

AAHS
Student
Acceptable
Mobile Device
Use
Policy

Students enrolled at Altoona Area High School will have the opportunity to be educated with some of the latest tools available for delivering curriculum. Through the use of technology and associated best practices, our teachers will optimize the learning environment, increase student engagement, and ultimately increase student achievement. The incorporation of technology to deliver the curriculum does not in any way diminish the role of the teacher. To the contrary, it transforms the teacher from a learning director to a facilitator of learning, which continues beyond the school day.

With the increased exposure to technology comes an increase in responsibility within the administration, staff, students, and parents.

The following guidelines apply to all mobile devices issued by the Altoona Area School District. At all times the mobile device remains the property of AASD and all users must adhere to guidelines governing the mobile device and usage within the Technology Acceptable Use Policy, acknowledgement of the Student Handbook, and the following rules specifically regarding the mobile device.

SECTION I: MOBILE DEVICE RESPONSIBILITIES AND OPTIONAL INSURANCE

- A. I/We understand that I, and or my student are financially responsible for any damage to or loss of the device, as

well as for any cost incurred due to my student's use of the Mobile Device. **I am also aware of the insurance option that has been outlined by AASD in the event there is damage to the Mobile Device.**

- B. *The table below will **ONLY** apply to those individuals who opt to buy into the insurance plan that is offered by the Altoona Area School District **ON OR BEFORE OCTOBER 1, 2018**. If an individual chooses to buy into this offer, there will be a cost of **\$25.00 per year**. The insurance option covers only loss or damage to the mobile device itself, not the charging cord, brick, or the case.*
- C. **If you are a member of the Mobile Device insurance plan offered by AASD:**

First Incident	Student/Parents are NOT responsible for the deductible.
Second Incident	Student/Parents are responsible for a \$25.00 deductible.
Third or More Incidents	Student/Parents are responsible for a \$50.00 deductible.
Lost and/or Stolen	Student/Parents are responsible for paying the replacement cost of \$100.

SECTION II: DISTRIBUTION AND RETURN OF DEVICES

A. STUDENT MATERIALS TO BE ISSUED

iPads will be issued with a charging cord, the brick end plug, and an iPad case. Chromebooks will be issued with a charging cord and case. iPads must remain in the school issued iPad case at all times. Students are expected to make sure their devices are fully charged on a daily basis before coming to school.

B. DISTRIBUTION OF STUDENT DEVICES AND MATERIALS

Student devices will be issued according to the following criteria:

1. After successful completion of parent and student mobile device orientation meetings during sophomore year;
2. After signed copies of Mobile Device Agreement, Technology Acceptable Use Policy, and the Student Handbook are received by the school;
3. After Parents/Students are made aware of the insurance option available through the district; and
4. After checking for regular school attendance.

C. RETURN OF STUDENT ISSUED MATERIALS

1. When mobile devices are collected by the district, students are responsible for returning all issued materials including all charging materials, cases, and the actual mobile devices.
2. Should a student misplace or lose any of the following materials, the student will be fined according to SECTION I of this document for a mobile device replacement AND will be fined an amount equal to the district's total cost for replacing the brick end plug, charging cord, device, and/or case.
3. During the course of the 180-day academic school year, the district may ask for the mobile devices to be returned at any time for the purpose of equipping the devices with any necessary updates and/or applications needed for their academic success. As soon as these tasks are complete, the devices will be available for return. Students must sign acceptable use forms and may be subject to a "refresher" course upon returning the device to the student.

4. If a student graduates early, withdraws from school, is suspended or expelled, or transfers out of district, the mobile device must be returned on the last day of the student's attendance at that campus.
5. All mobile devices will be collected at the conclusion of the school year. Under no circumstances will a mobile device be awarded to a student over the course of the summer months.

D. FAILURE TO RETURN MATERIALS

A student who does not return the device will face disciplinary action and/or have his/ her transcript withheld until the device is returned and/or all fines/fees are paid in full.

SECTION III: ACCEPTABLE USE OF STUDENT MOBILE DEVICES AND MATERIALS

- A.** Each school-issued mobile device is intended for use at school every day. Students are responsible for bringing their device to all classes charged and ready for use. Student devices should not be shared with others. Students will use an AASD-issued mobile device only.
- B.** As a user of an AASD Mobile Device, I agree to ALL of the following guidelines:
1. I will not loan the device to anyone or exchange my device with any other student.
 2. I will follow the "proper care guidelines" listed in this document.
 3. I will abide by the Student Internet/Intranet Acceptable Use Policy.
 4. I will not write on, place any labels or stickers, or other decoration on the device itself or case.

5. I will report any problems/issues I encounter while using the device to the classroom teacher or the appropriate Assistant Principal.
6. I understand that the mobile device could be set back to factory settings when being fixed which may result in lost data. Therefore, I understand the importance of storing my information in the "Cloud."
7. I will keep the mobile device secure in its location at all times
8. I will keep the mobile device secure in its school-issued case at all times
9. I will not attempt to disassemble, repair, damage, hack or subvert the security of the mobile device, or manipulate operating software in any way.
10. I will not remove the district assigned case from the device (iPad only).
11. I will not have the mobile device out in bathrooms or locker rooms.
12. I will not play games, access social media during instructional time (class), or send messages via Messenger or another message service. Failure to comply with this directive subjects the student to discipline according to the Code of Conduct and will restrict student access to non-instructional apps for the remainder of the year.
13. I understand that the school-issued mobile device is subject to inspection by staff at any given time and that it remains the property of AASD.
14. I agree to abide by all policies governing the use of the school-issued mobile device, both in school and outside of school.
15. I agree to not use the mobile device for the purposes of video/audio recording or to take photos of other students without their permission. I understand that using these mobile device features in a bathroom or locker-room is

strictly prohibited under any circumstances.

16. I agree not to use the mobile device to bully, cyber bully, or harass others. I will only use my mobile device to access, submit, post, publish or display material that is legal, true, non-threatening, free of racially offensive content, and does not hurt someone's reputation. I understand that violating this exposes me to discipline as outlined in the student conduct code.
17. I will not modify the device in any way other than instructed by the administrator or other school personnel

C. All of the above rules listed in Section III.B. apply during normal school hours, as well as all school sponsored events and activities.

D. EXAMPLES OF INNAPPROPRIATE & UNACCEPTABLE USE

1. Inappropriate use of camera (facetime, imessage, etc.)
2. Presence of inappropriate non-instructional materials
3. Hacking the district network or any other network
4. Syncing to any computer
5. Adding ADDITIONAL e-mail accounts other than school-approved student e-mail account
6. Deleting district account to use and/or access the iTunes store
7. Resetting the device to factory defaults or formatting the device for any reason
8. Any software used to subvert or remove district software from the device

E. DISCIPLINE FOR INNAPPROPRIATE & UNACCEPTABLE USE

1. The following table outlines discipline that will be given **IN ADDITION** to the discipline as outlined by the Student Code of Conduct.

First Device Related Offense	Student will be a day user for 10 days.
Second Device Related Offense	Student will be a day user for 20 days.
Third Device Related Offense	Student will be a permanent day user.

2. A "Day User" is defined as someone who is not permitted to take the mobile device out of the building. The student must sign out his/her device at the beginning of the school day and return it to the student Help Desk, located in the Library by 3:00 P.M. All Day User devices will shut off from 3:00 P.M. until 7:30 A.M.
3. **Students missing 20 or more school days will be automatically assigned to Day User status due to chronic absenteeism.**
 - A. **Within one week of the 20-day attendance hearing, parents will be contacted by phone and notified in writing that the device will be considered stolen property if it is not returned.**
 - B. **Assistant Superintendent, Police Services, and Director of Technology will be provided with a copy of the letter to the parents.**

F. SYNCHRONIZING

Students are not allowed to synchronize or connect their school-issued mobile devices to any computer. Students ONLY sign in to the iPad with their school-issued Apple identification; likewise may only sign into a Chromebook with a school-issued identification. **Students will not have access to the App Store, and therefore, are prohibited from downloading any apps to the device.**

SECTION IV: MOBILE DEVICE PROPER CARE
GUIDLINES

- A.** As a user of district property, I agree to take “*proper care*” when handling mobile devices and materials **AND** to provide those same materials with “proper security” at all times.
- B.** For the purposes of this document, “*proper care*” includes, but is not limited to, the following:
1. Handle the mobile device gently as you would any electronic device.
 2. Keep food and drink away from the device.
 3. Do not expose the mobile device to extreme heat or cold. Devices should not be left in a vehicle for an extended period of time.
 4. Do not attempt to repair a damaged or a malfunctioning mobile device.
 5. Keep the district-approved case on the iPad at all times (iPad only).
 6. Use the appropriate mobile device A/C adapter to charge the device.
 7. Never connect the mobile device to a computer.
 8. Clean the screen with an approved soft, lint-free cleaning towel. DO NOT use any spray cleaners or liquids.
 9. Make sure hands are clean before using mobile device.
 10. Charge the mobile device only with the included charger and use a standard wall outlet for your power source.
 11. Have the mobile device fully charged and ready for use during the school day.
 12. Document any software/hardware issues to your Assistant Principal or Teacher as soon as possible.
- C.** For the purposes of this document, providing “*proper security*” includes, but is not limited to, the following:

1. Not leaving the mobile device unattended in a car or in open view,
2. Notifying the building administrator if a mobile device is lost, stolen, or damaged in any way, and
3. Keeping the mobile device in the district-provided case at all times.

D. SAVING DOCUMENTS & FILE STORAGE TO THE IPAD

Students may save work online in their GOOGLE accounts, or another form of "Cloud" storage. There is storage space on all school-issued devices, but in case of damage or power loss, work done on the mobile device will not be backed up and may not be able to be retrieved.

Problems with the mobile device are not an acceptable excuse for late assignments or missing assignments.

E. REPORTING TECHNICAL ISSUES AND/OR DAMAGES

1. Any errors or problems with the mobile device should be reported as soon as possible. The following procedure should be exercised when reporting mobile device issues:
 - a. Let your classroom teacher know of your issue and he/she will School Dude it.
 - b. If your teacher is not able to resolve the issue, then they will direct you to Library Help Desk for further assistance.
 - c. If the help desk is unable to resolve the problem, they will switch out your device with a loaner device until it is fixed.
2. Damage due to a determined accidental cause will be addressed by the school through normal procedures. Damage due to negligence may result in the student

assuming the financial responsibility of replacement of the device. Students taking the device from school property must sign and submit the Parent & Student Mobile Device Use Agreement Form. **Student use of the mobile device off school grounds may be revoked at any time by the administration or designated person.**

3. If a mobile device is damaged outside of school, the damage must be reported (in person with the device) to the appropriate Assistant Principal or designee by 8 A.M. the following morning.
4. If a device is damaged during school, it must be reported to a teacher or Assistant Principal immediately.

F. HOME INTERNET USAGE

Students are allowed to set up wireless networks at home to be connected to the school-issued mobile device, but it is not necessary to have home Internet access. Many textbooks, novels, apps, and other school materials can be used without access to the Internet; however, not all textbooks, novels, etc. can be downloaded at home without Internet access. If a student is unable to access materials at home due to a lack of Internet connection, alternate arrangements will be made for that student.

SECTION V: GENERAL RULES & REMINDERS

A. GENERAL RULES

1. Headphones / Ear-Buds- the use of headphones or ear-buds during class time will be left up to the discretion of each teacher.
2. If there is repeated occurrence of a mobile device not being usable for the school day (i.e. not being charged),

then the administration reserves the right to make the student a Day User for a length of time to be determined by administration.

3. Mobile devices in BIC/Detention- the use of Ear-buds or headphones will NOT be allowed while in BIC/Detention unless specified as needed by the student's teacher.
4. Mobile device access in BIC/Detention may also be limited depending on the length of time a student is assigned to BIC/Detention

B. REMINDERS

1. Devices may be monitored by school and district level administrators at any time for misuse.
2. Administration reserves the right to take a device at any time if misuse or inappropriate use/content is suspected.
3. Teachers reserve the right to restrict/prohibit use of the device during class if misuse is suspected or if not needed for instruction. Teachers reserve the right to collect mobile devices at any time for inspection.