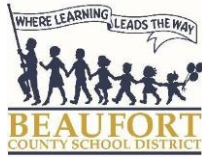




BEAUFORT COUNTY SCHOOL DISTRICT
MOBILE DEVICE STUDENT AND PARENT HANDBOOK
2016-2017

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Dear Students, Parents, and Guardians:

The Beaufort County School District is dedicated to ensuring that our students are digitally literate and engaged 21st century learners. Our goal is to continue to promote and graduate highly successful students who are well equipped to pursue their goals and contribute as global citizens. In providing students with the tools and training that will enable them to think critically and creatively, communicate effectively, and participate in problem-based and collaborative learning, we are giving them the life skills they need to become productive adults and leaders in our local and global communities.

One important step in achieving this goal is teaching the skill and proper use of technology. College and career readiness requires that our students be proficient in the use of mobile technologies. More and more, employers expect potential employees to have digital literacy skills before they enter the workplace. Today's students are already avid consumers of technology in the social realm and must be equally adept at using these technologies to learn, produce, and share.

With this in mind, we, at the Beaufort County School District, are excited to continue our Connect2Learn, a program that provides all students in Kindergarten through 12th grade with a mobile device. It is our vision that learners have the opportunities and experiences needed while in school to prepare them to perform at the highest level in their chosen career paths. We strive to provide these experiences in a learning environment that is safe, nurturing and engaging.

Mobile learning devices greatly increase opportunities for student learning to take place, providing support to both students and teachers as the classroom is transformed and learning moves beyond the textbook and school walls. With these devices, students have constant access to information and educational tools. Learning no longer ends when the school bell rings. Students now have the ability to continue their inquiry and pursue their interests outside of the school day.

We realize that this 1:1 learning environment would not be possible without the support and encouragement of our school community. On behalf of our students and staff, we want to thank you for partnering with us as we move to make our vision of anytime, anywhere learning a reality. You are helping to positively change the lives of our learners forever.

Sincerely,

Jeffrey C. Moss, Ed.D.
Superintendent

OVERVIEW

Beaufort County School District is committed to preparing students to be successful citizens in a global community. By providing a mobile device to all students in Kindergarten – 12th grade, Connect2Learn allows students to access information, think critically, problem solve, collaborate, and create while learning to safely, ethically, and effectively utilize 21st century tools. Many students in grades 3-12 have the opportunity to continue learning outside of school by taking their mobile device home each day. This provides access to instructional programs, files, and schoolwork both at school and home. This handbook outlines the expectations for student use while providing both students and parents/guardians with procedures for appropriate use, care of, and security of the mobile device.

RECEIVING A MOBILE DEVICE

Beaufort County School District will issue each student a mobile device when the *Mobile Device Agreement Form* is signed by both the student and the parent/guardian. Students at schools that elect to take the mobile devices home may do so after the *Mobile Device Agreement Form* is signed by both the student and parent/guardian and the \$20 Technology Usage Fee is paid.

RETURNING A MOBILE DEVICE

- At the completion of the school year, students are required to return their mobile device, case/cover, keyboard, carrying bag, charging accessories, and any other district-issued accessories on or before the date designated by school administration.
- If a student withdraws from or transfers to another school within the district, the device and all accessories must be returned to the current school no later than the student's last day at that school.
- If a student does not return his/her mobile device prior to leaving school, at the completion of the school year, or at any time designated by school or district administration, they may be subject to legal action or criminal prosecution. Additionally, the student may be held liable for replacement costs of the device and accessories.

MOBILE DEVICE IDENTIFICATION

Only district-applied identification labels (i.e., Beaufort County School District asset number/serial number) are permitted on mobile devices, cases, and accessories. Students may not remove or cover the district labels or identifying stickers on the mobile device and/or case. Writings, drawings, stickers, labels, or any other form of personalization on the device is prohibited.

GENERAL CARE OF THE MOBILE DEVICE:

Each student is responsible for the general care of his/her assigned mobile device.

- Each mobile device is equipped with a protective case. Devices that go home are also equipped with a carrying bag to aid in the prevention of accidental damage. No case is 100% effective in preventing damage; students should take proper care of the device at all times. The case on the mobile device is not to be removed by anyone other than school technology personnel. Students may elect to purchase their own device carrying bag; however, carrying bags must be designed specifically for tablet/laptop use. Students must turn in the bag issued to them by the school district. If a student fails to turn in the bag issued to them, they will be charged for the bag.
- Screen damage often occurs when pressure is applied to the screen. When in transition, the devices should be attached to the keyboard, closed, and placed in the carrying bag. In an effort to protect the device in the bag, no other items should be placed in the bag.

- If the mobile device screen requires cleaning, only a clean, dry, microfiber cloth should be used. The use of cleansers of any type is prohibited. The device must be turned in to the school technology staff if additional cleaning is required.
- Cords and cables should be carefully inserted/removed from device to prevent damage.
- Mobile devices should not be used in areas which may lead to damage or theft.
- When using the power cord, the cord should not be left in areas that may be a tripping hazard.
- Students should never attempt to repair, reconfigure or reset the device. Any attempt to tamper with the internal components of the device will be considered intentional damage.
- Student mobile devices in need of repair must be reported to the technology staff immediately. Technical support is only available during school hours.
- Mobile devices may need updating throughout the school year. Students are required to turn in their mobile devices when requested by school administration or technology staff. Students are responsible for making sure files are backed up.

SECURITY OF THE MOBILE DEVICE

Students are responsible for the security of their mobile device at all times, both on and off district property. Devices should never be left unsecured. All unsecured mobile devices will be confiscated by staff and disciplinary actions may be taken.

GENERAL USE OF THE MOBILE DEVICE

- Students who take their device home are required to bring their mobile devices to school each day fully charged. Students who leave mobile devices at home will be required to complete alternate assignments as determined by the teacher. Students may be subject to disciplinary action for repeatedly failing to bring the mobile device to school.
- Each student is responsible for all usage of and content stored on the device issued to them.
- Students are not permitted to lend their device or accessories to anyone or borrow another student's mobile device or accessories.
- Student devices are subject to routine monitoring by teachers, administrators, and technology staff. Users shall have no expectation of privacy while using the mobile device. Teachers, school administration and/or technology staff may conduct an individual search of a student's mobile device, including any content stored on or communication conducted using the device.
- Students are responsible for maintaining the security of all usernames and passwords issued to them. Account usernames and passwords are never to be shared with anyone other than a teacher, school administrator, or technology staff. This includes network, software, and web-based application usernames and passwords.

DAMAGE, LOSS, AND THEFT

- If the mobile device is lost or stolen during the school day, the student is required to contact a teacher or school administrator immediately.
- If a mobile device is stolen outside of school, the student or parent/guardian is required to file a police report immediately. After filing a police report, the student or parent/guardian shall notify school administration and submit a copy of the police report. Failure to report a lost or stolen device within one week may result in a student being held financially responsible for replacement of device.
- If a mobile device is lost outside of school, the student or parent/guardian is required to notify school administration immediately. Failure to report a lost or stolen device within one week may result in a student being held financially responsible for replacement of device.

- All attempts to recover a lost or stolen device will be done by school administration or law enforcement. Students or parents shall **never** attempt to recover a stolen device.
- The student and/or parent/guardian is responsible for compensating the school district for repairs or replacement costs due to intentional damage, loss, negligence, misuse and/or violating the *Mobile Device Student/Parent Handbook* or *Acceptable Use Policy for Technology*.
- A list of replacement costs is included in Appendix B of this handbook.

STUDENT EXPECTATIONS FOR RESPONSIBLE AND ETHICAL USE

Students should understand the rules and expectations that apply to non-technology related conduct and communication also govern the student use of technology.

Students are expected to:

- Understand that they are responsible for the care, content, and usage of the mobile device and all accessories issued to them
- Bring the mobile device to school fully charged each day (Applies to all students that elect to take devices home)
- Follow all procedures of enrollment and security setup for identification of the mobile device
- Use the mobile device in ways that are appropriate and educational
- Understand that the mobile device is the property of Beaufort County School District and is subject to inspection at any time without notice
- Keep the mobile device away from food, beverages, sinks, water fountains or any other area that may cause damage to the device.
- Keep the case on the mobile device at all times; when in transition, the device must be attached to the keyboard, closed, and placed in the carrying bag
- Follow all procedures for reporting a lost, stolen, or damaged device as outlined in this handbook
- Engage in positive discussions while using communicative and collaborative technology
- Alert a teacher if he/she sees threatening, inappropriate, or harmful content online
- Be cautious to protect the safety of themselves and others
- Return the mobile device and accessories to school when requested by the school or district
- Understand that they are responsible for the repair and replacement costs due to intentional damage, loss, negligence, misuse and/or violating *Mobile Device Student/Parent Handbook* or *Acceptable Use Policy for Technology*
- Understand that the use of the mobile device is a privilege and can be taken away at any time

Students may **NOT**:

- Use school technologies in a way that could be personally or physically harmful
- Lend their mobile device or accessories to anyone or borrow another student's mobile device or accessories
- Remove any district labels or identifying stickers on the mobile device and/or accessories
- Attempt to repair, reconfigure or reset the mobile device
- Modify or change settings on the device in an effort to circumvent the district's content filters; this includes proxy software and websites
- Attempt to install any software that is not approved by the Beaufort County School District.
- Place drawings, stickers, labels, or any other forms of personalization on the device
- Share their network or application usernames or passwords with anyone other than a teacher, school administrator, or technology staff
- Attempt to photograph or find inappropriate or dangerous images or content including drugs, alcohol, gangs, weapons, and/or pornography (real or cartoon)

- Engage in cyber-bullying, harassment, or disrespectful conduct toward others
- Post personally-identifying information about themselves or others
- Use school technologies for illegal activities or to pursue information on such activities
- Attempt to hack or access sites, servers, or content that isn't intended for their use
- Use the mobile device to cheat on any assignments
- Engage in inappropriate communications with others online

VIOLATIONS OF THIS POLICY

Violations of this policy will be handled in accordance with Beaufort County School District's *Student Discipline Code of Conduct*. Disciplinary repercussions include but are not limited to:

- Suspension of network, technology, or mobile device privileges
- Notification to parents
- Detention, suspension, or expulsion from school and school-related activities
- Legal action and/or prosecution

PARENT/GUARDIAN EXPECTATIONS

In order for students to experience the benefits of Connect2Learn, Beaufort County School District encourages each parent/guardian to:

- Understand that attempts to recover a stolen device will be done by school administration or law enforcement. Students or parents shall **never** attempt to recover a stolen device.
- Ensure their child is following the guidelines in the *Mobile Device Student/Parent Handbook* and *Acceptable Use Policy for Technology*.
- Ensure that their child returns all equipment on or before the date specified by the school administration or upon leaving the district.

When a student is using a mobile device at home:

- Monitor the child's internet use and adherence to the *Acceptable Use Policy for Technology* at home and school when using his/her mobile device.
- Ensure that only the student will use his/her mobile device for school-related purposes.

TITLE

Legal title to the property is with the district and shall, at all times, remain with the district. A student's right of possession and use is limited to and conditioned upon his/her full and complete compliance with Beaufort County School District's *Mobile Device Student/Parent Handbook* and *Acceptable Use Policy for Technology*. The student is responsible for the care, use, and security of the mobile device and accessories at all times.

REPOSSESSION

Beaufort County School District reserves the right to repossess a mobile device at any time if the student does not comply with all terms of Beaufort County School District's *Mobile Device Student/Parent Handbook* and *Acceptable Use Policy for Technology*.

APPROPRIATION

Failure to return the property in a timely manner, as requested by school administration, will be referred to local law enforcement.

MODIFICATION TO PROGRAM

Beaufort County School District reserves the right to modify this program or its terms at any time.

INTERNET ACCESS/FILTERING

- It is the responsibility of each student to adhere to the *Mobile Device Student/Parent Handbook* and *Acceptable Use Policy for Technology* while at home and school.
- An internet content filtering solution is maintained by Beaufort County School District for school and home use on mobile devices. While this filtering solution is very effective, the district cannot guarantee that access to all inappropriate sites will be blocked.
- Beaufort County School District is not responsible for problems suffered while on the network or internet. Use of information obtained through the internet is at the user's risk.
- Students are prohibited from modifying or changing settings on the mobile device in an effort to circumvent the district's content filter; this includes proxy software and websites.
- Beaufort County School District will not serve as the internet service provider for student home use. For students to access the internet at home, the parent/guardian must subscribe through an internet service provider. If students do not have home internet access, there are a variety of options for connecting to the internet including, but not limited to, public libraries and public businesses that provide free Wi-Fi access to patrons. Additionally, information about low-cost broadband internet programs is outlined in Appendix C of this handbook.

LIMITATION OF LIABILITY

- While Beaufort County School District employs filtering, safety and security mechanisms and attempts to ensure their proper function, it makes no guarantee as to its effectiveness.
- Beaufort County School District will not be responsible, financially or otherwise, for unauthorized transactions conducted using the mobile device.

APPENDIX A: TECHNOLOGY USAGE FEE (APPLIES TO ALL STUDENTS THAT TAKE MOBILE DEVICE HOME)

In an effort to sustain and support Connect2Learn, each student in grades 6-12 and elementary schools that elect for their students to take devices home will be required to pay an annual, non-refundable Technology Usage Fee of \$20. If the fee creates a financial hardship on the student or parent/guardian, they may contact their school's administration for options to assist with payment. The student or parent/guardian is responsible for all repair and replacement costs that are not covered by the annual Technology Usage Fee.

Technology Usage Fees may be paid via cash or check at each school or online through Beaufort County School District's Online School Payments Portal at <http://osp.osmsinc.com/beaufortsc/>.

The Technology Usage Fee **will** cover costs associated with the following:

- Repairs due to hardware malfunctions of the device or accessories
- Repairs due to accidental damage or damage caused by normal, everyday use (Limit of 2 cracked screen repairs per school year)
- Replacement of a stolen device (unless stolen due to student neglect); student or parent/guardian must submit a police report within 48 hours in order to be issued a replacement device (Limit of 1 replacement per school year)

The Technology Usage Fee **will not** cover costs associated with the following: (students and/or parent or guardian are responsible for all repair or replacement costs associated with the following)

- Repairs due to intentional damage, neglect or misuse of the device
- Repairs due to accidental damage or damage caused by normal, everyday use in excess of 2 occurrences per school year
- Repairs of damage caused by violating the *Mobile Device Student/Parent Handbook* or *Acceptable Use Policy for Technology*
- Repairs due to a student's attempt to repair, reconfigure or reset the mobile device (any attempt to tamper with the internal components of the device will be considered intentional damage)
- Replacement of a device stolen due to student neglect; or replacement of a stolen device in excess of one per school year
- Replacement of a lost device and/or accessories including case/cover, keyboard, carrying bag, and charging accessories




APPENDIX B: REPLACEMENT/REPAIR PRICING

Dell Venue 11 Replacement Pricing	
<u>Item</u>	<u>Price</u>
Dell Venue 11 Tablet	\$599.00
Screen Replacement (if not covered by Technology Usage Fee; intentional or 3rd cracked screen)	\$75.00
Keyboard (missing or intentionally damaged)	\$119.00
Protective Cover	\$20.00
Carrying Bag	\$21.00
Charging Adapter	\$15.00
USB Charging Cord	\$5.00
Intentional Camera Damage	\$25.00

iPad Replacement Pricing	
<u>Item</u>	<u>Price</u>
Apple iPad Air (missing or intentionally damaged)	\$399.00
Screen Replacement (if not covered by Technology Usage Fee; intentional or 3rd cracked screen)	\$75.00
Otterbox Case (missing or intentionally damaged)	\$65.00
Otterbox Cover (missing)	20.00
iPad Charging Adapter	\$21.00
iPad USB Cable	\$21.00

APPENDIX C: LOW-COST INTERNET PROGRAMS

Various internet service providers who service the residents of Beaufort County offer low-cost broadband internet service for qualifying families. Information about the low-cost programs offered by these service providers is listed below. Please note that Beaufort County School District is not affiliated with any of these programs. We are simply including this information to make families aware of the various low-cost internet solutions that are available. All questions should be directed to the internet service provider and not Beaufort County School District.

	Hargray Jumpstart Internet 1-877-Hargray http://hargrayoffers.com/jumpstart
	Comcast Internet Essentials 1-855-846-8376 http://internetessentials.com
	CenturyLink Internet Basics 843-525-0044 http://centurylink.com/home/internetbasics/

APPENDIX D: 2016-2017 MOBILE DEVICE AGREEMENT FORM



**2016-2017 Connect2Learn
Mobile Device Agreement Form**

PLEASE PRINT

Student's Full Name _____ Grade _____
Parent/Guardian Full Name _____
Parent Email Address(es) _____
Home Address _____ City _____ State _____ Zip Code _____
Parent Phone Numbers (H) _____ (W) _____ (C) _____

In this agreement, “we”, “us”, and “our” means Beaufort County School District. “You” and “your” means the student and parent/guardian enrolled in Beaufort County School District. The “property” is a mobile device, including all accessories, owned by Beaufort County School District.

Term of Agreement: You will comply, at all times, with Beaufort County School District’s Mobile Device Student/Parent Handbook and Acceptable Use Policy for Technology. Any failure to comply may terminate your rights of possession, effective immediately, and the district may repossess the property.

Title: Legal title to the property is with the Beaufort County School District and shall at all times remain with the district. Your right of possession and use is limited to and conditioned upon your full and complete compliance with the Beaufort County School District’s Mobile Device Student/Parent Handbook and Acceptable Use Policy for Technology. The student is responsible for the care, use, and security of the mobile device and all accessories at all times.

Damage: The student and/or parent/guardian is responsible for compensating Beaufort County School District for repairs or replacement costs due to intentional damage, loss, negligence, misuse and/or violating the Mobile Device Student/Parent Handbook or Acceptable Use Policy for Technology.

Loss or Theft: If the mobile device is lost or stolen during the school day, the student is required to contact a teacher or school administrator immediately. If a mobile device is stolen outside of school, the student or parent/guardian is required to file a police report immediately. After filing the police report, the student or parent/guardian shall notify school administration and submit a copy of the police report. If a mobile device is lost outside of school, the student or parent/guardian is required to notify school administration immediately. All attempts to recover a lost or stolen device will be done by school administration or law enforcement. Students or parents shall never attempt to recover a stolen device.

Repossession: Beaufort County School District reserves the right to repossess the mobile device at any time if the student does not fully comply with all terms of Beaufort County School District’s Mobile Device Student/Parent Handbook and Acceptable Use Policy for Technology.

Appropriation: Failure to return the property in a timely manner, as requested by school administration, will be referred to local law enforcement.

Modification to Program: Beaufort County Schools reserves the right to modify this program at any time.

By signing below, you are agreeing to the terms and conditions listed above as well as the terms and conditions outlined in the Mobile Device Student/Parent Handbook.

Student Signature: _____ Date _____

Parent/Guardian Signature: _____ Date _____