

# Oakes Public School Mobile Device Procedures, Information, and Acceptable Use Policy

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## Oakes Public School Mobile Device Program

The focus of the mobile device program at Oakes Public School is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools of the 21st Century student is the mobile device. The individual use of a mobile device is a way to empower students to maximize their full potential and to prepare them for college and the workplace. This is in line with the Oakes School District's mission statement, "Educating today's student for tomorrow's world".



Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with mobile device integrates technology into the curriculum anytime, anywhere.

The Policies, procedures and information within this document apply to all mobile devices used at Oakes Public School. Teachers may set additional requirements for use in their classroom.

### 1) Receiving your MacBook Air or iPad & CHECK-IN

- a) Receiving your Air/iPad and accessories will occur each fall when the school year begins. Parents & Students must sign and return the "Mobile Device Procedures, Information, & Acceptable Use Policy" "Oakes Tornado Mac Air/iPad Insurance" documents before the mobile device can be issued to their child.
- b) MacBook Air/iPad Check-in – each device will be returned during the final week of school so they can be checked for serviceability.  
Students who cease to be enrolled at Oakes Public School for any reason must return their mobile device on the date of termination. If a student fails to return the mobile device at the end of the school year or upon termination of enrollment at Oakes Public School, that student will be subject to criminal prosecution and/or civil liability. The student will also pay the replacement cost of the mobile devices. Furthermore, the student will be responsible for any damage to the mobile device. The student will be charged for any needed repairs.

### 2) TAKING CARE OF YOUR MOBILE DEVICE

Students are responsible for the general care of the mobile device and accessories that have been issued by the school. Any MacBook Air/iPad that is broken or fails to work properly must be taken to the IT Department for an evaluation of the equipment. Mobile device or accessories damage: Students are responsible for any and all damage. Mobile devices that are lost or stolen must be reported immediately to the IT Department or Office.

#### a General Precautions

- a. The mobile device is school property and all users will follow these procedures and the Oakes Public School acceptable use policy for technology.
- b. Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- c. Cords and cables must be inserted carefully into the mobile device to prevent damage.
- d. The mobile device must remain free of any writing, drawing, stickers, or labels that are not the property of the Oakes Public School District.
- e. **The mobile device must never be left in an unsecured area.**
- f. Students are responsible for keeping their mobile device battery charged for school each day.
- g. Students may not take off any Oakes School Labels
- h. Use care with food or beverages while using the mobile device.

#### b Carrying the mobile device

The MacBook Air should always be kept within the protective sleeve provided by the school. iPads will be secured inside the provided case.

## **C SCREEN CARE**

The Air/iPad screens can be damaged if subjected to rough treatment. The Air screens are particularly sensitive to damage from oil from your skin. Try not to touch the Air screen when pointing out objects. Clean both the Air and iPad screen with a soft cloth only, no cleaners are to be used.

### **3) USING YOUR MOBILE DEVICE AT SCHOOL**

The MacBook Air/iPad is intended for use at school **EACH** day. Students are responsible for bringing their devices to all classes.

#### **a) Mobile Devices Left at Home**

If students leave their mobile devices at home, they are responsible for getting the course work completed as if they had their MacBook Air/iPad present.

#### **b) Mobile Device Undergoing Repair**

Loan Airs/iPads may be issued to students when they leave their mobile device for repair in school. There may be a delay in getting a mobile device should the school not have enough to loan.

#### **c) Charging Your Mobile Device Battery**

The mobile device must be brought to school each day in **a fully charged condition**. Students need to charge their Air/iPad each evening.

#### **d) Check e-Mail Daily**

The staff, office and IT Dept. often communicate via e-Mail. Students are responsible for logging into their O365 and checking for communications at least once daily.

### **4) MANAGING YOUR FILES & SAVING YOUR WORK**

#### **a) Saving Work done on the Air/iPad**

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Students are encouraged to use Office365 – OneDrive for creating and saving items. Mobile device malfunctions are not an acceptable excuse for not submitting work.

#### **b) Network Connectivity**

The Oakes Public 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. Due to bandwidth restriction, network connectivity is for educational use only, not for music, games or videos.

### **5) SOFTWARE ON MOBILE DEVICE**

#### **a) Originally installed Software**

The software/apps originally installed by Oakes Public School must remain on the Air/iPad 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. Periodic checks of the mobile device may be made to ensure that students have not removed required apps.

#### **b) Inspection**

The student mobile device can be inspected by school personnel at any time.

Students may be asked to unlock their school issued Air/iPad or provide the passcode to school personnel on demand.

c) **Procedure for Pre-Loading Software**

if technical difficulties occur, or software that is in violation of the Oakes Public School AUP, is installed or discovered, the mobile device will be restored to factory default. The school does not accept responsibility for the loss of any software or documents deleted due to a restore.

d) **Software Upgrades**

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

6) **ACCEPTABLE USE POLICY (AUP)**

The use of the Oakes Public School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Oakes Public School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Oakes Public School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriated disciplinary action shall be applied.

a) **Parent/Guardian Responsibility**

- i) Talk to your children about values and the standards that your children 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.
- ii) Provide accessibility for charging the Air/iPad at home.

b) **School Responsibilities are to:**

- i) Provide Internet and email access to its students
- ii) Provide Internet blocking of inappropriate materials while on school property
- iii) Reserves the right to review, monitor, and restrict information stored on or transmitted via Oakes Public School District owned equipment and to investigate inappropriate use of resources.
- iv) Provide all staff guidance to aid students in doing course work and help insure student compliance of the acceptable use policy.

c) **Students Responsibilities are to:**

- i) Use mobile devices in a responsible and ethical manner
- ii) Obey general school rules concerning behavior and communication that apply to mobile device use
- iii) Adhere to all aspects of the Oakes Acceptable Use Policy.
- iv) Help Oakes Public School District protect our mobile devices by contacting an administrator about any security problems they may encounter or observe.
- v) Monitor all activity on their accounts

- vi) Turn off and secure their mobile device after they are done working to protect their work and information.
- vii) Create a password that is confidential and only shared with parents and OPS staff members.
- viii) Bring mobile device to school fully charged each day.
- ix) Do not loan mobile devices to other students
- x) Do not borrow a mobile device from another student
- xi) Do NOT SHARE PASSWORDS
- xii) Access to another person's mobile device without consent or knowledge is considered in violation of the AUP.

#### **7) COST OF REPAIRS**

- a) Student will be held responsible for ALL damage to their Airs/iPads. (Unless insured with the Tornado Insurance Plan)
- b) Lost or Damaged items such as accessories - power chargers, sleeves, and cables will be charged the replacement cost and not covered under the Tornado Insurance Plan.

#### **8) Personalizing Your Mobile Device**

- a) You may not personalize the case
- b) You cannot remove, damage or mark up the Oakes School District Barcode
- c) You may purchase and use your own external mouse and/or protective case but the OPS is not responsible for any loss or damage to said products.

**Violations may result in disciplinary action up to and including suspension/expulsion for student and/or loss of device and technology privileges. When applicable, law enforcement agencies may be involved.**

**I acknowledge the receipt of the Air/iPad procedures, information, and Acceptable Use Policy.**

Student Name (Please Print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Name (Please Print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date: \_\_\_\_\_