

## DODGELAND SCHOOL DISTRICT

363.5 - Rule

### PROCEDURES FOR STUDENT USE OF DISTRICT-OWNED MOBILE DEVICES

Mobile technology devices, accessories and protective cases that are issued to students are the property of the Dodgeland School District. Devices are on loan to the student, and must be used in accordance with provisions of this rule, and related policy and agreements. Students must also comply with provisions of the District's student technology use policy and rule, other applicable District policies, and state and federal laws and regulations, including existing copyright laws and educational fair use policies.

1. Students are responsible for the safe, responsible, ethical and legal use of District-owned mobile devices that are assigned to them.
  - All policies, rules and guidelines are in effect before, during, and after school hours for all District-owned devices whether used on or off the school campus.
  - Mobile devices come with a standardized display image already loaded. Any other image set as the desktop background or screensaver must be in line with District policies and rules. Inappropriate media may not be used including any presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols.
  - There shall be no downloading or installing of programs or applications on to District-owned mobile devices without teacher permission. Students may install software to be used for classes and school-related activities.
  - Installing games or game-related software, and online gaming is prohibited on District-owned devices, except with teacher permission when the game supports educational objectives.
  - If a student is unsure if a particular type of software may be installed, they should consult with the Technology Department prior to installing. The District bears no responsibility for the quality of downloaded software. If downloaded software negatively affects the performance of the device, the device will be re-imaged by District technology staff, with no guarantee that data on the device will be preserved.
  - When notified by Software Update, students should run updates to their devices. Otherwise, software installed by the District may not be removed or altered in any way.
  - Mobile devices come equipped with special functions such as a webcam. Webcams are to be used for educational purposes only, under the direction of the teacher. Listening to music or watching movies on the device is not allowed during school hours without permission from the building principal. Permission will be given only for the use of media to complete a school assignment.
  - All students have access to a cloud-based drive on which to store data. It is the responsibility of the student to back-up critical files regularly to that location.
2. Students are responsible for the security and proper care of the District-owned mobile devices assigned to them, including any related components such as power cords, chargers and protective cases.
  - Students may only log in to their assigned mobile device or the District network under their assigned username. Students may not share their log-in and password with other students or individuals. Students are expected to share their log-in and password with their parents/guardians.

- Students who identify or know about a security problem related to their device are expected to convey the details to the supervising adult (e.g., teacher, advisor, parent/guardian) immediately.
  - Students may not share devices with another student, operate devices of other students or transport/carry devices that belong to another student, unless specifically authorized by a school rule or by school personnel.
  - Students may not loan components such as power cords to other students for any reason. Students who do so are financially responsible for any loss of such components.
  - Students are expected to keep District-owned mobile devices in good condition. Students are prohibited from putting stickers or additional markings on the devices, cases, batteries, or power cords/chargers, or defacing District equipment in any way. If such action occurs, the student may be charged for the repair or replacement of the device.
  - Students are expected to store District-owned mobile devices in the District-supplied case at all times and comply with any other care and storage directions provided by school personnel.
  - Each case has a tag that identifies the device as Dodgeland School District property, and identifies the student to whom that the device is loaned. The tag must remain on the case at all times and be legible. Students are prohibited from writing on or otherwise defacing the tag.
  - Devices should never be used when students are in environments or engaged in activities (e.g., walking, riding a bike, driving a vehicle, etc.) likely to pose a risk to the safety of the student and/or the device.
  - Students should protect devices from possible damage by weather (i.e., extreme heat or cold), water or other liquid, food, pets and other possible hazards.
  - Students are expected to report any damage to, loss of, or theft of a District-owned mobile device or related components within the next school day to the supervising adult. Any theft of a District-owned mobile device must be reported to police.
3. Students are responsible for the appropriate use of District-owned mobile devices when on school premises or at school sponsored activities in accordance with established rules.
- Devices should be in a student's possession, or secured in their school locker at all times.
  - Devices may be taken to all classes at the discretion of the teacher.
  - While in class, students must follow all directions given by the teacher regarding the device use in class and must work on the task assigned by their teacher.
  - Any documents that require printing from a District-owned mobile device should be printed at school, when possible, and only with permission of the teacher or other supervising staff member.
  - When students are in the gym, at lunch, involved in after school activities and/or participating in activities that do not require the use of the devices (e.g., field trip, game, assembly), they are required to leave their devices in their school locker. Students may pick up devices when returning to regular classes or when leaving school for the day.
  - Devices are never allowed in gym lockers or at off-campus extra-curricular activities.

- Students who have permission to take their device home are responsible for bringing their device, fully-charged, to school each day.
  - Students who do not have permission to take their device home may pick up their device each morning from a designated location. Students are responsible for making sure their device is plugged in for recharging each night.
4. Students are responsible for the appropriate use of District-owned mobile devices when at home, or otherwise not on school premises or at school activities, in accordance with established rules.
- If a student chooses to print school work at home, the student should do one of the following: (1) save the file on a thumb/flash drive and use the home computer to print, or (2) email the file to the student's email account and then use the home computer to access the school email and print from the home computer. All District policies, rules and guidelines apply to any thumb/flash drive plugged in to a District-owned mobile device.
  - If the device is lost, stolen, or damaged by another party when not on school premises and/or not at school sponsored activities, parents/guardians should immediately report the loss or theft to the local police department, and then to Dodgeland School District administration.
  - If the device is damaged or not working properly while being used at home, it must be turned in to the District's technology staff for repair or replacement. Students and parents/guardians are not authorized to attempt repairs themselves, or to contract with any other individual or business for the repair of the device. Accessories, such as power adapters, must be replaced with appropriate brand parts provided only by District technology staff.

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