

Garrison School District

School Issued Mobile Device Acceptable Use Policy

The Garrison School District has purchased mobile devices for students of Garrison School to use during the school year. Students will be issued a mobile device with predetermined applications installed. All Garrison students and parents are required to review and sign this document, as well as sign the accompanying agreement to protect the hardware and software inherent with this technology.

Technology resources at Garrison School are provided for the purpose of supporting the educational mission of the Garrison School. The school's goal in providing the mobile device is to promote educational excellence, and to increase student achievement and engagement by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the Code of Conduct. It is understood that all students issued a mobile device will use it and the school's network in a responsible, ethical, and legal manner at all times.

Garrison School retains sole right of possession of all mobile devices and related equipment. Mobile devices will be issued to students according to the guidelines set forth in this document. Garrison School retains the right to collect and/or inspect all mobile devices at any time, and to alter, add, or delete installed software or hardware.

1. Taking Care of your Mobile Device

Students are responsible for the general care of the mobile device they have been issued by the school. Mobile devices that are broken or fail to work properly must be taken to the Garrison School for an evaluation of the equipment.

1.1 General Precautions

- The mobile device is school property and all users will follow this policy and the Garrison School acceptable use policy for technology.
- Cords and cables must be inserted carefully into the mobile device to prevent damage.
- Mobile devices must never be left in an unlocked locker, unlocked car, school cubby or any unsupervised area.
- Student's protection of mobile devices must conform to school policy and be appropriate (see Section 6).

1.2 Carrying Mobile Devices

- Students are encouraged to purchase protective cases to provide additional protection to the device.
- Mobile devices should always be within the protective mobile device case when carried.
- Avoid placing too much pressure and/or weight (such as folders and books) on the mobile device.

1.3 Screen Care

The Mobile Device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the mobile device when it is closed.
- Do not place anything near the mobile device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth, no cleaners of any type.
- Do not "bump" the mobile device against lockers, walls, car doors, floors etc as it will eventually break the screen.

2. USING YOUR MOBILE DEVICE AT SCHOOL

Mobile devices are intended for use at school each day. Students are responsible for bringing their mobile device fully charged, to all classes, unless specifically instructed not to do so by their teacher.

- Home Internet Access –Students are allowed to connect to outside wireless networks on their mobile devices to assist them with mobile device use while at home.

3. SOFTWARE ONMOBILE DEVICES

3.1 Originally Installed Software

Garrison School will synchronize the mobile device to contain the necessary Apps for school work. The software/Apps originally installed by Garrison School must remain on the mobile device in usable condition and be easily accessible at all times. From time to time the school may add or modify software applications on the mobile device.

3.2 Inspection

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

3.3 Procedure for re-loading software

If technical difficulties occur or illegal software is discovered, the mobile device will be restored from back up. The school does not accept responsibility for the loss of any software or documents deleted due to re-format and re-image. In this event, the student may lose the privilege of mobile use.

3.4 Software upgrades

Upgrade versions of licensed software/Apps re available from time to time. Students may be required to checking their mobile device to Tech support personnel for periodic updates.

4. ACCEPTABLE USE

The use of the Garrison School technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendible by students to people or groups outside the school and terminates at the end of each school year or when a student is no longer enrolled in the school.

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 contained in this policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary and/or legal action shall be taken - The District's Acceptable Use Policy shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

4.1 Parent/Guardian Responsibilities

Parents are required to understand the terms, conditions and rules related to the use of school issued technology and to speak with their children to reinforce the values and standards that the District requires its students to follow on the use of the Internet just as you do on the use of media information sources such as television, telephones, movies and radio.

4.2 School Responsibilities are to:

- Provide Internet access at the Garrison School to its students.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

4.3 Students Responsibilities are to:

- Use mobile devices in a responsible and ethical manner.
- Obey all-school rules concerning behavior and communication that apply to mobile device/computer use.
- Use all technology resources in an appropriate manner so as to not damage school equipment. Damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, or service interruptions caused by the student's own negligence, errors or omissions.
- Return their mobile device to the Garrison School at the end of each school year. Students who transfer, withdraw, are suspended or expelled, or terminate enrollment at Garrison School for any other reason must return their individual school mobile device on the date of suspension or termination.

4.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing school policy or publiclaw.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Accessing sites selling term-papers, book-reports and other forms of student work.
- Changing of mobile device settings that effect performance and / or Profile (exceptions include personal settings such as font size, brightness, background picture, etc).

- “Jail breaking” of your mobile device (Voids your mobile device warranty)
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student’s accounts, files, and/or data and / or allowing others to access your accounts, files and / or data.
- Use of the school’s Internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications such as, but not limited to, MSN Messenger, Yahoo Messenger, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- 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.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Garrison School web filter through a web proxy.
- Students are not allowed to use another student’s mobile device without teacher permission. This practice will help the overall security of devices in school.

5. MOBILE DEVICE CARE

Students will be held responsible for maintaining their individual mobile device and keeping them in good working order. Mobile device batteries must be charged and ready for school each day.

Mobile devices that malfunction or are damaged must be reported to the Garrison School. The school will be responsible for repairing and replacing mobile devices that malfunction. Students will be responsible for the full cost of repair or replacement of mobile devices that have been damaged from student misuse, neglect, intentional misconduct or accidental damage. Mobile devices that are stolen must be reported immediately to the Garrison School if it is during the school day. Any weekend theft of a mobile device should be reported to the Police Department and a Police report obtained.

5.1 Legal Propriety

Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

Plagiarism is a violation of the Garrison School District 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.

5.2 Student Discipline

If a student violates any part of the above policy, he/she will be held accountable through the normal range of consequences outlined in the student code of conduct, including but not limited to: teacher detention, detention, in-school suspension, out-of-school suspension, revocation of privileges, etc.

5.3 Repeat Offenses

Students who repeatedly violate the terms of the policies contained within this document may be prohibited from bringing their device home. Under such circumstances, the student will be required to check-out the mobile device from the office each morning and return it at the end of the day.

6. PROTECTING &STORING YOUR MOBILE DEVICE

6.1 Mobile Device Identification

Mobile devices can be identified by the individual serial number on each device.

6.2 Mobile Device Cases

- Students are allowed and encouraged to purchase protective cases for the device.
- The device itself may not be marked on in any way, and it shall be returned in the clean, undamaged school-issued cover at the end of the year.
- School-issued mobile devices are strongly encouraged to remain in a protective case at all times.

6.3 Storing Your Mobile Device

When students are not using their mobile devices, they should be stored in a secured location.

6.4 Mobile Devices Left in Unsupervised Areas

In the event that a mobile device has been turned into the offices due to not being supervised, as a second offense, the student will have to check in and check out his / her mobile device from the School Office for on (1) week.

7. MOBILE DEVICE INSURANCE

7.1 School Protection

Garrison School recognizes that with the implementation of the mobile device initiative there is a need to protect the investment by both the District and the Student/Parent. The following outlines the School District Protection Plan.

School District Protection: Every mobile device comes with a 3 year hardware repair coverage through its product warranty coverage. The mobile devices are not covered for lost, stolen, or accidentally damaged devices. Even with this coverage, students will be held responsible for ALL malicious, purposeful damage to their mobile device including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as cases and cables will be charged the actual replacement cost.

Personal Home or Homeowners' Insurance Coverage: If students or parents wish to carry their own additional personal insurance to protect the mobile devices in cases of theft, loss, or accidental damage, they should consult their insurance agent for details about their personal coverage of the mobile device. Most insurance companies will require a rider for electronics and only provide so much coverage and generally a higher deductible.

Additional Information: In cases of theft, vandalism, or other criminal acts, a police report, or in the case of a fire, a fire report must be filed by the student or parent for the protection coverage to take place. A copy of the police/fire report must be provided to the school office. In the case of intentional damage, the student/parents or guardians are responsible for full payment. The School District Protection Plan DOES NOT cover intentional damage of the mobile device.

8 RETURN OF MOBILE DEVICES

Check-in Fines

There will be a designated mobile device return date set in June. If a student does not return the device on that date, or after reasonable requests are made that date, or after reasonable requests are made by the school, a theft report may be filed with the local Police Department. Similarly, if a student fails to return the mobile device upon termination of enrollment at Garrison School, that student maybe subject to criminal prosecution or civil liability. Any student, who does not return his / her mobile device, will be required to pay the replacement cost of the mobile device. Also, upon return and inspection of a mobile device, the student will be charged a fee for any needed repairs, not to exceed the replacement cost of the mobile device.

Garrison School Student Pledge for Mobile Device Use

1. I recognize that the mobile device remains the property of Garrison School and that usage is a privilege that will be removed or limited if necessary.
2. I will listen, respect, and follow all teacher expectations regarding mobile device usage in the classroom.
3. I will use my mobile device in ways that are appropriate, meet school expectations and are educational. I understand that using the mobile device for commercial purposes is prohibited.
4. I will use appropriate language when using e-mails, journals, wikis, blogs, or any other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in any activity that is harmful to other persons.
5. I understand that my mobile device is subject to inspection (for the purposes of technical damage and compliance with AUP) at any time without notice and remains the property of HHS.
6. I will follow the policies outlined in the **Garrison School Issued Mobile Device Policy** while at school and at home during all times. I will not reveal personal information, such as my personal address and/ or phone number, nor those of my fellow students.
7. I will take good care of my mobile device, will never leave the mobile device unattended. It will remain in my locker when not in use at school, and I will know where it is at all times.
8. I will protect my mobile device by only carrying it while in the case provided, or a personally purchased equivalent.
9. I will never loan out my mobile device or give my pass word to other individuals.
10. I will not let anyone else use my mobile device other than my parents or guardians.
11. I will charge my mobile device battery daily and arrive at school with my device charged.
12. I will keep food and beverages away from my mobile device since they may cause damage to the device.

13. I will clean the screen with a soft, antistatic cloth ONLY; no cleaners.
14. I will not disassemble any part of my mobile device or attempt any repairs.
15. I will not remove or deface the serial number or other identification on any mobile device.
16. I will file a police report in case of theft, vandalism, and other acts covered by insurance and inform the School Office.
17. I will be responsible for all damage or loss caused by neglect or abuse.
18. I agree to return the mobile device and power cords in good working condition.
19. I understand that for safety reasons, I must have my mobile device off in the hallway, left in the building during the fire drill, and left in my locker during assemblies.
19. I agree not to take any pictures or video of anyone without their consent or knowledge.
20. I understand that bypassing or using a web proxy is expressly forbidden. I understand that any attempt to remove or change the profile, Lightspeed Security, or "jailbreak" the device is forbidden and will result in loss of mobile device privileges.

I agree to the stipulations set forth in the above documents.

Student Name (Please Print) _____

Student Signature _____ Date: _____



*Garrison Union Free School
1100 Rte. 9D, Garrison, NY 10524*

Garrison School Issued Mobile Device Policy - Parental Sign Off

The purpose of the mobile device policy at Garrison School is to provide tools and resources for the 21st Century learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. The individual use of mobile devices is a way to empower students to maximize their full potential and to prepare them for high school, college and the workplace.

I have read and reviewed the attached Garrison School Issued Mobile Device Acceptable Use Policy. I give my child permission to participate in the program. I hereby release Garrison School and its personnel from any and all claims and damages of any nature arising from my child's use of, or inability to use the school technology, including but not limited to claims that may arise from the unauthorized use of the mobile device to purchase product or services.

I understand that it is impossible for Garrison School to restrict access to all controversial materials, and I will not hold the school responsible for materials accessed on the network. I also agree to report any inappropriate mobile device use to the school administration.

I accept full responsibility if and when my child's use of technology is not in the school setting and understand that my child is subject to the same rules and agreements while not in school.

I have read and understand the information contained in this document and agree to abide by the rules set forth in this document.

Student's Name _____

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____