident will be repaired, if possible, or replaced. It is the responsibility of student/family to pay repair or replacement fees. Fees are outlined in section 1.6 of the District AUP. Students will be provided a temporary device while their assigned equipment is being repaired.
- Lost equipment must be immediately reported to the school for locating using “Find My iPad” (for iPads), and also reported to PCSSD IT Department for tracking.
- Stolen equipment must be reported immediately to the Police Department and the local school principal. Police reports should not be filed if the device is misplaced or left unintentionally. To claim a device is stolen and needing replacement the police report must be turned in and a fee will be assessed for the replacement.

## 6.6 Legal Propriety

- Students must 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 PCSSD Parent/Student Handbook Including Conduct and Discipline. 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 are subject to discipline as referred to in the PCSSD Parent/Student Handbook Including Conduct and Discipline. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

## 6.7 Student Conduct and Discipline

If a student violates any part of the above policy, he/she will be disciplined under the District Discipline Management Plan (DMP). Loss of device use is not a recommended disciplinary action since the purpose of the device is to support learning.

PCSSD administration reserves the right to modify discipline based on the severity of the student’s action. Violations of general student behavior policies will, of course, be subject to appropriate disciplinary actions.

## 7.0 PROTECTING & STORING YOUR MOBILE DEVICE

### 7.1 Device Identification

Electronic equipment will be labeled in the manner specified by the school. Mobile devices can be identified in the following ways:

- Record of serial number

- PCSSD Label
- Specific name given to each mobile device

## 7.2 Storing your Mobile Device

When students are not using their devices, they must be stored in their lockers or the school designated area. Nothing should be placed on top of the device when it is being stored. Students in grades 3-12 are encouraged to take their mobile devices home every day after school, regardless of whether or not they are needed. Devices should not be stored in a student's vehicle. If a student needs a secure place to store their equipment they may check for storage at each local school.

## 7.3 Equipment Left in Unsupervised Areas

**Under no circumstance** should mobile devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Mobile devices left in these areas are in danger of being stolen. Mobile devices found in unsupervised areas should be taken to the local school office immediately.

## 8.0 REPAIRING OR REPLACING YOUR DEVICE

### 8.1 Claims

All repair/replacement claims must be reported to the PCSSD IT department. (Staff Only) This is done by submitting a work order by calling the Help Desk between 7:00 A.M and 4:00 P.M. or by using the web portal at [www.pcssd.org](http://www.pcssd.org). In the event of theft, students and parents **must** file a police report, using the serial number and IT asset tag number, and bring a copy of the report to the Principal's office immediately. This must happen before any device can be repaired or replaced.

### 8.2 Family Responsibility

Students and their families are responsible for the fees associated with any necessary repairs or replacements. See section 1.6 for current estimates of fees; fees will be published on the Technology pages of the district website. Students will be issued a temporary device to use in the building only while their assigned device is repaired. Parents may NOT purchase their own equipment. Any equipment that needs to be replaced must be purchased through the IT Department. (PCSSD)

**If a device is lost or stolen and there is no verifiable proof of theft (forced entry), the student will owe current market replacement cost of the device to PCSSD.** Students will be assigned a loaner or replacement device. If students lose their assigned device a second time, they will lose the privilege to take the mobile device home.

**If a mobile device is stolen on PCSSD property or off campus, it is the responsibility of the student and their family to report the mobile device stolen to their local Police Department and their local school. To file a police report you need the mobile device's serial number and PCSSD asset number found on the back of each mobile device. It is advisable to retain a copy of these serial numbers for your records.**

**For all theft claims, the student/family is required to provide a copy of the police report to**

**PCSSD.** The police report, and the specific details of the theft, will determine what coverage may be available to replace the mobile device. In order for PCSSD to cover the theft, there must be evidence proving a break-in occurred. For example, proof can consist of a broken window, a pried open door, or a cut lock.

The steps to follow if your mobile device is stolen:

- 1) Report the mobile device stolen to your local Police Department – report must include serial number and asset tag.
- 2) Report the theft to the principal at your school.
- 3) Provide a copy of the filed Police report to the principal at your school within 72 hours of receiving police report.

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## 8.3 Parent Permission and Acknowledgment form

My signature below identifies that I have read and accept the Pulaski County Special School District Mobile Device Policy, Procedures, and Information Guide and discussed the material with my child. I understand my initials on the appropriate statement below identify how my student is to participate in the PCSSD 1:1 Technology Program.

I understand that my child will participate in the PCSSD 1:1 program for the purpose of completing and participating in class assignments. I am aware that the provided device is owned by the Pulaski County Special School District. I am aware that the care and responsibility of the device as outlined in the Mobile Device Policy, Procedures, and Information Guide both in and out of school lies with my child. I understand that I am financially liable for replacement of the mobile device or accessories while the device is checked out to my child. I understand that current market replacement cost of the device is due if my student's device requires replacement due to excessive damage or loss.

**ADDITIONAL INFORMATION:** In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the student or parent.** A copy of the police/fire report must be provided to the Principal's office.

### Extenuating Circumstances

\_\_\_\_Circumstances prevent my student from having an internet-connected device while in my home, I understand my student is responsible for all work. I will work with teachers to ensure all classwork can be done using the device while in an offline mode.

Student's Name (print) \_\_\_\_\_

Student's Signature (signed) \_\_\_\_\_

Student's ID Number \_\_\_\_\_ Grade \_\_\_\_\_

Parents'/Guardians' Name (print) \_\_\_\_\_

Parents'/Guardians' Signature (sign) \_\_\_\_\_

Date \_\_\_\_\_

## 8.4 PCSSD Student Pledge for Mobile Device Use

1. I will take care of my mobile device as identified in the PCSSD Acceptable Mobile Device Use Policy.
2. I will never leave the device unattended and understand that if found at school, I will be subject to discipline. If my mobile device is damaged, lost or stolen I will pay the associated fees.
3. I understand the mobile device is my responsibility and I will not loan it to others.
4. I will know where the mobile device is at all times.
5. I will bring a charged mobile device to school 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 use my mobile device in ways that are responsible, appropriate, meet PCSSD expectations and are educational.
10. If I place decorations (such as stickers, markers, etc.) on the mobile device, I will remove them without damage to device or case prior to checking in the device. I will not deface the PCSSD mobile device identifiers on any mobile equipment.
11. I understand that my mobile device is subject to inspection at any time, without notice and remains the property of PCSSD. I will provide the mobile device passcode to staff, immediately upon request.
12. I will follow the policies outlined in the district's Acceptable Use Policy while at school, as well as outside the school day.
13. I understand that inappropriate content found on the device is subject to disciplinary action.
14. I will file a police report in case of theft, vandalism, or if required by insurance policies.
15. I will be responsible for all fees due to damage or loss caused by neglect or abuse.
16. I agree to return the District mobile device, case, power cords, and any other accessories in good working condition.

**I agree to the stipulations set forth in the above documents including the Acceptable Mobile Device Use Policy; the Student Pledge for Mobile Device Use.**

Student Name (Please Print): \_\_\_\_\_

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

Parent Name (Please Print): \_\_\_\_\_

Parent Email Address: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Devices and accessories must be returned to each school at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment in PCSSD for any other reason must return their individual mobile device to their local school on the date of termination.**

For Use at Distribution	Device Asset Tag #	Case	Charger	Cable
Enter asset # and initial other accessories received.				

