ROCK HILL SCHOOLS

# Personal Mobile Computing Guide

## INTRODUCTION

Rock Hill Schools provides this guide so that students and their parents/guardians can become familiar with the district's personal mobile computing initiative. It contains a brief overview of the initiative, frequently asked questions, forms and other information.

Our personal mobile computing initiative is not about the tool used. It is not about an iPad, tablet, or laptop; it is about what a personal mobile computing device will enable our students to do. Students in grades 3-12 will have access to devices 24 hours a day, seven days a week should their parents choose.  Device access gives students access to the most current information available through the Internet and also our Learning Management System (LMS), Canvas.  As Rock Hill School District continues to implement Canvas, teachers are integrating curriculum, assessments, grading, state standards, and much more in order to improve student achievement. Canvas provides teachers and students with a single easy to use location for managing teaching and learning

We will not be able to eliminate textbooks, as not all textbook publishers provide electronic copies of all textbooks, but that is not our primary objective. Teachers will, however, be able to supplement material found in textbooks with information they create using various multimedia or with information already available online.

This guide is available on the district's website at www.rock-hill.k12.sc.us under the Quick Link "Personal Mobile Computing."

**ROCK HILL Schools**
YORK COUNTY DISTRICT THREE

Dear Students, Parents and Guardians,

Rock Hill School District 3 believes that one of our responsibilities is to inspire and motivate students to be continuous learners. We know the needs of the future are different from the needs of the past, and this requires us to transform the way we teach.  As educators, we are life-long learners, and we are not afraid to learn with our students in creating these new educational experiences. As a result of this work, we will ensure our students are problem-solvers, critical thinkers, collaborators and communicators. We want students in Rock Hill Schools to have a mobile computing device which can be used for learning. The device will personalize learning through the use of various tools to include digital textbooks tailored to the individual needs and learning style of students. It will allow students to access instruction and provide them with the flexibility to learn. Our students must be prepared for the work environment of the future where mobile technology can be used to explore, research, and create solutions to real-world challenges. Solving real-world problems will make learning more relevant, challenging and engaging.

When we put a mobile computing device in the hands of students, we significantly advance their learning opportunities. They will have access to the most current information and educational tools available. The technology will also support teachers as they design learning experiences that are relevant to the 21$^{st}$ century learner.

We believe that students can be provided opportunities to use the Internet as a research tool within clearly understood parameters.  These conditions are:

1.  Parents are advised of the rules and give their written permission
2.  The student gives written assurances regarding appropriate behaviors while using the Internet
3.  The student and parents understand that violations of these assurances will result in disciplinary actions, and possible loss of Internet privileges in instances of flagrant abuse, i.e., searching for and/or downloading inappropriate material.  (Signature pages are included in this document.)

We ask that you work with us on all aspects of personal mobile computing. Thank you for becoming partners with us to make personal mobile computing a success for our students and enabling our students to be successful in life.


Sincerely,

William E. Cook, Ed.D.

Superintendent


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# RECEIVING/RETURNING THE DISTRICT-OWNED PERSONAL MOBILE COMPUTING DEVICE

## Distribution of District-Owned Personal Mobile Computing Devices
- Personal mobile computing devices will be distributed each year after each school's personal mobile computing device orientation.
- Parents/guardians who wish for their student to take a device home must complete the Personal Mobile Computing Guide Parent Orientation (online or face to face).
- Parents who wish for their child to take a device home must also submit the required insurance support payment or complete the Device Scholarship application for assistance.
- Parents and students must sign the closing pages of this document, indicating an agreement to follow the guidelines set forth therein. Once completed, the school issue a personal mobile computing device to a student. Required signature fields are located on page 10.

## Return of Personal Mobile Computing Device
- Students transferring out of or leaving Rock Hill Schools during the school year must return the personal mobile computing device (including any district- or school-issued accessories such as power cords and cases) before leaving the school.
- If a student returns his/her personal mobile computing device damaged, costs for replacement or repairs may be covered under the Technology Protection Plan. Please note that Technology Protection Plan coverage does not apply in cases of deliberate misuse or abuse. In such cases, the district will charge the parent the cost of needed repairs, not to exceed the replacement cost of the personal mobile computing device.
- Failure to return the personal mobile computing device to the issuing school before departure from the district may result in criminal charges brought against the student/parent/guardian and/or the person in possession of the personal mobile computing device.

## Identification of Personal Mobile Computing Device
- Each student's personal mobile computing device will be labeled in the manner specified by the district.
- Personal mobile computing devices can be identified by serial number as well as by the Rock Hill Schools inventory label.

# CARING FOR DISTRICT-OWNED PERSONAL MOBILE COMPUTING DEVICE

**The personal mobile computing device is the property of Rock Hill Schools. All users must follow district guidelines and the Rock Hill Schools "Acceptable Use of Technology" policy.**

## General Care of Personal Mobile Computing Device
- Personal mobile computing devices and district-issued covers must remain free of any writing, drawing, stickers or labels not the property of Rock Hill Schools. Only district-approved labels, stickers or attachments are allowed on the device. Protective shields furnished with devices for grades 6-12 must be maintained with only normal wear and no alterations to avoid a case replacement fee ($25).
- The district provides students with protective shields for devices in grades 6 - 12. These shields have sufficient protection for typical use. Device should remain in the protective shield at all times.
- Screen damage will occur when pressure is applied to the screen. Users must avoid leaning on the top of the device or placing objects in a book bag or protective case in a way that it applies pressure to the screen. Shields should not hold other objects. Folders, workbooks, etc., should be kept in a book bag or carried separately to avoid placing excessive pressure and weight on the personal mobile computing device screen.
- Use caution when carrying the device. Collisions against lockers, walls, car doors, floors, etc., can crack or break the screen.
- Use only a dry soft cloth or anti-static cloth to clean the screen.
- Students must take any damaged personal mobile computing device, or device failing to operate properly, to the school's designated area for evaluation and/or repair. Fees for damage or loss will be determined based on current

market value and repair. The school may issue a loaner personal mobile computing device, <u>if one is available</u>, to a student while his/her personal mobile computing device is being repaired.

- Personal mobile computing devices should never be left in an unlocked locker, unlocked car or any other unsupervised area.
- Stolen or lost personal mobile computing devices must be reported within 48 hours to the school or Rock Hill Police or York County Sheriff's Department. Students or parent/guardians must also file a police report with the school resource officer when incidents of loss, theft, vandalism, etc., occur on campus. <u>You must provide a copy of the completed police report to the school.</u>
- <u>If an incident occurs out of town or state, students or parent/guardians must file a police report with the law enforcement agency covering that town or state within 48 hours and provide a copy of the completed police report to the school.</u>

# USING THE DISTRICT-OWNED PERSONAL MOBILE COMPUTING DEVICE

### Expectations
- Personal mobile computing devices are intended for use at school each day. Students are responsible for bringing their personal mobile computing device to all classes, unless specifically instructed otherwise by the teacher.
- Students are expected to keep the battery of their personal mobile computing device charged for school each day. <u>It is expected that the device will be charged at home.</u>

### Personal Mobile Computing Devices Left at Home
Students who leave their personal mobile computing device at home are still responsible for completing their daily course work. Repeated offenses may result in disciplinary action.

### Printing
Printing from district-owned personal devices will be discouraged; however, schools may provide students with information related to printing access at the school site.

### Internet Access Outside of School
Students may establish WIFI connections with their personal mobile computing devices outside of school, including home wireless networks or public hotspots.   Please note that Internet access outside of the district is not filtered.  Filtering is done through connection, not device.

### Use of Camera
The personal mobile computing device comes equipped with both front- and rear-facing camera and video capabilities. **The use of a camera in restrooms or locker rooms is <u>strictly</u> prohibited.**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents and students over 18 years of age certain rights with respect to students' educational records, including photographs. <u>For this reason, students must obtain permission to publish or make publicly available a photograph or video of any school-related activity. Unauthorized recordings are subject to disciplinary action in accordance with the district's "Acceptable Use Policy". Rock Hill Schools retains the rights to any recording and/or publishing of any student's or staff member's work or image</u>.

You can read more about FERPA online at the Rock Hill Schools website, under the Families tab, and the "Parent Resources" page:   http://www.rock-hill.k12.sc.us/domain/1638 .

# MANAGING FILES AND SAVING WORK

### Saving Student Information
- Students are responsible for storing their files in a safe and accessible location. This may be a personal storage location or a district-provided storage location, consistent with district policy and guidelines.
- Malfunction of a personal mobile computing device is not an acceptable excuse for failure to submit work.

**Network Connectivity**
Rock Hill Schools makes no assurance that its network will be operational at all times. In the rare instance that the network may not be operational, Rock Hill Schools will not be responsible for lost or missing data.

# SOFTWARE APPLICATIONS ON DISTRICT-OWNED PERSONAL MOBILE COMPUTING DEVICES

### Originally Installed Applications
- Applications originally installed by Rock Hill Schools on each personal mobile computing device must remain on the personal mobile computing device in usable condition and readily accessible at all times.
- Students may not remove these required applications, and school staff will periodically check personal mobile computing devices to ensure that students have not removed them. The school may also add other applications periodically.
- Some licenses for applications require that the application be deleted from the personal mobile computing device at the completion of a course. If this applies to an application being used, a technology staff member will re-sync the devices for students in that course.

### Inspection
School administrators may randomly select students and ask them to provide their district-owned personal mobile computing device for inspection.

### Additional Applications
Students will be permitted to load additional applications on their personal mobile computing devices as long as they do so in accordance with the district's "Acceptable Use Policy".

### Procedure for Reloading Applications
If technical difficulties occur or unauthorized applications are discovered, a technology staff member will re-sync the personal mobile computing device. The school does not accept responsibility for the loss of applications or documents deleted due to a re-sync.

### Application Upgrades
The district will distribute upgraded versions of licensed applications from time to time through network processes or manually by a technician.

# DIGITAL CITIZENSHIP

### Using Technology Appropriately
- Digital citizenship is a concept that helps students understand how to use technology appropriately in a society filled with technology.
- Rock Hill Schools expects students to use technology appropriately and responsibly, whether in electronic communication or participation.  Rock Hill Schools has designed curriculum to promote best practices in digital citizenship.  Students will participate in multiple lessons throughout the school year.
- Rock Hill Schools is committed to help parents understand safety and security in a digital world.

### District Responsibilities
- The school will provide students with access to the Internet during the school day.
- School staff will help students conduct research and ensure student compliance with the district's "Acceptable Use Policy".

- Filtering/blocking of inappropriate Internet materials is provided when students access the Internet via the district's network.
- Rock Hill Schools reserves the right to investigate any inappropriate use of resources and to review, monitor and restrict information stored on or transmitted via Rock Hill Schools-owned equipment and resources.

## Student Responsibilities
Students will abide by the district's "Acceptable Use Policy" and will:
- contact an administrator about any security issue they encounter.
- monitor all activity on their personal account(s).
- always shut down and secure their personal mobile computing device after use to protect their work and information.
- report email, texts, chats, or other electronic messages containing inappropriate/abusive language or questionable subject matter to a teacher or administrator.
- return their personal mobile computing device to the issuing school on the date they withdraw from school or transfer to another school. (This also applies to seniors who leave school mid-year or who graduate.)

## Parent/Guardian Responsibilities
Parents should talk to their children about the values and standards they expect their children to follow as they use the Internet and about their use of all other media information sources such as television, telephone, movies, radio, etc.

## Creative Commons Copyright
At a teacher's discretion, and with student/parent permission, student work may be uploaded to the Internet. The student owns the copyright to his/her original work(s). Students will be encouraged to select one of the Creative Commons Copyright licenses to include with their work. This license will state how the work can be used by others.

# DAMAGE OR LOSS OF DISTRICT-OWNED PERSONAL MOBILE COMPUTING DEVICES

## Terms of the Personal Mobile Computing Device Agreement
- With the implementation of the 1:1 initiative, Rock Hill Schools has set a priority to protect the investment by both the district and the student/parent/guardian.
- Students will comply at all times with Rock Hill Schools Personal Mobile Computing Device Agreement to include the "Acceptable Use of Technology" policy, Student Pledge and terms of the optional Technology Protection Plan, if elected. Failure to comply ends a student's right of possession effective immediately.
- Rock Hill Schools reserves the right to repossess any personal mobile computing device for failure to comply with all terms of the Personal Mobile Computing Agreement and/or the Personal Mobile Computing Technology Protection Plan.
- Students are responsible for any and all damage to their personal mobile computing device. Fees for damage or loss will be determined based on whether or not the student chooses the Technology Protection Plan. If a student participates in the Technology Protection Plan, repairs are covered unless:

  1. Damage or loss is due to deliberate and intentional misuse or abuse. In this case the student shall pay the entire cost of repairs up to the fair market value of the device.

  2. The student breaks the device more than once in a year. In this case the student will pay for subsequent repairs.

**If a student has exceeded the number of replacements allowed under the Technology Protection Plan, the students/parent/guardian may be responsible for the actual cost of repairs and/or replacement as charged to the district by repair or replacement.**

## Title
- Legal title to the property is with the district and shall at all times remain with the district.

- The right of possession and use is limited to and conditioned on full and complete compliance with the Personal Mobile Computing Device Agreement.
- The student is responsible at all times for the appropriate care and use of the mobile computing device.

**Liability**
- Personal mobile computing device agreements are good for one year, unless the agreement is terminated earlier.
- Failure to return the personal mobile computing device to the issuing school before departure from the district may result in criminal charges brought against the student/parent/guardian and/or the person in possession of the personal mobile computing device.

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### Student Pledge for Use of District-Owned Personal Mobile Computing Devices

1. I will take proper care of the personal mobile computing device.

2. I will not lend the personal mobile computing device, charger and cords to others.

3. I will be accountable for the personal mobile computing device at all times.

4. I will charge the battery of the personal mobile computing device daily.

5. I will not leave the personal mobile computing device in an unlocked vehicle.

6. I will keep food and beverages away from the personal mobile computing device.

7. I will not disassemble any part of the personal mobile computing device nor attempt repairs.

8. I will not remove district-required applications.

9. I will protect the personal mobile computing device by carrying it in the case provided.

10. I will not stack objects on top of the personal mobile computing device.

11. I will not leave the personal mobile computing device outside or use it near water.

12. I will save data in a safe and accessible location. (Rock Hill Schools will, at times, re-sync personal mobile computing devices. All files not saved to server or other storage media will be deleted during these processes. Students are ultimately responsible for saving all their personal files.)

13. I will not place decorations (such as stickers, markings, etc.) on the personal mobile computing device or district-issued protective case.

14. I will not deface the serial number, manufacturer labels or district labels on any personal mobile computing device.

15. I will follow district policies outlined in the Personal Mobile Computing Guide and the district's Acceptable Use Policy.

16. I will file a police report in case of theft, vandalism or other violation.

17. I will be responsible for all damage or loss caused by neglect or abuse.

18. I agree to return the personal mobile computing device, case and power cords in good working order.

19. I agree to return the personal mobile computing device, case and power cords when I transfer or leave the district for any reason.

20. I understand my district owned Personal Mobile Computing device is subject to inspection at any time without notice and remains the property of Rock Hill Schools.

# ROCK HILL SCHOOLS PERSONAL MOBILE COMPUTING DISCIPLINE PLAN

The district's code of conduct and discipline is found in Policy JICDA located on the district's website at

This code is established to achieve and maintain order in the schools.  Consistent with the policy and Administrative Rule JICDA-R, consequences for inappropriate digital behavior will be assessed depending upon the severity of the infraction and level of misconduct.  Levels of misconduct are:

**Level I – disorderly behavior.  Examples include:**
- Illegal installation or transmission of copyrighted materials
- Unauthorized use of Internet or computer games
- Downloading and/or accessing inappropriate applications, programs or websites
- Giving out personal information, for any reason, over the Internet
- Deleting district system applications and changing of personal mobile computing device settings (exceptions include personal settings such as font size, brightness, etc.)

**Level II – disruptive behavior.  Examples include:**
- Spamming (disruptive email and messages)
- Bypassing the Rock Hill Schools Web filter
- Gaining access to another student's accounts, files and/or data
- Repeated Level I infractions

**Level III – Criminal conduct.  Examples include:**
- Unauthorized recording of audio or video images on school property or during extracurricular activities with district or personally owned devices
- Sending, transmitting, accessing, uploading, downloading, or distributing obscene, offensive, profane, threatening, pornographic, obscene or sexually explicit materials
- Spamming (disruptive email and messages)
- Use of the school's Internet or email accounts for financial gain, commercial gain or any illegal activity
- Vandalism (any malicious attempt to harm or destroy district owned property)
- Transmission or access of obscene, offensive or threatening materials or materials intended to harass or demean

The following procedures will apply when a cell phone or other personal electronic device is used inappropriately or accessed for use during unauthorized times.

**High School/Middle Schools**
**Level I**
Students receive a warning or detention depending upon severity of offense.

**Level II**
The student will serve In-School Suspension with the number of days determined depending upon severity of offense.

**Level III**
The student will serve in-school or out of school suspension, in addition student may be recommended for expulsion depending upon the severity of the offense.

**Any Subsequent Offense**
Violation of this policy greater than three offenses is considered an act of defiance.  The student will be assigned the appropriate disciplinary consequence based on his/her personal cumulative disciplinary history.

**Elementary Schools**
**Level I**
Student receives a warning depending upon severity of offense.

**Level II**
Student receives a detention or in-school suspension depending upon severity of offense.

**Level III**
Student receives in-school suspension or out of school suspension with the number of days determined depending upon severity of offense.

**Any Subsequent Offense**
The student will be assigned the appropriate disciplinary consequence based on his/her personal cumulative disciplinary history.

**Any electronic device used for picture taking, video recording, posting, or text messaging that results in students cheating or which cause major disruptions will result in additional discipline at the principal's discretion.**

**Technology disciplinary offenses may also result in restricted use of the personal mobile computing device. Restricted use may prohibit the student from taking the device off of school grounds.**

**The administration reserves the right to handle any of the above actions or any other action determined to be a misuse of technology in the manner they feel is the most appropriate for all concerned. For additional information on acceptable use of technology, please refer to the Rock Hill Schools Technology Acceptable Use Policy/Rule.**

Rock Hill Schools does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in admission to, access to, treatment in or employment in its programs and activities.

# PARENT/STUDENT REQUIRED SIGNATURES

**Terms of the Optional Technology Protection Plan:**

An optional protection plan is available for district-owned personal mobile computing devices issued to students at a non-refundable cost of $35 per year. The student and his/her parent/guardian must make the decision to opt for or opt out of the protection plan prior to the student taking possession of the device. If this cost creates a financial hardship on the student or parent/guardian, contact the school's administration about payment options and device scholarship assistance.

- The Protection Plan covers:
  - Parts and repair service for any system-related issues or failures resulting from normal use.
  - One accidentally broken screen in a calendar year.
  - One device replacement in a calendar year, in the event of either:
    - an accident resulting in total loss or destruction of the device
    - theft or physical loss of the device. Stolen or lost personal mobile computing devices must be reported to school officials within 48 hours and to the Rock Hill Police or York County Sheriff's Office.
- Parents will receive notification if/when their protection coverage has been utilized. At that point, parents may elect to assume responsibility for all damage and repairs moving forward or can request that the device remain at school.
- Replacement charges will be based on fair market value of the device (determined by district officials) and will vary with the age of the device.
- If the insurance support payment creates a financial hardship on the student or parent/guardian, contact your school's administration about payment options.

**The following two pages must be signed and returned to the school.**

I agree to the stipulations set forth in **the Personal Mobile Computing Guide, Rock Hill Schools Acceptable Use Policy, District-Owned Electronic Device Agreement, Student-Owned Electronic Device Agreement and Use of Internet/Student Assurances.** I understand that my participation in any violation of these guidelines will result in disciplinary action and possible loss of access privileges to such resources, depending on the nature of the offense.

## STUDENT ASSURANCES

*When using Rock Hill School District network or Internet resources, I will:*

1. Use the Internet for legitimate educational purposes.

2. Not register the name, home address, or telephone number of myself or anyone else in any location on the Internet.

3. Use messaging only at the direction of my teacher or as it relates to my coursework.

4. Not search for, download or print any material that violates school handbook codes regarding possession or display of inappropriate, offensive or vulgar material, or assist any other student in such activities.

5. Not harass, insult, attack, or bully others via electronic communications.

6. Not damage or alter digital devices, computer systems, or computer networks.

7. Not violate copyright laws.

8. Not trespass in another's folders, work, or files.

9. I will keep my usernames and passwords protected.

I understand that my participation in any violation of these student assurances will result in disciplinary action and possible loss of access privileges to such resources, depending on the nature of the offense.

_____                          _____

**Student Name (Print)    Student Signature                                        School**

As parent/legal guardian, I give permission for my student to access RHSD network or Internet resources under the conditions described above.

_____                          _____

**Parent Signature                                                                                  Date**

*Please sign and return this sheet to your child's teacher or school administrator.  Thank you.*

# ROCK HILL SCHOOLS
# TECHNOLOGY PROTECTION PLAN

To help sustain the technology investment and offset repair cost Rock Hill Schools has implemented a technology protection payment plan. The technology protection payment of $35 will entitle the student to a one time replacement for unintentional damage or repair.  This does not cover intentional damage to the device or lost computer chargers. Families with financial hardships may be eligible for a payment waiver. For additional information see the RHS Mobile Computing Guide or visit the district website.  All students/parents must have this completed form on file prior to a technology device being issued.

- The RHS Mobile Computing guide is available at https://tinyurl.com/RHSMCG.
- The Use of Internet/Student Assurances is available at https://tinyurl.com/RHSUISA.
- The Parent Orientation is available at: http://tinyurl.com/RHSPOV.

**PLEASE CHECK ONE OF THE OPTIONS BELOW AND RETURN THIS FORM TO YOUR CHILD'S SCHOOL**

☐   I have enclosed the $35 technology protection payment for the 2018-19 school year.

☐   I will pay the $35 technology protection payment online through my child's school.  (High Schools only at this time) Additional processing fees apply for online payments.

☐   I would like to request a payment plan for paying the $35 device protection.  All partial payments must be completed prior to a student receiving their device.

☐   I request a waiver of the payment.  I agree and release the school or district personnel to use my free/reduced lunch status information on file for my child (if applicable).  Please do not include information regarding your hardship with this form.  We will keep all information confidential and will contact you directly to discuss the waiver.

☐   I decline the $35 technology protection plan and accept full responsibility for damaged or loss of the district's mobile device.

☐   My Child will bring his/her personal device to school.

**I understand that my participation in any violation of the guidelines set forth in District-owned electronic device agreement, student-owned electronic device agreement, or use of internet/student assurances will result in disciplinary action and possible loss of access privileges to such resources, depending on the nature of the offense.**

**By signing below, I have participated in the parent orientation and agree to the stipulations set forth in the Personal Mobile Computing Guide, Rock Hill Schools Acceptable Use Policy, District-Owned Electronic Device Agreement, Student-Owned Electronic Device Agreement and Use of Internet/Student Assurances.**

_____        _____    _____
School                                                                                                  Date                      Grade

_____        _____
Student's name (Last, First, Middle) **Please print**                           Advisor/Homeroom

_____        _____
Student's Signature                                                                     Parent/Guardian's Signature

_____        _____
Parent/Guardian's E-mail address                                                 Parent/Guardian's Phone Number