

Manchester Regional High School District

Haledon, NJ



District-Provided Student Mobile Device
Procedures and Information Handbook

2018-2019

Introduction

In alignment with the District's mission, "the mission of Manchester Regional High School is to produce respectful, responsible and well-rounded graduates who possess the knowledge and skills to become contributing members of society and life-long learners", the vision of technology and the goal of the District's 1-to-1 initiative is to create model 21st learning environments that transform the teaching and learning process for all students at MRHS to a more student-centered, teacher-facilitated experience that will lead to higher levels of engagement, empowerment and, ultimately, academic achievement.

This will be accomplished by providing technology-rich, 21st Century classroom environments and curriculum-aligned resources, a state-of-the-art network infrastructure, and ongoing, high quality professional development to all MRHS teachers and administrators to enable them to lead and teach in these environments.

As a result, students will be empowered to assume responsibility for their learning by applying new and existing technologies to solve real world problems while simultaneously expanding their global and cultural awareness and developing essential skills necessary for college- and career- readiness.

Furthermore, ongoing introduction of computer adaptive learning software will allow the instructional staff of MRHS to blend instruction in order to create a school without walls or time constraints.

Essentially, MRHS will become a school that offers students an education that never closes and that can be accessed anytime and from anywhere.

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1. Receiving Your Mobile Device

The following is the established process for the distribution of devices and the completion of necessary paperwork prior to receiving a device.

In order for a student to receive their device:

- Both the student and his or her parent/guardian must sign and return the signature page of this document acknowledging they have read the policy and agree to its terms/stipulations.
- For all incoming ninth grade students:
 - Student and his or her parent/guardian must attend announced device distribution meeting.
 - If you are unable to make your required distribution meeting, please contact the Main Office to schedule a conference. A device will not be distributed to students who do not attend the required meeting or a scheduled conference with their parent or guardian.

1.1 Usage Fee

The annual usage fee is \$20 for all students. This fee will be utilized for repairs and maintenance of devices as well as to offset potential peripheral and sustainability costs associated with the devices themselves.

1.2 Device Return

Individual school devices and accessories must be returned to the IT Department in the Media Center before the end of each school year. Specific date(s) and/or location(s) for returns will be announced in May of that school year. Students, who withdraw, are suspended or expelled, enrolled in out of district programs or terminate enrollment within the Manchester Regional High School District for any other reason must return their individual school device prior to the date of termination along with all accessories.

If a student fails to return the device at the end of the school year or upon termination of enrollment within the Manchester Regional High School District, that student will be subject to criminal prosecution or civil liability. The student will also be responsible for the replacement cost of the device. Failure to return the device or to report it stolen/lost will result in a theft report being filed with the Haledon Police Department against the student and/or parent/guardian.

The mobile device and its accessories must be returned in satisfactory condition. Damage to a device must be reported immediately as per Section 8.3 of this policy.

2. Taking Care of Your Device

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be taken to the IT Office for an evaluation. **Do not attempt to fix the device on your own or with any outside agencies.**

2.1 General Precautions

- A. The Device is the property of Manchester Regional High School District and all users will follow the Acceptable Use Policy (2360/2361) for technology when using the device in or outside of school.
- B. Cords and cables must be inserted carefully into the device to prevent damage. Only original equipment manufacturer (OEM) accessories may be used with the device.
- C. Devices must remain free of any writing, drawing, stickers, or labels that are not the property of the Manchester Regional High School District.
- D. Devices must never be left unattended or in an unlocked locker, unlocked car or any unsupervised area.
- E. Students are responsible for keeping their device's battery charged for school each day.
- F. If students use device "skins" to "personalize" their device, they must not take off any MRHSD labels.
- G. Never leave the device or its accessories in direct sunlight and/or unattended in an automobile.

2.2 Screen Care

- A. The device screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage from excessive pressure on the screen or the corners of the device.
- B. Do not lean on the top of the device when it is closed.
- C. Do not place anything near the device that could put pressure on the screen.
- D. Do not place anything in a carrying case or bag that will press against the cover.
- E. Clean the screen with a soft, dry cloth or anti-static cloth.
- F. **Do not use any type of chemical-based cleansers as they may damage and/or remove the protective coating of the device screen.**
- G. Do not "bump" the device against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

3. Using Your Device at School

Devices are intended for use at school each day. In addition to teacher expectations for device use, school messages, announcements, calendars and schedules may be accessed using the device. Students are responsible to bring their device to all classes, unless specifically instructed not to do so by their teacher.

3.1 Devices Left at Home

If a student leaves their device at home, they are responsible for getting the course work completed as if they had their device present. Students are required to bring their device to school every day. All elements of this policy and procedure manual apply to loaner devices.

3.2 Device Undergoing Repair

Depending on availability, loaner devices may be issued to students when they leave their device for repair. Due to the limited quantity of loaners, they will be assigned on a first-come, first-serve basis. Therefore, please make sure to report any issues immediately.

Loaner devices must be returned immediately if:

- A. Students damaged device has been repaired and is ready for pick-up.

3.3 Charging Your Device's Battery

Devices must be brought to school each day in a fully charged condition. Students need to charge their devices each evening by plugging them into an electrical wall outlet only using the device's wall or A/C charger.

3.4 Screensavers/Background Photos

- A. Inappropriate media may not be used as a screensaver or background photo.
- B. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, or gang related symbols or pictures will result in disciplinary actions.

3.5 Sound, Music, Games, or Programs

- A. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earbuds/headphones may be used if allowed by the teacher.
- B. Internet games and game apps are not allowed on the devices. If learning game apps are installed, for any purpose, they must be approved and installed by a member of the Manchester Regional High School Technology Department.
- C. All software/apps must be district provided. Data storage will be saved through apps on the device and email to a server location.

3.6 Network Connectivity

A. The Manchester Regional High 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. In order to avoid data loss, please save your data as often as possible.

4. Using Your Device Outside of School

4.1 Internet Access Outside of School

Students are allowed to set up personal wireless networks on their device for use outside of school.

However, the District Acceptable Use Policy must be followed at all times when using a District-owned device on and off the District network.

Content filtering will be enforced using the District's web filter when the devices are both on and off the District network (through the use of a proxy) to ensure compliance with the Child Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA).

MRHS will provide students and parents/guardians with a list of up to date, free WiFi accessible locations off school premises within sending communities as well as general providers (e.g. public libraries, retail locations, etc.).

4.2 Traveling with Device

Due to security concerns, District-owned devices may not be transported to another state or country without written permission from District Administration. Please visit the IT Office for assistance submitting a "Travel Request." Any student who transports their device to another state or country without written permission will be subject to disciplinary action, have their device deactivated ("bricked"), and have their 1:1 off-site privileges revoked. Furthermore, the student will be held responsible for the full replacement or repair cost of the device if it is lost, stolen or damaged when transported to another state or country without permission.

5. Software on Devices

5.1 Originally Installed Software

The software/apps originally installed by the Manchester Regional High School District must remain on the device in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software may require that the software be deleted from the device at the completion of the course. Periodic checks of devices will be conducted to ensure that students have not removed or modified required apps/settings.

5.2 Additional Software

The District's technology department will manage the applications on all student devices. All apps will be distributed through a secure distribution/management application that will act as a bridge between the devices and their respective App Stores. Students will be able to download any provisioned apps in this manner directly onto their device.

5.3 Circumvention of Managed Settings

All student devices are provisioned by the technology department for the purposes of initializing and managing all devices in a secure and organized fashion. Any attempts by students to circumvent any district management settings through software restoration or jailbreaking will result in the confiscation of the device and disciplinary action.

5.4 Inspection

Students may be selected at random to provide their device for inspection.

5.5 Procedure for Reloading Software

If technical difficulties occur or illegal software (non-District installed apps) is found, the device will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and reimage. This may also result in confiscation of the device with usage allowed only during the school day.

5.6 Software Upgrades

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

6. Student-Assigned Mobile Device Acceptable Use Policy

The Manchester Regional High School Board of Education has an “Acceptable Use Policy” (2360/2361). This policy is given to all students at the beginning of the year. Copies are also available from the main office and from the district website. That Policy applies to the use of devices issued to students. Your signature on this document confirms that the student and parent/guardian are aware of this policy and agree to its terms.

In addition to the Acceptable Use Policy (2360/2361), the following guidelines shall apply:

6.1 Parent/Guardian Responsibilities

Talk to your children about the values and the standards they should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

6.2 School Responsibilities

- A. Provide Internet and Email access to its students.
- B. Provide Internet filtering of inappropriate materials as able.
- C. Provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy (2360/2361).
- D. Provide technical support, troubleshooting and repairs for all District-owned devices.
- E. Provide all District-approved applications for academic use.

6.3 Students Responsibilities

- A. Use devices in a responsible and ethical manner.
- B. Obey general school rules concerning behavior and communication that applies to device/computer use.
- C. Use all technology resources in an appropriate manner so as to not damage 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. The Manchester Regional High School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- D. Help the Manchester Regional High School District protect our computer system/device by contacting an administrator about any security problems they may encounter.

- E. Turn off and secure their device after they are done working to protect their work and information.
- F. If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked report this an Assistant Principal.
- G. Students who withdraw, are suspended or expelled, are placed in out of district programs, or terminate enrollment for any other reason must return their individual school device prior to the date of termination.

6.4 Student Activities Strictly Prohibited

- A. Illegal installation or transmission of copyrighted materials.
- B. Any action that violates existing Board policy or public law.
- C. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, or obscene materials. Transmission of pornography and/or sexually explicit material by or to students will be referred to law enforcement authorities as applicable.
- D. Use of chat rooms, sites selling term papers, book reports, and other forms of student work.
- E. Use of any non-District-approved messaging services (ex: Facebook, Instagram, Line, Vine, Kik, SnapChat, Yik Yak, Twitter, MSN Messenger, etc.)
- F. Internet/Computer Games.
- G. Use of outside data disks or external attachments.
- H. Changing of device settings (exceptions include personal settings such as font size, brightness, accessibility, etc.)
- I. Restoring or jailbreaking device.
- J. Bringing device into the weight room or restrooms. All devices must be locked in student's hallway locker or a locker room locker before they report to physical education class.**
- K. Downloading unauthorized apps.
- L. Spamming, sending mass or inappropriate emails.
- M. Gaining access to other student's accounts, files, and/or data.
- N. Exchanging devices and/or switching device identification labels to conceal fault of damage.
- O. Use of the school's internet/email accounts for financial or commercial gain or for any illegal activity.
- P. Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger, G-chat or any other forums.

- Q. Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
- R. Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- S. 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.
- T. Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- U. Bypassing the District Web filter by any means.
- V. Students are not allowed to record/capture audio, images or video of classes, students or staff unless specifically authorized by the teacher.
- W. Transporting the device across state lines or to another country without prior written approval from District Administration.
- X. Any form of harassment, intimidation, or bullying as defined by the NJ Anti-Bullying Bill of Rights Act and related legislation.

6.5 Device Care

- A. Students will be held responsible for maintaining their individual devices and keeping them in good working order.
- B. Device batteries must be charged and ready for school each day. Charge them only by plugging the device into an electrical wall outlet with the original equipment manufacturer-provided wall or A/C charger only.
- C. Only labels or stickers approved by The District may be applied to the device.
- D. Devices that malfunction or are damaged must be reported within 24 hours to the MRHSD IT Department located in the MRHS Media Center. The school district will be responsible for repairing devices that malfunction. **Devices that have been damaged from student misuse or neglect will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to devices that are damaged intentionally.**
- E. **Stolen devices:** If a student and/or parent/guardian suspect(s) that the device has been stolen, it must be reported as soon as possible to the MRHSD IT Department and the Police Department of the jurisdiction in which it was stolen. A copy of the police report must be submitted to the Main Office for documentary/insurance/warranty purposes as soon as it is available.

6.6 Legal Propriety

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

6.7 Anti-Big Brother Act (N.J.S.A. 18A:36-39)

- A. Please be advised that all information transmitted from or received by District-owned devices while both on and off the District network may be subject to capture, inspection and/or storage by District monitoring software and appliances for routing, bandwidth/application control, security/firewall and usage-reporting purposes.
- B. Internet browsing history may be subject to review to ensure compliance with the District's Acceptable-Use policies.
- C. The District may also periodically access the device when on and off the District network using a Mobile Device Management solution to perform routine maintenance, "push", or remotely install, District-approved software, manage settings, and/or remove software that violates District Acceptable-Use policies.
- D. In cases where a device is reported stolen or lost, the District may record or attempt to collect information regarding the Device's location or usage activity through the use of network tracking software and utilities, which may include images taken using the devices built-in camera. Tracking may also be activated if the District receives credible information that a student has taken the device outside of the state and/or country without prior approval, which is in violation of the terms of this policy.
- E. Data collected may be retained for a period of up to seven years for archival purposes.
- F. **Information collected will NOT be used in any manner that would violate the privacy rights of the student or any individual residing with the student.**

7. Protecting & Storing Your Device

7.1 Device Identification

All devices are identified by an internal number. Devices are not interchangeable. When a student is issued a device, that specific device will be theirs for their tenure at Manchester Regional High School.

7.2 Storing Your Device

When students are on school grounds and not using their devices, they must be stored in their lockers. Nothing can be placed on top of the device, when stored in the locker. Students are encouraged to take their devices home every day after school, regardless of whether or not they are needed. Devices cannot be stored in a student's vehicle at school or at home. Devices are temperature sensitive and will be damaged by temperature extremes.

7.3 Devices Left in Unsupervised Areas

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer labs, the media center, the gym, locker rooms, unlocked classrooms, and hallways. Any device left in these areas is in danger of being stolen. If a device is found in an unsupervised area, it will be taken to the IT Office.