

1 **Boundary County School District No. 101**

2
3 **STUDENTS**

3275F

4
5 **MOBILE COMPUTING DEVICE AGREEMENT**

6
7 This Agreement is valid for the _____ school year only.

8
9 *Every student, regardless of age, must read and sign below:*

10
11 I have read, understand, and agree to abide by the terms of the Boundary County School
12 District’s policies regarding District-provided mobile computing devices (Policy No. 3275).
13 Should any violation or misuse of the device occur while it is in my custody, I understand and
14 agree that I may lose access to the device, or may lose the privilege of taking it home, and will
15 forfeit any fees paid for use of the device, regardless of whether the misuse was committed by
16 me or another person.

17
18 I accept full responsibility for the safe and secure handling of the device for this school year. I
19 accept full responsibility for the proper use and safeguarding of the device under all applicable
20 policies. I understand that it is my responsibility to immediately report any damage, theft, or
21 problems with the device to a teacher or administrator.

22
23 User’s Name (Print) _____ Home Phone: _____

24
25 User’s Signature: _____ Date: _____

26
27 Address: _____

28
29 Status: ____ I am 18 or older ____ I am under 18

30
31 If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will
32 continue to be in full force and effect and agree to abide by this policy.

33
34 Parent or Legal Guardian: If applicant is under 18 years of age, a parent/legal guardian must also
35 read and sign this agreement.

36
37 As the parent/guardian of the above student, I understand my child’s responsibility in the use and
38 care of the device and my financial responsibility in the event my student losses the device or is
39 found to be the cause of deliberate or negligent damage to it. I understand that if they are found
40 to be responsible for deliberate or negligent damage or for the loss of the device, I will be
41 financially responsible for reasonable repair/replacement cost.

42
43 I have read the District Policy No. 3275 and explained it to my child. I understand that if any
44 violation or misuse of the device occurs while it is in my child’s custody, his/her access
45 privileges to the internet or use of a mobile computing device can be suspended or terminated,
46 that he/she will forfeit any fees paid for use of the device, and that he/she may face other

47 disciplinary measures, regardless of whether the misuse was committed by him/her or another
48 person.

49
50 I also understand that I will be responsible for monitoring my student's use of the device outside
51 the school setting.

52
53 _____ I do not wish my son/daughter to take the device home at this time.

54
55 Parent/Legal Guardian (Print): _____

56
57 Signature: _____

58
59 Home Phone: _____

60
61 Address: _____

62
63 Date: _____

64
65
66 Policy History:

67 Adopted on: December 6, 2012

68 Revised on:

69

1 **Boundary County School District No. 101**

3 **STUDENTS**

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5 District Provided Mobile Computing Devices [Students Allowed to Take Devices Home]

7 Boundary County School District is committed to providing a safe, rigorous, and engaging
8 learning environment that prepares all students to be career and college ready. Accessing and
9 using technological resources is one of the cornerstones of a 21st Century education. This
10 document describes the rules for acceptable use of District-issued mobile computing devices on
11 and off District premises. Using these resources responsibly will promote educational excellence
12 by facilitating resource sharing, fostering creativity, and promoting communication in a safe,
13 secure environment for all users.

15 Distributing Mobile Computing Devices

17 Before they are issued a mobile computing device, each student must submit an executed Student
18 Agreement for Mobile Computing Device Use and a copy of the Internet Access Conduct
19 Agreement. Each form must be signed by the student and by their parent or guardian if they are
20 less than eighteen years of age.

22 The District may provide parent orientations on the mobile computing device program. A
23 student's parents or guardians are encouraged to attend an orientation before the student takes a
24 device home with them.

26 Parents or guardians of students may use the school-issued device, and their involvement in
27 student learning through technology is strongly encouraged. However, use of school-issued
28 technology outside of this purpose, such as for personal gain or activities unrelated to student
29 learning, is prohibited. Both parent and student use of the District's device, network, and/or
30 software may be subject to a public records request depending upon the content of the document
31 or communication, including email.

33 Students may take the devices out of Idaho at the discretion of the building principal. The
34 District directs the Superintendent to establish procedures for students to request permission to
35 take the device with them.

37 At the end of the school year, the school will collect all devices from students. At the school's
38 discretion, students may be issued devices to support summer school programs.

40 The Superintendent shall establish procedures for the maintenance of records regarding the
41 devices, including tracking device inventory and which device is issued to which student.

43 Care and Safety

45 Students are responsible for the general care of the device they have been issued by the District
46 and are expected to observe the following precautions:

- 47 • No food or drink is allowed next to a device while it is in use;
- 48 • Insert and remove cords, cables and removable storage devices carefully;
- 49 • Shut down the device when not in use to conserve battery life.
- 50 • Stickers, drawings, or permanent markers may not be used on the device;
- 51 • Do not vandalize the devices or any other school property;
- 52 • Devices must never be left in any unsupervised area.
- 53 • Students are responsible for keeping their device's battery charged for school each day;
- 54 • Do not place anything near the device that could put pressure on the screen;
- 55 • Clean the screen with a soft, dry cloth or anti-static cloth;
- 56 • Devices should not be stored in a student's vehicle, or anyplace else subject to extreme
- 57 temperatures;

58
59 The Superintendent will designate an individual or office at the school level where the devices
60 must be taken if they break or fail to work properly.

61
62 Use at School

63
64 Devices are intended for use at school each day. Students are responsible for bringing their
65 device to all classes, unless specifically advised not to do so by their teacher. Devices must be
66 brought to school each day in a fully charged condition. Power cords must stay with the device at
67 all times. Repeat failures to comply with these requirements will result in disciplinary action.

68
69 If students leave their device at home, they may phone parents/guardians to bring them to school.
70 Students without a device will use a computer in the classroom or a device from the lending pool
71 depending upon availability at the administrator's discretion. This includes students whose
72 devices are undergoing repair.

73
74 Sound must be muted or headsets must be used at all times unless the teacher directs otherwise.

75
76 Students may use printers in classrooms, the library, and computer labs with teachers'
77 permission during class or breaks. All printing should be limited to educational purposes.

78
79 Personalizing Mobile Computing Devices

80
81 Choose one option from the following:
82 While at no time does the device become the personal property of students or staff; students may
83 place individualized items on the device, which are limited to music, pictures, and other items
84 that do not hinder the network or device functionality.

85
86 Students may be permitted to select their own screen savers and backgrounds provided they are
87 appropriate. Screensavers, backgrounds, or other pictures containing guns, weapons,
88 pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures,
89 the student's password or other items deemed inappropriate by the administration will result in
90 disciplinary actions.

91

92 Students may not add options or upgrades to the device, change the operating system, or add
93 unauthorized software or safety controls.

94
95 Should students or parents/guardians place personalized items on the device such items may be
96 accessed or viewed by District staff at any time, for any reason, including randomly selected
97 device reviews. No content placed on District provided devices is privileged or confidential.

98
99 Managing Files

100
101 Once details are known about the availability of file space that is shared or is backed up
102 automatically, the Superintendent will set a procedure for where students and teachers should
103 save important documents.

104
105 Students should also back up their work frequently using removable file storage or by e-mailing
106 important document to themselves. It is the student's responsibility to ensure that work is not
107 lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable
108 excuse for not submitting work.

109
110 Software

111
112 The software originally installed by the District must remain on the device in usable condition
113 and be easily accessible at all times.

114
115 From time to time the school may add or update software applications. The licenses for this
116 software sometimes require that the software be deleted from devices at the completion of a
117 course. Periodic reviews of devices will be made to ensure that students have deleted software
118 that is no longer required in class and that the school has not exceeded its licenses.

119
120 All devices will be equipped with anti-virus protection software which will be upgraded
121 regularly.

122
123 It is the responsibility of individual students to be aware of additional software programs and
124 files loaded onto their device which are required for classes and/or school activities.

125
126 Students wishing to add additional software onto a device must first obtain the permission of the
127 school's technology department. Any additional software must be appropriate for the school
128 environment and comply with the Internet Access Conduct Agreement. Violent games and
129 device images containing obscene or pornographic material are banned. The technology
130 department shall determine whether a game is violent, and the student may appeal this decision
131 to the principal. Each student is responsible for ensuring that only licensed software is loaded
132 onto his/her device.

133
134 Inspection and Filtering

135
136 Filtering software will be used to prevent access to material considered inappropriate or harmful
137 to minors.

138
139 }Internet filtering software or other technology-based protection systems may be disabled by a
140 supervising teacher or school administrator, as necessary, for purposes of bona fide research or
141 other educational projects being conducted by students age 18 and older.

142
143 Students may be selected at random or for cause to provide their device for inspection. If
144 technical difficulties occur or unauthorized software or any other violation of District policy is
145 discovered, all files and the hard drive may be reformatted. Only authorized software will be
146 installed. The District does not accept responsibility for the loss of any software or other
147 materials deleted due to a reformat and reimage.

148
149 Electronic mail, network usage, and all stored files shall not be considered confidential and may
150 be monitored at any time by designated District staff to ensure appropriate use. The District will
151 cooperate fully with local, state, or federal officials in any investigation concerning or relating to
152 violations of law.

153 154 Remote Access of Devices

155
156 Devices may be equipped with the ability to be accessed remotely in the case of technical
157 problems requiring remote assistance, missing or stolen devices, or other for any other
158 appropriate District purpose. A student does not need to be asked for permission prior to remote
159 software maintenance.

160 161 Acceptable Use

162
163 Access to the devices is a privilege and not a right. Each employee, student and/or parent will be
164 required to follow the Internet Access Conduct Agreement and the Acceptable Use of Electronic
165 Networks Policy. Violation of these policies, whether by the student or another party, while the
166 device is in student custody may result in disciplinary action for the student, possible revocation
167 of device privileges and/or contacting law enforcement authorities.

168 169 Protecting and Storing Devices

170
171 Students are expected to password protect their devices and shall keep their password
172 confidential.

173
174 When students are not using their devices, the devices should be stored in their lockers. Students
175 are encouraged to take their devices home every day after school.

176
177 Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include
178 the school grounds, the cafeteria, computer lab, locker rooms, library, unlocked classrooms,
179 dressing rooms, and hallways. Unsupervised devices will be confiscated by staff and taken to
180 the building principal's office. Disciplinary action may be taken for leaving a device in an
181 unsupervised location.

182 183 Repair of Devices

184
185 Students are to report all device problems to district technology personnel/the building principal.
186

187 The Superintendent will issue a document clarifying student or parent responsibility for lost and
188 damaged devices when the details of the District’s insurance policy are known.
189

190
191 Cross Reference: 3270F Internet Access Conduct Agreement
192 3270P Acceptable Use of Electronic Networks
193 3270P2 Device Acceptable Use Policy
194

195
196 Legal Reference: I.C. § 33-1627 Online courses – mobile computing devices and teacher
197 training
198 Technology Task Force Final Task Force Recommendations
199 Children’s Internet Protection Act, P.L. 106-55420 U.S.C. § 6801, et seq.
200 47 U.S.C. § 254(h) and (l)
201

202
203 Policy History:
204 Adopted on: December 6, 2012
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206