

District Provided Mobile Computing Devices: Vision Charter School District is committed to providing a safe, rigorous, and engaging learning environment that prepares all students to be career and college ready.

Accessing and using technological resources is one of the cornerstones of a 21st century education. This document describes the rules for acceptable use of District-issued mobile computing devices on and off District premises. Using these resources responsibly will promote educational excellence by facilitating resource sharing, fostering creativity, and promoting communication in a safe, secure environment for all users.

Distributing Mobile Computing Devices: Before they are issued a mobile computing device, each student must submit an executed Student Agreement for Mobile Computing Device Use and a copy of the Internet Access Conduct Agreement. Each form must be signed by the student and by their parent or guardian if they are less than 18 years of age. At the end of the school year, the school will collect all devices from students. At the school's discretion, students may be issued devices to support summer school programs.

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

1. No food or drink is allowed next to a device while it is in use;
2. Insert and remove cords, cables, and removable storage devices carefully;
3. Shut down the device when not in use to conserve battery life;
4. Permanent markers may not be used on the device;
5. Do not vandalize the devices or any other school property;
6. Devices must never be left in any unsupervised area.
7. Students are responsible for keeping their device's battery charged for school each day;
8. Do not place anything near the device that could put pressure on the screen;
9. Clean the screen with an anti-static cloth or any other soft, dry cloth;
10. Devices should not be stored in a student's vehicle, or anyplace else subject to extreme temperatures
11. Students/Parents will bring the device to the main office if they break or fail to work properly.

Use at School: Devices are intended for use at school each day. Students are responsible for bringing their device to all classes, unless specifically advised not to do so by their teacher. Devices must be brought to school each day in a fully charged condition. Power cords must stay with the device at all times. Repeat failures to comply with these requirements will result in disciplinary action. If students leave their device at home, they may phone their parent/guardian to bring it to school. Students without a device will use a computer in the classroom or a device from the loaner pool depending upon availability and at the administrator's discretion. This includes students whose devices are undergoing repair. Sound must be muted or headsets must be used at all times unless the teacher directs otherwise. Students may use printers with teachers' permission during class or breaks. All printing should be limited to educational purposes.

Personalizing Mobile Computing Devices: While at no time does the device become the personal property of students or staff; students may place individualized items on the device, which are limited to music, pictures, and other items that do not hinder the network or device functionality. Students may be permitted to select their own screen savers and backgrounds provided they are appropriate. Screensavers, backgrounds, or other pictures containing guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures, the student's password or other items deemed inappropriate by the administration will result in disciplinary actions. Students may not add options or upgrades to the device, change the operating system, or add unauthorized software or safety controls. Should students or parents/guardians place personalized items on the device in violation of this policy such items may be accessed or viewed by District staff at any time, for any reason, including randomly selected device reviews. No content placed on District provided devices is privileged or confidential.

Managing Files: Once details are known about the availability of file space that is shared or is backed up automatically, the Charter Administrator will set a procedure for where students and teachers should save

important documents.

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

Software: The software originally installed by the District must remain on the device in usable condition and be easily accessible at all times. From time to time the school may add or update software applications. The licenses for this software sometimes require that the software be deleted from devices at the completion of a course. Periodic reviews of devices will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses. All devices will be equipped with anti-virus protection software which will be upgraded regularly. It is the responsibility of individual students to be aware of additional software programs and files loaded onto their device which are required for classes or school activities. Students wishing to load additional software onto a device must first obtain the permission of the school's technology department by emailing itsupport@visioncsd.org . Any additional software must be appropriate for the school environment and comply with the Internet Access Conduct Agreement. Violent games and device images containing obscene or pornographic material are banned. The technology department shall determine whether a game is violent, and the student may appeal this decision to the principal. Each student is responsible for ensuring that only licensed software is loaded onto his or her device.

Inspection and Filtering: Filtering software will be used to prevent access to material considered inappropriate or harmful to minors. Students may be selected at random or for cause to provide their device for inspection. If technical difficulties occur or unauthorized software or any other violation of District policy is discovered, all files and the hard drive may be reformatted. Only authorized software will be installed. The District does not accept responsibility for the loss of any software or other materials deleted due to a reformat and reimage. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District will cooperate fully with local, State, or federal officials in any investigation concerning or relating to violations of law.

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

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

Protecting and Storing Devices: Students are expected to password protect their devices and shall keep their password confidential. When students are not using their devices, the devices should be stored in their lockers. Students are encouraged to take their devices home every day after school. Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds, the cafeteria, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. Unsupervised devices will be confiscated by staff and taken to the building principal's office. Disciplinary action may be taken for leaving a device in an unsupervised location.

Repair of Devices: Students are to report all device problems to the Vision Charter School Office who will then contact the Technology Director. The Cost for Damaged, Lost, or Stolen Devices and chargers will be the responsibility of the student's family. Vision Charter School reserves the right to charge the student or parent the full cost for repair or replacement when damage occurs.

Student Activities Strictly Prohibited: Any action violating existing Board policy, administrative rule, or public law * Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials * Use of chat rooms or websites selling term papers, book reports, and other forms of student work * Use of personal messaging services for non-educational purposes * Spamming/sending mass or inappropriate emails * Gaining access to other student 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 * Giving 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. * 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/demean others * Bypassing Vision Charter School District web filter or other security measures through a web proxy or other methods * Taking photos or video of other students, staff or anyone without their permission * The possession, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden.

Note About Insurance: Vision Charter School District strongly recommends that you purchase insurance for your child's device and the school district offers optional yearly insurance. If you have homeowner's insurance or rental insurance, you may also be able to add a device to your insurance. Please note families are responsible for replacement if you choose not to purchase insurance and your device is lost, stolen, damaged outside of acceptable use, etc. Insurance for the device is a yearly cost.

MOBILE DEVICE INSURANCE PLAN:

The optional VISION CHARTER SCHOOL MOBILE DEVICE INSURANCE PLAN covers the device and charger. The device and charger issued by the Vision Charter School District is District property, and all users will follow the Vision Charter School Acceptable Use Agreement and applicable policy. It is highly recommended that you review the Vision Charter School Acceptable Use Agreement

DAMAGE AND REPLACEMENT: Vision Charter School District offers an optional insurance plan to families that covers accidental breakage or damage that might occur during the school year. The optional insurance plan can be purchased for \$20.00 and will cover the full cost of repair or replacement for one claim per school year. After the first claim, families will be responsible for a \$20 fee for subsequent claims. Claim events covered by insurance include: drops *spills *liquid submersion *fire *flood *natural disasters * power surge by lightning * a single lost device (contact school or Information Services) * vandalism (contact school or Information Services) * theft (contact school or Information Services) * Incidental damage to someone else's device. Claim events are subject to evaluation by the building administrator and/or Information Technology Services on a case-by-case basis when the nature of a claim event is in question. Events/items not covered by insurance include, but are not limited to purposeful or negligent damage. The Insurance enrollment period is open for the duration of the school year. If families would like to purchase insurance after the initial device checkout, the student device must be inspected by the building administrator before a policy will be issued for the device. In the event repair or replacement, students will be provided with a temporary device to use for classroom tasks until their original or replacement device is returned to their possession.

REPLACEMENT COSTS WITHOUT DISTRICT INSURANCE: Families who do not buy the optional insurance will be responsible for the total cost of repairs or replacement. Replacement cost is \$195. Repair costs will be determined at time of repair. If a device is damaged or otherwise inoperable, the student must present the device to the school's front office for inspection and repair. If, in the District's determination, the issue is not related to the manufacturer's warranty or the device shows signs of damage that may have caused inoperability, the total repair or replacement cost will be billed to the student and family. If the student and family bought the optional insurance, the repair or replacement will be handled according to the plan set forth above. The District will not accept any devices that have been repaired by anyone other than the District's Information Technology Staff.