

ACALANES UNION HIGH SCHOOL DISTRICT
MOBILE DEVICE HANDBOOK



Overview and Mission

We are committed to preparing our students to excel and contribute in a global society. The idea of “1:1 Learning” includes District-Provided Devices and the “Bring Your Own Device” (BYOD) Program. The goal is to enhance student mastery of the content in the classroom, and the devices are to be utilized for academic use throughout the school day and at home. Student technology use supports essential skill areas for our students, including complex communication, new media literacy, creativity, and self-directed learning. In essence, technology has been evolving at a rapid pace; the district wants students to be prepared for their future educational and career goals. Students will access, create, and use instructional material via Google Apps for Education. The use of devices falls within the guidelines of the AUHSD Acceptable Use Policy.

AUHSD feels strongly that a successful student is one who is supported at school by their teachers and at home by their parents. To ensure students are as responsible and safe online at home as they are at school, we have provided parents a list of resources below to further support their student. Additional resources can be found on the school’s website.

This handbook addresses both parts of the 1:1 Device Program: the student or family owned devices as well as the district-provided devices. The “Bring Your Own Device” portion details permissible use, recommended minimum specifications, policies and guidelines, as well as the “BYOD Student and Family Agreement” form to be signed and turned in to the course instructor. The “District Provided Devices” portion clarifies parental/guardian responsibilities, including what to do if a borrowed device is lost, stolen, or damaged. The option of insurance has been provided as well. In addition, policies and guidelines for student use and the “District Provided Device Student and Family Agreement” form are to be signed and turned in to the course instructor before district devices are issued to students.

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Guidelines for Student Use

All students must abide by the following rules and guidelines:

1. The student should bring their personal device with them daily.
2. The student is responsible for the care of his or her device and its accessories.
 - a. Never leave a device unattended. When not in your personal possession, the device should be in a secure, locked environment.
 - b. Do not lend your device to another person.
 - c. Never throw or slide the device or a backpack/bag that contains the device. Never place a device in a bag that contains food, liquids, heavy or sharp objects.
 - d. Never expose a device to long-term extremes in temperature or direct sunlight. Do not store or leave your device in your car.
3. Violations of school rules involving a student's, employee's, or district owned device may result in the loss of use of the device in school and/or disciplinary action.
4. Devices should be charged prior to bringing them to school and should be capable of running off their own battery for the duration of the school day. There are limited charging stations available around each campus.
5. Devices will be provided access to a designated wireless network. Students should not establish a private, ad hoc, wireless hotspot, or peer-to-peer network using a device.
6. Students are not permitted to use any device to record audio or video media or take pictures of any student or staff member without the permission of the person or persons being recorded. The distribution of any unauthorized media may result in disciplinary action.
7. A student may only use a device during class with the teacher's permission.
8. Students should only use their devices to access relevant education-related content. In emergency situations, students must notify the teacher and get permission for personal use.
9. All applications should be school appropriate; keep in mind that this device is being used for school purposes.
10. While personalized screensavers and wallpapers are allowed, inappropriate images, including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images, are not permitted and are subject to disciplinary action.
11. All devices afford limited electronic storage space. As with all electronic files, it is good practice to duplicate, or archive files to an independent storage space. It is recommended students use their AUHSD Google Apps for Education account and the associated Google Drive for storage. It is the student's responsibility to ensure that work is not lost due to mechanical failure, accidental deletion, or re-imaging.

District Owned Device Additional Rules and Guidelines:

12. District owned devices and device covers must remain free of any writing, drawing, stickers, or labels that are not property of Acalanes High School.
13. District owned devices must stay in provided covers if applicable.
14. Each district owned device has a unique AUHSD Asset tag and Barcode; at no time should these identification stickers be modified or removed from the device or device cover.

BYOD Device Additional Rules and Guidelines:

15. The district shall not be liable for the loss, damage, misuse, theft, or loss of data of any personally owned device brought to school. Personal devices are brought to the school at the students' and/or parents' own risk.
16. The school may not be able to provide technical support for personal devices.
17. Under the provisions of this policy, parents or guardians who allow students to use personal devices, and students who elect to use personal devices, do so knowing that it diminishes any expectation of privacy with regard to the personal device. The school may search privately owned personal devices if there is a reasonable suspicion that a student has violated the district policies, agreements, rules, or directives while using the personal device on school property, or working on school assignments, or if the violation has impacted other students of AUHSD.

Guidelines for Parent Support

Parent/Guardian Responsibilities Include:

1. Read the “Guidelines for Student Use” outlined above.

Students have agreed to the Guidelines for Use by signing this packet. To support your student, please read the Guidelines and be familiar with them to help support them at home.

2. Sign the Student and Family Agreement.

This is an agreement to help support the successful use of each student in the 1:1 device program.

3. If your student is receiving a District Owned device, please read and sign the AUHSD Equipment Loan Form.

To take home AUHSD student devices, students and their parents/guardians must sign the Mobile Device Agreement before receiving a device.

4. Monitor Student Use

AUHSD wants to support a safe environment at home and at school. Therefore, we have provided the following suggestions for monitoring:

- Investigating and applying parental controls available through home internet service providers, wireless router settings, and online filtering services (free online examples: [OpenDNS Parental Controls](#); [Norton ConnectSafe for Home](#))
- Developing a set of rules/expectations for student device use
- Allowing use only in common areas, such as the living room and kitchen
- Demonstrating interest in, and monitoring of, what the student is doing on the student mobile device. (Advice videos regarding cyber safety, cybersecurity, ethical use, and cyberbullying are available free at [Common Sense Media](#))

5. Monitor Care of Device

Whether a BYOD or District Owned Device, it is best practice to support the student care of the device throughout the year. As outlined, each student is responsible for his or her device and/or accessories.

Bring Your Own Device Policy (BYOD 1:1)

Students will be allowed to access the district's network with their personal mobile devices. Mobile devices are digital devices that can access the Internet, use web tools, and access digital media. Recommended devices include laptops or Chromebooks. If a student is unable to bring their own device and the use of the device is required by the teacher, a device will be provided for the student upon request.

Personal device use of the system shall be permitted if the use:

1. Imposes no tangible cost to AUHSD
2. Has no adverse effect on any student's academic performance
3. Adheres to the AUHSD Acceptable Use Policy

Recommended BYOD Minimum System Specifications

- Connect to the internet through 5GHz Wi-Fi
- Have at least 5 hours of battery life
- Headphones
- Multimedia creation and editing capabilities
- 7 inch screen size

***Note:** Smartphones and e-readers (e.g., Kindle, Kindle Fire, Nook, etc.) do not meet our Recommended BYOD Minimum Requirements.

Examples of devices that are currently being used in the Acalanes Union High School District:

- Dell Chromebook 11, 4GB RAM
- New Dell Chromebook 11, 4GB RAM (with or without touch screen)
- MacBook Air 11", 128GB

District Provided Device Policy

All AUHSD students who receive a device will be given all necessary parts for device use, including one charging brick and one cable. Other accessories can be checked out on a needed basis as determined by teacher and student or purchased at the discretion of the student and family.

Liability, Loss, Theft, Damage

AUHSD will repair or replace damaged equipment resulting from normal use. **Costs for all other breakages will be the responsibility of the student/parent/guardian.** Loss or theft of the device is also the responsibility of the student/parent/guardian and will result in the student being charged the full replacement cost to purchase a new device. (See procedures below) **Chargers and cases must be return in good condition along with the device.** Failure to return items will result in extra charges for missing equipment such as chargers and cases.

Procedure for Device Help

If a device is not functioning:

- Student informs the teacher about the device issue
- Teacher troubleshoots basic issues
- If unresolved, teacher informs the school Technology Support
- Technology Support receives device and determines if issue is due to functionality or repair is needed
- Technology Team attempts to resolve issue and notifies teacher and student of outcome

Procedure for Damaged Devices

If a device is damaged, the student should:

- Notify the teacher and/or administration immediately
- Student and parent/guardian will be responsible for repairing the device

Procedure for Lost or Stolen Devices

AUHSD may utilize location software to help in recovering the device.

If stolen, the student and parent/guardian are required to:

- Use the Device Location Application if applicable (Ex. Find My iPad) to try and locate the device.
- File a police report
- Notify school administration
- Work with administration to replace device

Device Insurance

Those who wish to purchase their own personal insurance to protect a district owned device in case of loss, theft, or accidental damage may do so. AUHSD has partnered with different insurance groups to provide those families with optional device coverage. Please check your school's webpage for further information about insurance. **AUHSD strongly recommends purchase of insurance.**

1:1 Student and Family Agreement

1. I will ensure that my device battery is charged nightly.
2. I will bring my device to class every day.
3. I will use my device in ways that are educational and appropriate at school.
4. I will follow the AUHSD Acceptable Use Policy at all times.
5. I understand that my device can be searched by district administration at any time.

Additional Agreement for District Owned Devices

6. I will not place decorations (such as stickers, markers, etc.) on a district owned device.
 7. I will not modify or remove the asset tag or bar code on district owned devices.
 8. I will return any district owned device or accessories at the appropriate time.
 9. I will never leave my device unattended.
 10. I will never loan my device out to other individuals.
 11. I agree to follow the school procedure for lost, stolen, or damaged devices.
 12. I will be responsible for the loss or damage of my device or any device accessories.
 13. I understand that the care of the device is my responsibility.
 14. I will keep food and beverages away from my device to avoid damages.
 15. I will avoid using objects that may scratch the screen.
 16. I will not expose my device to extreme temperatures and direct sunlight.
 17. I will not delete any school installed applications or software.
 18. I will not disassemble any part of my device or attempt any repairs.
 19. I will return all equipment along with the district owned device and understand that if I do not, I will be responsible for the replacement cost.
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By signing below, you are acknowledging that you have read and understand the Student and Family Agreements for use of a District Provided Device or a Student/Family Owned Device. Students will not be issued a device, or permitted to use their own device, until a signed copy is on file.

Student Name: _____

Student Signature: _____

Date: _____

Parent Name: _____

Parent Signature: _____

Date: _____

Acalanes Union HSD

Student Exhibit

Equipment

E 3512

Business and Noninstructional Operations

Equipment Loan Form

I assume the responsibility for the following district equipment:

Description ID Number

School-related purpose: (Note: items are not for personal use)

I will return the above equipment to _____
(administrator or designee)
no later than _____

In borrowing the items listed above, I assume responsibility for any loss of or damage to the equipment or materials. If any items are damaged or lost, I will pay the cost of repairs or replacement.

Student Name:

Student Signature:

Parent/Guardian Signature: _____

Date: _____

Approved: _____

Date: _____