



School Board Policy 236 – Mobile Devices
Administrative Regulations
Revised 8-2020

For students in grades Kindergarten through 12 who pay the annual Device Protection Fee (unless waived in accordance with this Administrative Regulation) and sign the Agreement for Mobile Device Use, Mobile Devices will be distributed to students at the beginning of each year school and returned to the District at the end of the school year and upon request of the District.

Prior to a Mobile Device being issued to a student for the first time, being permitted to take a Mobile Device off campus, the student/family must sign the Agreement for Mobile Device Use. The signing of the Agreement for Mobile Device Use obviates the need for a separate Acceptable Use Consent Form to be issued.

Annual Written Notification to Parents/Guardians

The District shall provide annual written notification to District parents/guardians of students who are eligible to be issued a Mobile Device containing information relating to the Mobile Device Initiative and related policies and procedures.

Fees

The Device Protection Fee referenced in Policy No. 236 is established each year. The Superintendent or designee may increase or decrease the annual fee or family maximum at his/her discretion.

Fee Waivers

Families experiencing economic hardship may request a partial reduction or waiver from the Device Protection Fee. This will require a brief, confidential meeting with the building Principal, Assistant Principal or School Counselor. Students that qualify for waiver from the Device Protection Fee are not waived from any fees associated with damage or loss as described in the Agreement for Mobile Device Use.

Procedure for Reporting Mobile Devices Missing or Stolen

To report a Mobile Device missing or stolen on campus during the school day, the student must contact the building Principal, Assistant Principal or School Police Officer by phone, electronic mail, or by visiting the main office of their school building.

Filtering

Mobile Devices will be automatically routed through the District's technology protection measures referenced in Policy No. 815.1, *Acceptable Use of the Computers, Network, Internet, Electronic Communications and Information Systems*. Notwithstanding the fact that the technology protection measures are in place, parents/guardians are encouraged to monitor students' Web usage when the Mobile Device is used off campus.

Device Distribution

Devices will be distributed during designated device distribution events at each school. Prior to receiving the device, students and parents must read and agree to the following forms and agreements:

1. Agreement for Mobile Device Use
2. Mobile Devices. (Policy No. 236)
3. Acceptable Use of the Computers, Network, Internet, Electronic Communications and Information Systems. (Policy No. 815.1)
4. Electronic Communications and Social Media. (Policy No. 815.3)

Parents/guardians are also required to pay an annual Device Protection Fee of prior to the issuance of the Mobile Device. Families experiencing economic hardship may request a partial reduction or waiver from fees.

Guidelines for Student Use & General Precautions

- Mobile Devices are to be used for educational purposes only. (Policy No. 815.1)
- Do not share your password. The SASD Technology Department will never ask for your password through e-mail.
- No food or drink is allowed next to your Mobile Device.
- Cords, cables, and removable storage devices must be inserted and removed carefully into

and out of the Mobile Device.

- Students should not carry their Mobile Device by the screen or while the screen is open.
- Mobile Device lids should be shut before moving them between classes to conserve battery life.
- Mobile Devices must remain free of any writing, drawing, stickers, or labels that are not the property of Souderton Area School District.
- Mobile Devices should be carefully placed into lockers and backpacks/bags. Careless treatment can cause the screen to crack.
- Mobile Devices should never be left in a car or in any unsupervised area.
- Do not expose your device to extreme temperatures, direct sunlight or ultraviolet light for extended periods of time.
- It is recommended that Mobile Devices be transported in book bags throughout the day.
- Do not lean on or place heavy objects on the Mobile Device.
- Do not place anything on keyboard before closing the lid.
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use liquid or water on the Mobile Device.
- Using the Device from home
 - The Mobile Device Initiative does not provide students with Internet access. Students will be able to connect their Mobile Devices to their home networks with parent approval. Additionally, students will be shown how to connect to available wireless networks during their orientation training on using their Mobile Device.
 - For students that do not have Internet access at home, Comcast has a program called Internet Essentials that provides families with Internet access for approximately \$10.00 per month. You can contact Comcast at www.internetessentials.com or call 1-855-846-8376 for information.
 - Mobile Devices are intended for school use each day. Students are responsible for bringing their Mobile Device to school charged for all classes.
 - The technology department will not provide loaner devices in the case of forgotten devices or drained batteries.
- Saving Work
 - The District recommends that work be completed online whenever possible so that student work is saved in real time.
 - Students have the option to save their work to a USB thumb drive or external hard drive for backup purposes.
- Device Software
 - The District will advertise (push) the applications (“apps”) and extensions you are to have at the beginning of the school year. Apps and extensions are associated with your user account and will display every time you log into a Mobile Device or into Google Chrome. Students cannot remove apps or extensions that are pushed to the Mobile Device. They are able to remove any apps or extensions they install.
 - Students are required to pay a nonrefundable annual fee for accidental damage coverage before taking possession of their Mobile Devices. The fee covers normal wear and tear and minor component failure that is covered by the manufacturer’s warranty and accidental damage.
 - Students will receive a loaner device to use if a Mobile Device is in need of a repair. The fee becomes non-refundable once the student takes possession of the Mobile Device.

- Damaged, Lost, or Stolen Device
 - If the Mobile Device is damaged, the parent/guardian is responsible for the cost of the repair. If the full replacement cost of a new Mobile Device is less than the cost of the necessary repair, the parent may be required to reimburse the District for the cost to purchase a new device for their student. Loss or theft of the Mobile Device must be reported to the District by the next school day after the occurrence and a police report may be required. The parent/guardian is responsible for the lesser of the cost of the repair or the full replacement cost of a new Mobile Device on the date of loss. The new or repaired Mobile Device will be returned to the student upon receipt of payment.
- Technical Support
 - Technical support will be available during the posted hours of operation in the designated school Technology Hub if a Mobile Device needs to be serviced.
 - Loaner devices will be issued to students while their damaged District Mobile Device is being serviced.
 - Repairs that are minor or considered normal wear and tear are covered under the Device Protection Fee.
 - Students will not receive their repaired device until the repairs have been completed and the student has turned in the assigned loaner device and power adapter.
- Device Collection
 - All Mobile Devices will be collected at the end of the school year on or before the student's last day of school.
 - Mobile Devices that are not returned one week after the last student day will be considered stolen. The District may also invoice the parent/guardian for the replacement cost of the Mobile Device. This will be considered a student obligation, and parents/guardians will be responsible for any additional costs incurred by the District to collect the Mobile Device.
- E-mail Usage & Digital Citizenship
 - Do not open, forward or reply to suspicious e-mail on the Mobile Device. If you have a question about whether or not to open an e-mail, check with the Technology Hub in your building.
 - Beware of e-mail attachments from people you do not know; it may be a virus or a malicious program. If in doubt, do not open it.
 - Never respond to e-mails that ask for personal information, your user name or your password. The SASD Technology Department will never seek this information via e-mail.
 - Think before you write and send an e-mail; be polite and courteous at all times.
 - “Chain letters” contain no useful information. This includes chain letters warning about viruses or Internet scams. Often the chain letters link you to viruses or are scams themselves. Do not forward them from your Mobile Device.
 - Do not attempt to go to inappropriate/questionable Web sites, or click on questionable links as this may trigger a spam or virus attack.
 - The use of anonymous proxies or other technologies to bypass the District domain filtering programs is prohibited.
 - When social networking, consider the following:
 - Be polite and courteous. Leave offensive text (i.e., curse words, insults, etc.) out of blog entries and comment postings to friends.
 - Once any text or photo is placed online, it is completely out of your control,

regardless of whether you limit access to your page. Anything posted online is available to anyone in the world.

- Do not post information, photos, or other items online that could embarrass you, your family or friends. This includes information, photos and items that may be posted by others on their page or on your webpage.
- Do not post your personal information: addresses, phone number(s), date of birth, class schedules, your whereabouts or daily activities. You could be opening yourself to online predators.
- Many potential employers, colleges and universities, graduate programs and scholarship committees now search social networking sites to screen applicants. Your post could affect your college or job choices later in life.