



Beavercreek City Schools (BCS), is providing students with a mobile device for use during and after school hours. This device is the property of BCS and should be treated as an educational tool similar to a course textbook. Currently, Grades K-2 will receive an iPad, and grades 3-12 will receive a Chromebook.

Mobile devices provide access to many educational materials needed for classroom studies including Google Apps for Education, online textbooks and district provided web-based resources. Students will use their mobile device regularly in their classes to complete homework and school projects. The supplied device is an educational tool and not intended for gaming, social networking, or high end computing.

The policies, procedures and information within this document apply to all mobile devices used at Beavercreek City Schools by students, staff or guests and includes any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for mobile device use in their classroom.

## **Receiving Your mobile device:**

*Parents & students must complete the Mobile Device Agreement portion of the OneView online forms prior to being allowed to take the mobile device home.*

### **Mobile Device Care Plan:**

Beavercreek City Schools has an optional Mobile Device Care Plan. The annual cost is \$20 per device. Joining the program provided reduced cost for repairs or replacement of mobile devices. Look for the Mobile Device Care Program document in the addendum for more information.

### **Pickup:**

Once the online agreement is completed, the student will be provided with the following:

- A mobile device (iPad K-2, Chromebook 3-12)
- A charging block/cord
- A device case

Each building determines the process they use to handout the devices.

### **Optional Accessories:**

The following items are not provided by BCS but may be helpful when working on a mobile devices:

- Headphones/ 'ear-buds' (with built in microphone, if desired)
- Stylus
- Flash drive (Chromebook only)

### **Training:**

Students will be trained on how to use the mobile device and access commonly used web-based applications available to them. Training documents and videos will be available online for students to refer to as needed.

### **Return:**

Students will retain their original mobile device each year while enrolled at BCS. Any student who transfers out of BCS will be required to return their mobile device and accessories.

If a mobile device and/or accessories are not returned, outstanding fees will be added to the student's account. Unpaid fees can result in the withholding of transcripts or other transfer information.

The cost of replacement for a mobile device or any of its accessories that are lost or intentionally damaged is the responsibility of the student and parent involved in the loss or damage of property. The costs will change based on current replacement cost - the family will be charged the amount the district pays for the replacement parts.

## **Taking Care of Your Mobile Device:**

Students are responsible for the general care of the mobile device issued to them by BCS. Mobile Devices that are broken or fail to work properly must be taken to the area designated in each building for repair. If a loaner mobile device is needed, one will be issued to the student until their designated device can be repaired or replaced.

Each device will be pre-labeled in the manner specified by BCS. This includes individual student identification and a device asset tag. Under no circumstances are students to modify, remove, or destroy identification labels.

### **General Precautions:**

- Devices must be kept in their protective cases at all times. Damage incurred to a device not in its case will be charged at the full rate of repair.
- Food and open drink containers should be kept a reasonable distance from a device while it is in use.
- Cords, cables, and removable storage devices should be carefully inserted and removed from the device.
- Students should never carry their device while the screen is open unless directed to do so by a teacher.
- Devices should be shut down when not in use to conserve battery life.
- Devices should never be handled roughly. This includes such treatment as shoving it into a locker or wedging it into a book bag.
- Do not expose your device to extreme temperatures or direct sunlight for extended periods of time as these may cause damage to the device.
- Do not store your device outside or in a vehicle (especially overnight).

- Allow your device to reach room temperature prior to turning it on.
- Do not place anything on the device before closing the lid (e.g. pens, pencils, notebooks).
- Do not lean on, bend, poke or apply pressure to the device. The protective case is not meant to withstand strong pressure.
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the mobile device screen.

## **Personalizing the Mobile Device:**

BCS considers mobile devices an educational tool similar to a course textbook. As such, devices must remain free of any writing, drawing or stickers. An identification label with the student's name is acceptable to place on a device and/or case. Spot checks for compliance may be done by an administrator or BCS technician at any time.

Students may add appropriate music, photos, and videos to their device. Personalized media are subject to inspection and must follow the BCS acceptable use policy. A student may be asked to restart their mobile device at any time, clearing the device of temporary files.

## **Using Your Mobile Device at School:**

The device is intended for use at school each day. Students are expected to bring their mobile device to all classes unless specifically advised not to do so by their teacher. In addition to teacher expectations for device use, resources such as school messages, announcements, calendars, student handbooks and schedules will be accessed using the device. Mobile devices will be used for district and state testing.

Students do not need to carry the AC Adapter power cord (charger) to school. Limited charging will be available during the school day.

### **Sound:**

It is highly recommended that a student bring personal headphones or 'ear-buds' for any audio/video files they wish to access. A built in microphone feature may also be helpful for some projects.

### **Printing:**

Google's Cloud Print service is used by BCS to provide printing options to students. Printers is not available everywhere. District and building administration will work together to make sure printing needs are covered.

### **Storing Your Mobile Device:**

When students are not using their mobile device, **they should be securely stored**. Nothing should be placed on top of the device when it is being stored.

### **Storing Mobile Devices at Extracurricular Events:**

Students are responsible for securely storing their devices during extra-curricular or after school events. Mobile devices should never be left in unattended book bags or backpacks. Do not ask another student to look after your device.

### **Unsupervised Mobile Devices**

Mobile devices found in unsupervised areas will be confiscated by staff and taken to the main office. Disciplinary action may be taken for leaving a device in an unsupervised location

## **Using Your Mobile Device at Home:**

Mobile devices are to be taken home each night for charging. ***Devices must be brought to school each day fully charged.*** A fully charged device should last the duration of a normal school day.

When using home Wi-Fi networks, the device will continue to utilize school proxy servers. Web search results will be filtered by district web filtering tools.

### **Printing:**

The devices will not support a physical printer connection. Google's Cloud Print service may allow Chromebooks to print to a home printer through a wireless home network.

Additional Cloud Print resources are available at <http://google.com/cloudprint>

## **Managing and Saving Files:**

Every BCS student will be provided by the district with an individual Google Education account. Students are responsible for saving documents to their Google Drive. They may also use an external memory device such as an SD card or USB flash drive to save their files. Google accounts are accessible through any internet connection and

allow sharing and collaboration with teachers and students. It is the responsibility of the student to maintain the integrity of their files and keep proper backups.

## **Software and Apps:**

Chromebook software is delivered via the Chrome Web Store and managed by the BCS Technology Department. Other than its operating system (OS) and security features, the device only utilizes web-based applications (apps) that do not require installation space on a hard drive. Some applications allow for offline use. These create temporary files on a Chromebook so long as it remains logged in to a single user's account. The software apps originally installed on the Chromebook must remain on the device in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome OS. Software updates are installed automatically when the machine is restarted. Shutting down and restarting should be performed on a regular basis.

From time to time BCS may add software applications for use in a particular course or for a specific purpose (such as district and state testing). This process will be automatic with limited impact on students. Applications that are no longer needed will automatically be removed by the school whenever possible.

### **Non-District Software:**

Students are not permitted to install additional software on their mobile device beyond what has been approved by Beaver Creek City Schools.

### **Inspection:**

Students may be selected at random to provide their mobile device for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate materials being carried into the school.

## **Repairing or Replacing Your Mobile Device:**

### **Basic Troubleshooting:**

If technical difficulties occur with a device, the easiest method of attempting to resolve the problem is to shutdown and restart the device. This will clear any temporary files and update the OS software.

If the issue remains unresolved, take the device to the designated area of the building to obtain technical support.

**Under no circumstances should a student, parent or other individual attempt to self-repair or otherwise obtain their own repairs for a damaged or non-functioning mobile device.**

**Mobile Devices Undergoing Repair:**

- Building technicians may choose to restore the device to factory defaults. This will restore the device to the state in which it was originally received. Any temporary files on the device will be erased. Files stored on external media (SD card or USB flash drive), or in a Google account are not stored locally and will be intact after the operating system is restored.
- A loaner device will be provided to a student if their device cannot be quickly repaired.

BCS reserves the right to charge to the student's account the full cost of repairs for mobile device damage that is the result of misuse or abusive handling. Insurance will not cover damage of this type to a device.

## Addendum 1 - Mobile Device Care Program

Students and parents are responsible for district-owned technology property issued to them, just as they are for other district-owned items such as textbooks, athletic equipment and library books. The district will repair or replace the devices, but the students and parents are responsible for the cost of those repairs or replacements that occur due to misuse, abuse or negligence. Defective and normal wear issues will not be charged to families. For example, a dead battery in a mobile device will be fixed without charging families.

To help offset the liability of the families, Beaver Creek City Schools is offering a Mobile Device Care Program. For \$20 per year, per device, the Mobile Device Care Program will repair or replace the device at a significant savings to the family. Enrolling in the program is optional. The table below shows the price structure for repairs and replacements with the plan and without the plan.

### Repair costs - charged per device each repair

All repairs charged at the level in the chart or at the cost of the repair - whichever is less

	1st repair	2nd repair	3rd or greater repair
Without Mobile Device Care Program	\$50	\$75	\$100
With Mobile Device Care Program	\$0	\$25	\$50

### Replacement costs

Without Mobile Device Care Program	Currently \$300/iPad, \$240/Chromebook
With Mobile Device Care Program	\$100

Example scenario 1: a student breaks the screen on an iPad twice in a year. The current cost to the district to replace a screen is \$80 per instance.

Without Mobile Device Care Program	\$50	1st repair
	\$75	2nd repair
	<b>\$125</b>	<b>Total</b>
With Mobile Device Care Program	\$20	Program cost
	\$0	1st repair
	\$25	2nd repair
	<b>\$45</b>	<b>Total</b>

Example scenario 2: a student breaks the screen on an iPad three times in a year. *The current cost to the district to replace a screen is \$80 per instance.*

Without Mobile Device Care Program	\$50	1st repair
	\$75	2nd repair
(repair cost is \$80, so only charge \$80)	\$80	3rd repair
	<b>\$205</b>	<b>Total</b>
With Mobile Device Care Program	\$20	Program cost
	\$0	1st repair
	\$25	2nd repair
	\$50	3rd repair
	<b>\$95</b>	<b>Total</b>

## **Addendum 2 - AUP**

### **Beavercreek City Schools**

#### **STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech").

This policy and its related administrative guidelines and the Student Code of Conduct also govern students' use of their personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), when connected to the District's network, the District's Internet connection, and online educational services ("Education Technology" or "Ed-Tech").

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

First, and foremost, the Board may not be able to technologically limit access, through its Education Technology, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file

server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent may temporarily or permanently unblock access to websites or online educational services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B.
- C. the dangers inherent with the online disclosure of personally identifiable information
- D.
- E. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
- F.
- G. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of

technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Education Technology are personally responsible and liable, both civilly and criminally, for uses of the Ed-Tech not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the District's Education Technology.