

Academy District 20 Mobile Device: Student-Parent/Guardian Handbook

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Bring Your Own Device: A Personalized Learning Initiative

In order to assure future-ready students who are effective digital citizens, Academy District 20 seeks to:

- Engage learners in implementing technology to enhance their learning, while taking responsibility for their devices and creatively accomplishing all learning goals.
- Provide learners the opportunity to engage in personalized digital learning while appropriately adapting to the technological, social, and academic environments they encounter.
- Develop student ownership of their learning at any time and in any place, with changing levels of challenge as they engage in research and global collaboration.

This Superintendent's Initiative originated in the fall of 2014, when Academy District 20's Technology Advisory Committee researched Bring Your Own Device (BYOD) as a means to provide personalized learning and recommended a program pilot for the 2015-2016 school year. Schools applied to participate in the pilot cohort in spring 2015, and those schools that joined the program attended a summer workshop and additional workshop days in the fall semester to prepare for a launch of the pilot in January 2016. Six Academy District 20 schools are participating in the initial pilot program: Air Academy High School, Rampart High School, Eagleview Middle School, Timberview Middle School, Woodmen-Roberts Elementary School, and Explorer Elementary School.

It is the policy of the BYOD schools to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege and extraordinary opportunity to utilize these mobile devices come responsibilities for the parent and student, which are outlined in this handbook.

When signing the Student-Parent/Guardian Mobile Device Agreement, you are acknowledging that you understand and accept the information in this document.

Students and families must understand that:

1. All students are allowed access to electronic resources unless otherwise indicated in the student Acceptable Use Policy.
2. All users of the Academy District 20 network and equipment must comply at all times with the Academy District 20 Appropriate Use of Technology Policy, [IJND E1](http://bit.ly/1MBidhw) (<http://bit.ly/1MBidhw>)
3. Mobile Devices are on loan to students and remain the property of the BYOD schools and Academy District 20.
4. Students and families must follow all guidelines set forth in this document and by school staff.
5. All rules and guidelines are in effect before, during, and after school hours, for all Academy District 20 mobile devices.
6. All files stored on Academy District 20 equipment or the Academy District 20 network are property of the schools and are subject to review and monitoring.

7. Hereafter, the terms “equipment” and “technology” refer to the mobile device, keyboards, styli, power cord/charger and case. Each piece of equipment is issued as an educational resource. The guidelines surrounding this equipment can be equated to those of a textbook or a school issued calculator.
8. Academy District 20 devices are only filtered while signed in to Academy District 20’s wireless network.
9. Students are expected to keep the mobile devices in good condition. Failure to do so may result in charges to the parent and/or student for repair or replacement.
10. Students are expected to report any damage to their mobile device immediately.
11. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
12. Students may not loan mobile device components to other students for any reason. Students who do so are responsible for any loss of components.
13. Students must return the mobile device, case, and all ancillary equipment, including chargers, power cords, and ear buds, in good working order by the end of each school day. The determination as to whether the device is in good working order shall be made by the school technology staff.
14. Academy District 20 and its schools reserve the right to recall the equipment at any time.

Parent/Guardian Responsibilities

Academy District 20 makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the mobile devices. There are several responsibilities assumed by the parent/guardian. These are outlined below.

Sign the Student-Parent/Guardian Mobile Device Agreement

Parent/Guardian Responsibility

In order for students to be issued a mobile device, a student and his/her parent/guardian must sign the Student-Parent/Guardian Mobile Device Agreement at the end of this handbook.

Accept Liability

Parent/Guardian Responsibility

The parent/guardian and student are responsible for the cost of repair or replacement at the date of loss if the property is:

- not returned
- defaced or decorated
- intentionally damaged or damaged due to negligence
- lost
- stolen, but not reported to school and/or police in a timely manner.

Mobile Device Rules and Guidelines

Policy [IJND](#) (<http://bit.ly/1fnJbdJ>) and [IJND E1](#) articulate the rules and regulations so that students and parents/guardians are aware of the responsibilities students accept when they use an Academy District 20-owned mobile device.

Students receive mobile device-related training at school during the first weeks of the deployment window as deemed appropriate by school staff.

Mobile Device Use, Care and Classroom Routines

Care of the Mobile Device

- Never pile things on top of the mobile device.
- If your mobile device has a protective case, keep it in the case at all times, even while charging.
- Never leave the mobile device unattended for any reason.
- Store the mobile device on a desk or table – never on the floor!
- Protect the mobile device from extreme heat or cold and from food and drinks

Prohibited Actions

- Students are prohibited from:
- Putting stickers or additional marking on the mobile devices, cases, or power cord or chargers.
- Defacing Academy District 20 issued equipment in any way. This includes, but is not limited to marking, painting, drawing or marring any surface of the mobile devices or stitching on the protective case.

Behaviors and Discipline Related to Student Mobile Device Use

See [IJND](#) and [IJND E1](#)

School-Based Discipline

The discipline policies at each school encompass the mobile device environment.

Progressive Discipline

Discipline is progressive. Low-level, first-time infractions may have lesser consequences than infractions that are repetitive or more serious in nature. ***The following are for illustration purposes only. Appropriate progressive discipline steps for the individual student and circumstance would apply.***

- Warning
- In-class consequence
- School-based consequences
- Parent contact
- Administration referral
- Loss of mobile device for the class period

- Loss of mobile device or of network access for extended period of time.
- Suspension

Classroom Interventions

For low-level infractions, classroom interventions may be the first level of discipline. This includes, but is not limited to, verbal warnings, seating changes, and teacher contact with home.

Consequences

The student's school may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.

The student's school may revoke access to the device at any time if the user is engaged in any unauthorized activity.

Mobile Device Security

Balanced Approach

Two primary forms of security exist: mobile device security and internet filtering. Academy District 20 strives to strike a balance between usability of the equipment and appropriate security to prevent the devices from being damaged or used to cause damage to the Academy District 20 network.

Mobile Device Security

Security settings are in place on the mobile device to prevent certain activities. These may include downloading or installing apps on the mobile devices, removing software, changing system settings, etc. These permissions may vary by age or grade level.

Internet Filtering at School

Academy District maintains an on-site internet filtering software package. This program automatically filters all student access to the internet at school.

While Academy School District 20 makes every attempt to protect students from inappropriate material and risks to their safety, *no technology measure is 100% effective, and no technology measure is a substitute for open communication and involved parents/guardians.*

User Fee

All parents/guardians with students who are issued an Academy District 20 mobile device will be asked to pay a \$50 user fee each year.

Payment Timeline

All payable amounts are due at the time of device issue unless prior arrangements have been made with the school.

Damaged Equipment

Repairs

Occasionally, unexpected problems do occur with the mobile devices that are not the fault of the user (mobile device crashes, software errors, etc.). In the event of such problems; contact support personnel at the individual schools during the day.

Loaner Mobile Devices

Temporary replacements, or loaners, may be available at each school so that learning is not disrupted by the repair process. Students are responsible for the care of the loaner while issued to them. The same rules and regulations apply to loaners that apply to their regularly assigned device.

Accidental Damage vs. Negligence

Accidents do happen. There is a difference, however, between an accident and negligence. After investigation by school administration, if the mobile device is deemed to be intentionally or negligently damaged by the student, the students may be subject to discipline and the cost of repair or replacement.

Lost and Stolen Equipment

Reporting Process

If any equipment is lost, the student or parent must report it to the school immediately. Students should inform a school official as soon as possible. School-owned equipment should be returned by the end of every school day.

Student-Parent/Guardian Signature Page

Please complete the form and turn it into the appropriate school staff member along with the Mobile Device User Fee.

We have read the Student-Parent/Guardian Handbook and agree to follow the policies and guidelines contained therein.

Student Name: _____
(please print)

Student Signature: _____

Parent/Guardian Name: _____
(please print)

Parent/Guardian Signature: _____