

# Evansville Community School District

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EVANSVILLE COMMUNITY SCHOOL DISTRICT



## Mobile Device Procedures & Information Handbook

*The Evansville Community School District, in active partnership with families and the community, provides a positive learning environment that challenges all students to achieve personal excellence and become contributing citizens of the world community.*

# Table of Contents

- Background Information..... 1
- Why Use Mobile Devices? ..... 1
- 1. Receiving and Returning a Mobile Device ..... 2
  - Receiving a Mobile Device ..... 2
  - 1.2 Returning a Mobile Device ..... 2
  - 1.3 Fines Related to a Mobile Device ..... 3
- 2. Taking Care of a Mobile Device ..... 3
  - 2.1 General Precautions..... 3
  - 2.2 Transporting Mobile Devices..... 4
- 3. Using a Mobile Device at School ..... 5
  - 3.1 Mobile Device Left at Home..... 5
  - 3.2 Mobile Device Undergoing Repair ..... 5
  - 3.3 Charging a Mobile Device’s Battery ..... 5
  - 3.5 Legal Propriety ..... 6
  - 3.6 Printing..... 6
  - 3.7 Internet Privacy and Safety ..... 6
  - 3.8 Using the Mobile Device Camera ..... 6
- 4. Evansville Community School District Mobile Device Assurances ..... 7
  - 4.1 School District Protection..... 7
  - 4.2 Fee for Incidental Damage and/or Lost/Stolen..... 7
  - 4.3 Claims..... 7
- Appendix A: Frequently Asked Questions..... 8
- Appendix B: Parents' Guide ..... 10
- Appendix C: ACCEPTABLE USE AND INTERNET SAFETY POLICY FOR STUDENTS, STAFF AND GUESTS ..... 11

# Background Information

The focus of providing mobile devices in Evansville Community School District is to provide current tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential, and one of the learning tools of 21st Century students is the mobile device. The individual use of mobile devices is a way to empower students to maximize their full potential and to prepare them for post-secondary education and the modern workplace. Mobile devices are next-generation devices that make learning engaging and accessible.

Learning results from the continuous dynamic interaction among students, educators, parents/guardians, and the extended community. However, technology immersion does not diminish the vital role of the teacher but transforms the teacher from the director of learning to a facilitator of learning. Effective teaching and learning with mobile devices integrate technology into the curriculum anytime, anyplace!

## Why Use Mobile Devices?

1. Personalized learning: Mobile devices are playing a useful role in the transformation of personalized learning. The mobile device is an engaging device which can transform the way young people learn.
2. Low maintenance: Mobile devices need little maintenance. They are completely web-based devices, so there is little need for technical support.
3. Auto-save: Student work on mobile devices saves automatically to the Cloud.
4. Contextual Learning: The mobile device is an “anywhere, anytime” learning device. This makes it ideal for projects and learning to continue outside of the classroom.
5. Personal Learning Studio: The mobile device can be a science lab, literacy tool, research station, history archive, language lab, art canvas, video editing suite, and library.

# 1. Receiving and Returning a Mobile Device

## Receiving a Mobile Device

- A. Each student in grades 6-12 will receive a Chromebook and AC charger.
- B. Each student in grades K-5 will be assigned a Chromebook and AC charger to use throughout the school day.
- C. Parents/guardians and students (grades K-12) must accept the *District-Issued Mobile Device User Agreement and Student Internet Acceptable Use Consent Form during online registration* before a mobile device is issued to the student. (This may be completed electronically during back to school online registration.)
- D. Mobile devices will be labeled by the Evansville Community School District. Students may NOT modify mobile devices.
- E. The mobile device and district-issued email account are the property of Evansville Community School District, and as a result, may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a mobile device or a school-supplied or supported email service.
- F. If parents of K-12 students do not want their student to take their mobile device home, they will need to fill in the opt-out section on the Student Enrollment Form. The student will pick up and return a mobile device from the designated location each day for use during the school day.
- G. Students are responsible for following the Acceptable Use Policy and appropriate handling of the device at all times.

## 1.2 Returning a Mobile Device

- A. All Evansville Community School District mobile devices and accessories will be returned during the final weeks of school so they can be checked for damages.
- B. Mobile devices must be returned immediately when a student transfers out of Evansville Community School District, expelled, or terminates enrollment for any reason.

## 1.3 Fines Related to a Mobile Device

- A. Mobile devices and/or accessories will be turned in to the LMC and Technology staff at any time when requested by administration or designee. Mobile devices will be inspected for non-cosmetic damage, and the student/parent/guardian will be charged a fee for needed repairs (Please see section “4.2 Fee for Incidental Damage and/or Lost/Stolen”). Evansville Community School District Administration will make the final determination about any charges issued for mobile device repairs.
- B. If charges for repairs or lost/stolen devices are not paid by the end of the school year, the charges will be billed and collected annually according to Board policy 657.
- C. If a student fails to return the mobile device and/or any accessory, the student/parent/guardian will pay the full replacement cost of the item before receiving a replacement. Failure to return the item will result in a theft report filed with the Evansville Police Department.

## 2. Taking Care of a Mobile Device

Students are responsible for the general care of the mobile device they have been issued by Evansville Community School District. Care must be taken to protect the screen. **Students are responsible for any activity connected to their login.** Mobile devices that are broken or fail to work properly must be given to the building Library and/or Technology staff by sending an email to HelpDesk@evansville.k12.wi.us within 48 hours for an evaluation of the equipment. Do not take district owned mobile devices to an outside computer service for any type of repairs or maintenance. The Evansville Community School District will not incur any cost associated with outside of district repairs.

Mobile devices are the property of Evansville Community School District, and all users will follow these procedures and the Evansville Community School District Acceptable Use Policy.

### 2.1 General Precautions

- A. Avoid using any sharp object(s) on the mobile device. The mobile device will scratch, leading to the potential for needed repairs. (Examples include, but are not limited to, scissors, keys, coins, pencils/pens, staples, paper clips and/or jewelry.)
- B. Mobile devices do not respond well to liquids. Avoid applying liquids to the mobile device. The mobile device can be cleaned with a soft, anti-static, lint-free dry cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the mobile device.
- C. Do not attempt to gain access to the internal electronics or attempt to repair a mobile device. If a mobile device fails to work or is damaged, report the problem to the building LMC and/or Technology Staff.
- D. Always treat the mobile device with appropriate responsibility and safety.
- E. When carrying a mobile device, hold it with two hands from the base or from the handle, not from the screen. Never carry the mobile device with the screen open.

- F. Always open the mobile device from the center of the screen and not from the corners. Do not open the mobile device past the natural stopping point of the hinge. This will create additional stress on the screen and may lead to the screen cracking. Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, or disks).
- G. Cords and cables must be inserted carefully into the mobile device to prevent damage. Never transport your device with the cables plugged in.
- H. Mobile devices have a unique identification number, and at no time should the numbers or labels be modified or removed.
- I. Mobile devices must never be left in an unlocked locker, on top of a locker, in an unlocked car, or in any unsupervised area. Mobile device security is the responsibility of the student.
- J. When not in use:
  - a. **Elementary and Intermediate**: Mobile devices will be stored in the assigned location.
  - b. **High School and Middle School**: Mobile devices should be placed carefully in the top locker compartment or in a safe place to avoid putting any pressure on the screen.
- K. Mobile devices must not be left in a vehicle or a location that is not temperature controlled.
- L. Mobile devices must be fully charged before school each day. This is the student's responsibility.
- M. Where mobile devices are assigned to individual students, the responsibility for the care of the mobile device solely rests with that individual. Students should not lend their mobile devices to another person.
- N. PLEASE DO NOT ATTEMPT TO CONTACT THE MOBILE DEVICE MANUFACTURER SERVICE DIRECTLY FOR REPAIR QUESTIONS. PLEASE CONTACT THE BUILDING LIBRARY and/or TECHNOLOGY STAFF.

## 2.2 Transporting Mobile Devices

Evansville Community School District will provide a hard shell cover for the mobile devices.

When carrying the mobile devices between classes or around the room, all students will take the following safety precautions:

- ✓ Use two hands or handle when carrying the mobile device.
- ✓ Close the mobile device before carrying it.
- ✓ Ensure materials are not placed on top of the mobile device.
- ✓ Place the mobile device on a stable and secure foundation/base.

## 3. Using a Mobile Device at School

Mobile devices are intended for use at school each day. In addition to teacher expectations for mobile device use, school messages, announcements, calendars, and schedules may be accessed using the mobile device. Students are responsible for bringing their mobile device to all classes unless specifically instructed not to do so by a teacher.

### 3.1 Mobile Device Left at Home

If a student leaves the mobile device at home, the student is responsible for getting the coursework completed as if the mobile device were present. A device will be available for in-school use. A limited number of mobile devices are available, thus having one is not guaranteed.

### 3.2 Mobile Device Undergoing Repair

Loaner: When a student's mobile device is being repaired by the school, a mobile device may be issued to students. A limited number of mobile devices are available, thus having one is not guaranteed.

### 3.3 Charging a Mobile Device's Battery

- A. An AC charger will be issued with mobile devices going home. Mobile devices must be brought to school each day fully charged. If a student does not charge at home, the student is responsible for getting the coursework completed as if the mobile device were charged.
- B. In cases where the battery does "run out," students may be able to connect their mobile device to a power outlet in the classroom or library.
- C. For mobile devices that stay in the school, they will be secured and charged at the end of each day.

### 3.4 Sound, Music, Games, Apps

- A. Sound must be muted at all times unless permission is obtained from the teacher.
- B. Students should provide their own headphones/ear buds.
- C. Music is only allowed on the mobile device at the discretion of the teacher.
- D. All software/apps must be district approved. Data storage will be through apps on the mobile device (i.e., Google Docs, Notepad, etc.)
- E. Non-instructional Internet games are not allowed on Evansville Community School District mobile devices.

### 3.5 Legal Propriety

Students are responsible for all activity done using their assigned mobile device or any activities performed under their school log-in on any device (home or school provided). Please refer to Appendix C: Acceptable Use and Internet Safety Policy For Students, Staff and Guests.

- A. Students must comply with trademark and copyright laws and all license agreements when using their mobile devices. Ignorance of the law does not provide immunity. If you are unsure, ask the LMC or Technology staff.
- B. Plagiarism is a violation of the School District Board policy and rules. 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.
- C. Online bullying is a serious offense that can take many forms across many platforms. Direct or indirect harassment of anyone in Evansville Community School District is unacceptable and will result in immediate disciplinary action.
- D. Use or possession of hacking software is strictly prohibited, and violators will be subject to Evansville Community School District discipline. Violation of applicable state or federal law may result in criminal prosecution.

### 3.6 Printing

Students can print to a district printer by using their provided School Google accounts.

### 3.7 Internet Privacy and Safety

#### **Home Internet Access:**

It is important to note that the mobile device will not have a filter for the Internet when it is connected to Non-District Wi-Fi. Parents/guardians should still take the necessary precautions for Internet safety with students. For more tips, please see the Parents' Guide. Safe and Responsible Internet Use. (Appendix C).

- A. Students are allowed to connect to alternate wireless networks on their mobile devices ONLY when away from school.
- B. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information (of themselves or others), such as a birth date, passwords, home address, phone number, or the passwords, address, or phone numbers.
- C. Using another student's password or private information is a serious and dangerous offense and will result in disciplinary and potential legal action.
- D. All activity on the mobile device and district-issued email account, whether conducted at school or off-site, is subject to be searched as district property.

### 3.8 Using the Mobile Device Camera

The mobile device comes equipped with both camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. Cameras may never be used in a locker room or restroom, per WI State Statute 175.22.



## 4. Evansville Community School District Mobile Device Assurances

### 4.1 School District Protection

Evansville Community School District purchased these mobile devices and will generally assume the financial liability for mobile device repairs or replacement due to normal and typical daily use covered under warranty.

### 4.2 Fee for Incidental Damage and/or Lost/Stolen

- A. Device chargers are not covered under insurance. A replacement cost of \$40 will be charged for any lost, stolen or damaged charger.
- B. When a mobile device or district-issued accessory is lost or stolen, the student/parent/guardian will be charged the full replacement cost of the item. A new mobile device or item will not be issued until the fee is paid.
- C. Coverage for damaged screen is limited to one replacement per unit. Subsequent replacement costs will be covered by the student/parent/guardian. Current replacement cost is \$50.

### 4.3 Claims

- A. Any damages to the mobile device and/or accessories must be reported to Evansville Community School District LMC/Technology Department within 48 hours.
- B. Failure to report a lost or stolen mobile device within 48 hours to Evansville Community School District LMC/Technology Department will result in a request for compensation for the replacement cost of the mobile device.

## Frequently Asked Questions

### 1. What are my responsibilities as a parent/guardian in terms of replacement of the mobile device if it is damaged, lost or stolen?

Evansville Community School District will be responsible for the repair of the mobile device for normal wear of the unit that is covered by Evansville Community School District's warranty. If the mobile device is damaged, stolen, or lost, the student/parent/guardian needs to report the damage to Evansville Community School District LMC/Technology Department within 48 hours. Student/parent/guardian will be charged the replacement cost before a new mobile device or accessory is issued.

### 2. What are the replacement costs of the mobile device and accessories?

Mobile Device Replacement:

Chromebook	\$350
IPad (with case)	\$550
Laptop	\$800
Digital Camera	\$350
Video Camera	\$120
AC Charger	\$40

### 3. Does my student have to accept a mobile device?

Yes. A mobile device will be made available to each K-12 student for use at school.

### 4. Can issued mobile devices go home?

Students and parents/guardians must accept the *District-Issued Mobile Device User Agreement and Student Internet Acceptable Use Consent Form* during online registration before a mobile device is issued to the student.

If a parent/guardian does not want their student to take a mobile device home, the parent/guardian will need to complete the Opt-Out section on the Student Enrollment Form.

### 5. As a parent/guardian, how do I monitor my student's use of the Internet?

While your student is using the Evansville Community School District mobile device at home, the established school district filtering system will not remain in effect. Please see the attached document entitled *Parents' Guide: Safe and Responsible Student Internet Use*. (Appendix B).

## 6. What if we don't have Wi-Fi at home?

A mobile device's use is maximized with Wi-Fi. If a family does not have Wi-Fi, students who are allowed to take their mobile devices home may use the mobile device at school, at the public library, at local businesses with Wi-Fi capabilities, or wherever Wi-Fi is available. The middle/high school library is open until 3:30 p.m. on school days.

## 7. Are students required to purchase their own cover/bag?

Bags are not allowed in classrooms.

## 8. What if a student forgets to charge the mobile device?

Students are required to charge their device nightly. There will be limited power outlets in the classrooms.

## 9. Will students keep the mobile device for the summer?

Grades K-7 - No. Mobile devices and all Evansville Community School District accessories must be returned during the final weeks of school. Unless authorized by Administration.

Grades 8-11 – Yes. Students will take home a mobile device and accompanying charger.

**Please contact the appropriate building administrator with any questions regarding student use of mobile devices.**

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## **Parents' Guide**

### **Safe and Responsible Student Internet Use**

Evansville Community School District recognizes that with new technologies come new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent, in effectively guiding your student's use of the mobile device.

1. **Take extra steps to protect your student's mobile device.** Encourage your student to use and store the mobile device in an open area of your home, such as the kitchen or family room, so you can monitor what your student is doing online. Use the Internet with your student to help develop safe browsing habits. Students often model adult behavior.
2. **Go where your student goes online.** Monitor the places that your student visits. Let your student know that you're there and help teach them how to act, work and socialize online.
3. **Review your student's friends' list.** You may want to limit your student's online "friends" to people your student actually knows and is working with in real life.
4. **Understand sites' privacy policies.** Internet sites should spell out your rights to review and delete your student's information.
5. **Limit the time your student is on the mobile device.** While the mobile device is a very engaging device, it is a school work device. Care and constant monitoring will reduce your student's exposure to excessive use.
6. **Report unwelcome or malicious online threats.** Report any online interactions that can be considered threatening in a timely fashion to the school.
7. **Help your student develop a routine.** Many parents have found success by helping create a routine for their student's computer use. Define a routine as to how the mobile device is cared for and when and where its use is appropriate.
8. **Take a look at the apps or programs.** It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the mobile device.
9. **Read and share with your student the Evansville Community School District One-to-One Technology, Mobile Device Procedures and Information Handbook.** By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your student.

#### **General Tips for Parents for Internet Safety:**

1. Talk with your student about online behavior, safety, and security early on and continually. Set rules for the Internet just as you do on use of all media sources such as television, phones, movies, and music.
2. Monitor your student's computer use. Know their passwords, profiles, and blogs. When the mobile devices are taken home by the student, it is strongly recommended that it will always be used in a common family location.
3. Let students show you what they can do online, and visit their favorite sites.
4. Set limits and clear expectations for computer use.

## ACCEPTABLE USE AND INTERNET SAFETY POLICY FOR STUDENTS, STAFF AND GUESTS

### I. **Statement of Purpose**

The Evansville Community School District (District) provides an Information Technology (IT) Network/System to students, staff, and guests to enhance teaching and learning and to facilitate communication. To that end, the District will set high expectations for network users by:

- ✓ Increasing student achievement through instructional integration of technology;
- ✓ Developing students who are college and career-ready;
- ✓ Continually improving professional development and curriculum materials that are accessible, realistic, and usable by all;
- ✓ Providing and supporting a well-planned infrastructure that is able to respond to the rigorous demands of integrated technology;
- ✓ Promoting the ethical use of technology; and
- ✓ Providing an environment of support and respect.

By accessing the District IT Network (computers, servers, networking equipment, software programs and electronic communication), users can build the skills necessary for success as life-long learners in a rapidly changing world.

It is the purpose of this policy to advise users about District guidelines for acceptable use of District IT Network/Systems, personal property and accompanying privileges and disciplinary consequences for misuse. Before the District provides network access, students must agree to abide by this policy by submitting their signed consent. Staff agreement to this policy is implicit with employment.

### II. **Acceptable Use**

The District IT Network is an important learning resource which must be accessed responsibly in order to maintain a positive learning environment. Individual users must be sensitive to the impact their actions may have across the network.

- ✓ The District IT Network resources will be used to support teaching and learning consistent with District education goals.
- ✓ The District will comply with Wisconsin statutory requirements and administration rules related to technology.
- ✓ Network users will have no expectation of privacy on the District IT Network or on any device that is connected to it, including personal property.

### III. **No Guarantee/Liability**

The District does not guarantee the permanence or reliability of the IT Network or the accuracy and quality of information obtained through its services.

The District will not assume responsibility for the loss of information or damage to any devices connected to District IT Network by any user. Nor will it accept responsibility to

pay users for any claims, losses, or expenses incurred as a result of accessing the District IT Network.

#### IV. **Security**

District IT Network security ensures system stability and protects system users and District data.

Staff must notify the technology department if they find a possible security problem on the IT Network. Students and guests must notify a teacher or principal. Do not demonstrate the problem to other users.

Hacking and other illegal activities are prohibited. Using the District's IT Network and Internet access to gain unauthorized access to other computers or computer systems is prohibited.

Users are responsible for their individual account activity and must not share their passwords and account information with others.

#### V. **Digital Citizenship**

When communicating electronically, user etiquette must be appropriate and polite, as if one were speaking face-to-face with somebody.

The use of on-line social network sites and other Web 2.0 tools will be allowed for valid school related purposes in a directly supervised setting. All other uses are prohibited.

Staff shall not post any information regarding students on Internet sites that are not created for school related purposes. Student information may be posted as referenced in District policy. In addition, staff shall not link to or accept students as "friends" on personal social networking sites, Web 2.0 forums and gaming networks that are not for educational purposes. Any Internet communication (e.g. sites, pages, blogs or Wikis) created for a school related organization or department need to be preapproved by the building administrator. Any Internet communication that was not approved will be asked to close, shutdown or remove the Internet communication.

Cyberbullying is harassment and/or intimidation through the use of digital media/devices. System users will not use electronic technology to bully or harass another individual. Harassment includes repeatedly acting in a manner that annoys or upsets another person or knowingly posting hurtful information about a person or organization.

The District will provide instruction on standards of Internet safety regarding the appropriate use of social networking sites and communication tools, including the dangers of cyberbullying and sharing inappropriate and/or obscene media. To guard personal safety, users should not reveal personal information such as last name, address or telephone number. The system will not be used to access or transmit information that can be considered to be offensive, obscene, or harmful to minors.

#### VI. **Copyright**

System users will abide by the District copyright policy. Further, pirating, which is the illegal copying, downloading, installing or selling of software or copyrighted material, is prohibited. District IT Network users must adhere to software licensing requirements. Copyright laws that regulate the public showing of films also apply to "video-on-demand"

(e.g. Netflix) and personal copies of copyrighted movies and music. Consult the school library media specialist for licensing information.

## VII. **Monitoring**

Routine maintenance and monitoring of the District IT Network may reveal that a user was or is violating the District's acceptable use policy or the law. If such an infringement were to occur, an individual investigation would be requested by the district administrator or his or her designee. Network users are reminded that any materials stored on the District's IT Network may be discoverable and subject to release under state public open records laws.

## VIII. **Personal Property**

Personally owned electronic devices may access the Internet through the District IT Wireless Network. Users will adhere to all policies that apply to the use of the system. Student personal property may be searched by district administrator or his or her designee and/or confiscated if the District has a reasonable suspicion that policy has been violated or there is a safety threat. Personal devices connecting to the District's IT Wireless Network must be used for educational purposes and may not interfere with instruction or disrupt the learning environment.

## IX. **Privileges/Discipline**

The District will cooperate fully with local, state, and federal officials in any investigation concerning or relating to any illegal activities conducted through the system.

In the event there is an allegation that a user has violated the District acceptable use policy or other rules and policies, an investigation will take place and the user will be given due process rights.

- ✓ Staff discipline shall be governed by relevant District policies and/or Employee Handbook.
- ✓ Students will be given the opportunity to be heard as outlined in the student handbook for each school. Student disciplinary consequences will be individualized to meet specific concerns related to the violation and help the student develop the self-discipline necessary for appropriate use of technology.
- ✓ Guest user accounts may be suspended with or without notice.

Legal Ref.: Sections 118.001 Wisconsin Statutes (Duties and Powers of School Boards)

118.125 (Pupil Records)

120.12(1) (School Board Duties)

120.13(1) (School Board Powers)

943.70 (Computer Crimes)

944.21 (Obscene Material or Performance)

947.0125 (Unlawful Use of Computerized Communication Systems)

947.013 (Harassment)

Children's Internet Protection Act

Neighborhood Children's Internet Protection Act

Children's Online Privacy Act

Family Educational Rights and Privacy Act

Federal Copyright Law (17 U.S.C.)

Technology Education and Copyright Harmonization Act (TEACH Act) Electronic

Communications Privacy Act (18 U.S.C § 2510-2522)

Federal Family Educational Rights and Privacy Act  
Broadband Data Improvement Act of 2008 (Title II)  
Chapter 19, Subchapters II and IV General Duties of Public Officials  
Chapter Adm, 12 Wisconsin Administrative Code  
Electronic Records Management – Standards and Requirement

Local Ref.: Policy #771 - Copyright Compliance  
Policy #347 - Exhibit Student Records Notice Policy #536.2 -  
Suspension and Dismissal High School Student Handbook  
J.C. McKenna Middle School Student Handbook  
Theodore Robinson Intermediate School Student Handbook Levi Leonard  
Elementary School Student Handbook Employee Handbook