

# **Public Schools of Edison Township Edison, NJ**



## **District-Provided Student Mobile Device Policy, Procedures and Information Handbook Grades K - 5**

**2019-2020**

## **Introduction**

The Edison Township Public Schools provides access to shared iPads for Kindergarten and 1<sup>st</sup> grade students and shared Chromebooks for 2<sup>nd</sup> grade students. Students in grades 3 – 5 are provided with a one to one Chromebook. Students are permitted to use the device outside of the school building for school related assignments. In technology rich classrooms, the integration of technology is both intentional and spontaneously driven by personal inquiry. This has created future ready learning environments that have transformed the teaching and learning process for all students in the District to a more student-centered, teacher-facilitated experience that leads to higher levels of engagement, empowerment and ultimately, academic achievement.

This is accomplished by providing technology-rich future ready classroom environments and curriculum-aligned resources, a state-of-the-art network infrastructure, and on-going, high quality professional development to all Edison teachers and administrators to enable them to lead and teach in these environments.

As a result, students are empowered to assume responsibility for their learning by applying new and existing technologies to solve real world problems while simultaneously expanding their global and cultural awareness and developing essential skills necessary for college- and career- readiness.

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# 1. Receiving Your Mobile Device

Public Schools of Edison Township purchased devices for the students. Devices will be distributed to students via their homeroom.

## 1.1 Device Return

Individual school devices and accessories must be returned to the student's teacher before the end of each school year. Teachers will document receipt and place the device in their corresponding cart. Specific date(s) and/or location(s) for returns will be at the end of the school year. Students, who withdraw, are suspended or expelled, enrolled in the Public Schools of Edison Township program or terminate enrollment within the Public Schools of Edison Township for any other reason must return their individual school device prior to the date of termination along with all accessories.

If a student fails to return the device at the end of the school year or upon termination of enrollment within the Public Schools of Edison Township, the parent/guardian will be subject to penalty. This will include withholding of the student's report card and/or with the parent/guardian possibly be subject to criminal prosecution or civil liability. The parent/guardian will also be responsible for the replacement cost of the device. Failure to return the device or to report it stolen/lost will result in a theft report being filed with the Edison Police Department against the parent/guardian.

The mobile device and its accessories must be returned to the student's school in satisfactory condition. Damage to a device must be reported immediately as per Section 8.3 of this policy.

## **2. Taking Care of Your Device**

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be taken to the main office for an evaluation immediately. **Do not attempt to fix the device on your own or with any outside agencies.**

### **2.1 General Precautions**

- A. The Device is the property of Public Schools of Edison Township and all users will follow the Acceptable Use Policy (2361) and School District Provided Technology Device to Pupil Policy (7523) for technology when using the device in or outside of school.
- B. Cords and cables must be inserted carefully into the device to prevent damage. Only original equipment manufacturer (OEM) accessories may be used with the device.
- C. Devices must remain free of any writing, drawing, stickers, or labels that are not the property of the Public Schools of Edison Township District.
- D. Devices must never be left unattended or in an unlocked locker, unlocked car or any unsupervised area.
- E. Students are responsible for keeping their device's battery charged for school each day.
- F. If students use device "skins" to "personalize" their device, they must not take off any Edison labels.

### **2.2 Carrying Device**

- A. Devices must always be within a protective case, if provided, when carried.

### **2.3 Screen Care**

- A. The device screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage from excessive pressure on the screen or the corners of the device.
- B. Do not lean on the top of the device when it is closed.

- C. Do not place anything near the device that could put pressure on the screen.
- D. Do not place anything in the carrying case, if provided, that will press against the cover.
- E. Clean the screen with a soft, dry cloth or anti static cloth.
- F. Do not use any type of chemical-based cleansers as they may damage and/or remove the protective coating of the device screen.**
- G. Do not “bump” the device against lockers, walls, car doors, floors, etc. as it will eventually break the screen
- H. Do not have any food or drink near an open device.

### **3. Using Your Device at School/Home**

#### **3.1 Devices at School**

Devices are intended for use at school each day. In addition to teacher expectations for device use, school messages, announcements, calendars and schedules may be accessed using the device. In grades 4 and 5, students are responsible to bring their device to all classes, unless specifically instructed not to do so by their teacher.

#### **3.2 Devices Left at Home**

If a student leaves their device at home, they are responsible for getting the course work completed as if they had their device present.

#### **3.3 Device Undergoing Repair**

Depending on availability, loaner devices may be issued to students when they leave their device for repair. Due to the limited quantity of loaners, they will be assigned on a first-come, first-serve basis. Therefore, please make sure to report any issues immediately.

Loaner devices must be returned immediately if:

- A. Students damaged device has been repaired and is ready for pick-up.
- B. Insurance claim is denied due to a violation of this policy.

#### **3.4 Charging Your Device's Battery**

If your device has been brought home for a school assignment, please make sure to use the district provided charger to charge prior to the next school day.

#### **3.5 Screensavers/Background Photos**

- A. Inappropriate media may not be used as a screensaver or background photo.
- B. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, or gang related symbols/pictures, or any other material deemed inappropriate by Administration will result in disciplinary actions.

#### **3.6 Sound, Music, Games, or Programs**

- A. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.



- B. Internet Games are not allowed on the devices. If game apps are installed, for any purpose, they must be approved and installed by a member of the Public Schools of Edison Township Technology Department.
- C. All software/apps must be district provided. Data Storage will be saved through apps on the device and email to a server location.

### **3.7 Network Connectivity**

- A. The Public Schools of Edison Township District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data. In order to avoid data loss, please save your data as often as possible.

### **3.8 Internet Access Outside of School**

Students are allowed to set up personal wireless networks on their device for use outside of school. However, the District Acceptable Use Policy must be followed at all times when using a District-owned device on and off the District network.

Content filtering will be enforced using the District's web filter when the devices are both on and off the District network (through the use of a proxy) to ensure compliance with the Child Internet Protection Act (CIPA).

## **4. Software on Devices**

### **4.1 Originally Installed Software**

The software/apps originally installed by the Public Schools of Edison Township must remain on the device in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software may require that the software be deleted from the device at the completion of the course. Periodic checks of devices will be conducted to ensure that students have not removed required apps/settings.

### **4.2 Additional Software**

The District's technology department will manage the applications on all student devices. All apps will be distributed through a secure distribution/management application that will act as a bridge between the devices and their respective App Stores. Students will be able to download any provisioned apps in this manner directly onto their device.

### **4.3 Circumvention of Managed Settings**

The Technology Department provisions all student devices for the purposes of initializing and managing all devices in a secure and organized fashion. Any attempts by students to circumvent any district management settings through software restoration or jail-breaking will result in the confiscation of the device and disciplinary action.

### **4.4 Inspection**

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

### **4.5 Procedure for Reloading Software**

If technical difficulties occur or illegal software (non-Edison Public Schools installed apps), is found, the device will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image. This may also result in confiscation of the device with usage allowed only during the school day.

### **4.6 Software Upgrades**

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their devices for periodic updates and syncing.

## **5. Student-Assigned Mobile Device Acceptable Use Policy**

The Edison Board of Education has an “**Acceptable Use Policy**” (2361) and **Internet Safety and Technology) School District Provided Technology Device to Pupil Policy (7523)**. This policy is given to all students at the beginning of the year. Copies are also available from the main office and from the district website. That Policy applies to the use of devices issued to students. **Your signature on this document confirms that the student and parent/guardian are aware of this policy and agree to its terms.**

In addition to the School District Provided Technology Device to Pupil Policy (7523), the following guidelines shall apply:

### **5.1 Parent/Guardian Responsibilities**

Talk to your children about the values and the standards they should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. Parents are responsible for monitoring off- campus use of the device.

### **5.2 School Responsibilities**

- A. Provide Internet and Email access to its students.
- B. Provide Internet filtering of inappropriate materials as able.
- C. Provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy (2361) and School District Provided Technology Device to Pupil Policy (7523).
- D. Provide technical support, troubleshooting and repairs for all District-owned devices.
- E. Provide all District-approved applications for academic use.

### **5.3 Students Responsibilities**

- A. Use devices in a responsible and ethical manner.
- B. Obey school rules concerning behavior and communication that applies to device/computer use.
- C. Use all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by the student’s own negligence, errors or omissions. The Edison Public Schools District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- D. Help the Public Schools of Edison Township District protect our computer system/device by contacting an administrator about any security problems they may encounter.

- E. Turn off and secure their device after they are done working to protect their work and information.
- F. If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to report this to his/her Teacher, Assistant Principal or Principal.
- G. Students who withdraw, are suspended, expelled, or terminate enrollment for any other reason must return their individual school device prior to the date of termination.

#### **5.4 Student Activities Strictly Prohibited**

- A. Illegal installation or transmission of copyrighted materials.
- B. Any action that violates existing Board policy or public law.
- C. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, or obscene materials. Transmission of pornography and/or sexually explicit material by or to students will be referred to law enforcement authorities as applicable.
- D. Use of chat rooms, sites selling term papers, book reports, and other forms of student work.
- E. Use of any non-District-approved messaging services (ex: Facebook, Instagram, Line, Vine, Kik, SnapChat, Yik Yak, Twitter, MSN Messenger, etc.)
- F. Internet/Computer Games.
- G. Use of outside data disks or external attachments without prior approval from the Administration.
- H. Changing of device settings (exceptions include personal settings such as font size, brightness, etc.)
- I. Restoring or jail-breaking device.
- J. Downloading unauthorized apps.
- K. Spamming, sending mass or inappropriate emails.
- L. Gaining access to other student's accounts, files, and/or data.
- M. Exchanging devices and/or switching device identification labels to conceal fault of damage.

- N. Use of the school's internet/email accounts for financial or commercial gain or for any illegal activity.
- O. Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger, or any other forums.
- P. Students are not allowed to give 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.
- Q. Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- R. 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.
- S. Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- T. Bypassing the District Web filter through a web proxy
- U. Students are not allowed to record/capture audio, images or video of classes, students or staff unless specifically authorized by the teacher.
- V. Transporting the device across state lines or to another country without prior written approval from District Administration.

### **5.5 Device Care**

- A. Students will be held responsible for maintaining their individual devices and keeping them in good working order.
- B. Device batteries must be charged and ready for school each day. Charge them only by plugging the device into an electrical wall outlet with the original equipment manufacturer-provided wall or A/C charger only.
- C. Only labels or stickers approved by the Public Schools of Edison Township may be applied to the device.
- D. Devices that malfunction or are damaged must be reported to your school within 24 hours. The school district will be responsible for repairing devices that malfunction. The district's Vandalism Policy (7610) and Care of School Property Policy (5513) will govern devices that have been damaged from student misuse or neglect will be repaired with cost being borne by the parent/guardian. Parent/guardian will be responsible for the entire cost of repairs to devices that are damaged intentionally.
- E. Stolen devices: If a student and/or parent/guardian suspect(s) that the device has been stolen, it must be reported as soon as possible to your school.

## 5.6 Legal Propriety

- A. 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 administrator.
- B. Plagiarism is a violation of the Public Schools of Edison Township 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.
- C. Use or possession of hacking software is strictly prohibited and violators will be subject to Acceptable Use Policy and Student Code of Conduct. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

## 5.7 Anti-Big Brother Act (N.J.S.A. 18A:36-39)

- A. Please be advised that all information transmitted from or received by District-owned devices while both on and off the District network may be subject to capture, inspection and/or storage by District monitoring software and appliances for routing, bandwidth/application control, security/firewall and usage-reporting purposes.
- B. Internet browsing history may be subject to review to ensure compliance with the District's Acceptable-Use policies.
- C. The District may also periodically access the device when on and off the District network using a Mobile Device Management solution to perform routine maintenance, "push", or remotely install, District -approved software, manage settings, and /or remove software that violates District Acceptable-Use policies.
- D. In cases where a device is reported stolen or lost, the District may record or attempt to collect information regarding the Device's location or usage activity through the use of network tracking software and utilities, which may include images taken using the devices built-in camera. This utility may be tested periodically and any information collected from such tests will not be disclosed or stored.
- E. Data collected may be retained for a period of up to seven years for archival purposes.
- F. Information collected will NOT be used in any manner that would violate the privacy rights of the student or any individual residing with the student.**

## **6. Protecting & Storing Your Device**

### **6.1 Device Identification**

All devices are identified by an internal asset tag. When a student is issued a device, that specific device will be theirs for the school year at Edison Public Schools.

### **6.2 Storing Your Device**

Any device that is sent home must be stored in a safe environment. Vehicles are not considered a safe environment. Therefore, do not store device in a vehicle.

### **6.3 Devices Left in Unsupervised Areas**

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas may include, but are not limited to: the school grounds and campus, the lunchroom, computer labs, the library, unlocked classrooms, and hallways. Any device left in these areas is in danger of being stolen. If a device is found in an unsupervised area, it will be taken to the Main Office.

## 7. Repairing or Replacing Your Device

### 7.1 Damaged Devices

The School District and/or its designee shall perform all repairs to student devices. **Do not attempt to repair a broken device on your own or through an outside agency.**

Attempting to repair a damaged device is a violation of the District's insurance policy and can result in the denial of a claim.

#### **INTENTIONAL DAMAGE:**

Intentional damage will be governed by the district's Vandalism Policy (7610) and Care of School Property Policy (5513)

### 7.2 Optional Insurance

The Edison Township School District has chosen the Worth Ave. Group as the vendor of choice to insure school-based devices provided to students and faculty. Insurance with the Worth Ave. Group will protect the device against an assortment of damages. This insurance policy will provide full replacement cost coverage and will protect the item on and off school grounds. In addition, this policy is also transferable to a replacement device.

For more information about how to insure your child's device, please visit the Edison Public Schools website, or [click here](#).



## 8. Signature Page

It is the responsibility of the parents/guardians and students to read, understand, and agree to all policies relating to the device and its usage.

District-owned student devices and accessories must be returned to the school prior to the end of each school year. Students whose enrollment in the Public Schools of Edison Township is terminated for any reason must return their individual school device prior to the date of termination.

**SAVINGS CLAUSE:** If any provision of this Contract is held unenforceable, then such provision will be modified to reflect the parties' intention. All remaining provisions of this Contract shall remain in full force and effect.

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### STUDENT ACKNOWLEDGMENT

I have read and agree to comply with the stipulations set forth in the Student Mobile Device Policy, Procedures and Information Handbook.

As the holder of a device issued by the Public Schools of Edison Township, I agree to accept responsibility for the protection and proper use of this device.

I understand that the District may revoke my use of the device if I violate one or more of these policies.

I agree to return the device and all provided accessories to the Main Office prior to the end of each school year or if I withdraw, am suspended, expelled, or terminate my enrollment within Public Schools of Edison Township for any other reason.

Student Name (Please Print):

Student Signature:

Date:

Student Grade:

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### PARENT ACKNOWLEDGMENT

I have read and agree to comply with the stipulations set forth in the Student Mobile Device Policy, Procedures and Information Handbook.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_