



ASHE COUNTY SCHOOLS
STUDENT/PARENT MOBILE
DEVICE HANDBOOK

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Student/Parent ACS Mobile Device Handbook

Introduction to ACS Mobile Device Program

Ashe County Schools (ACS) is committed educating all children to be productive workers, responsible citizens, lifelong learners and prepared to be globally competitive. For this school year, ACS will continue implementing the ACS Mobile Device program for one-to-one instruction. The one-to-one initiative will strive to immerse our students into a technology-rich instructional environment that ensures our graduates are prepared for the workplace and life.

Students and parents must understand the procedures and policies for this program to be successful. Please read and sign the following student and parent guidelines/agreement. The signed Mobile Device and Acceptable/Responsible Use Agreements establish a contract for the rules and responsibilities agreed to by the parties involved in the Mobile Computing Device program (i.e. ACS, the student, and the parents/guardians).

ACS Learning Goals

- Increase student engagement, motivation and self-directed learning
- Prepare students to be safe, responsible, and innovative digital citizens
- Engage students in solving real-world problems by collaborating, communicating, creating and critically thinking within a global learning community
- Provide access to educational opportunities, formative assessments and differentiated instruction by providing one to one 24/7 access to Chromebooks
- Support faculty in the development of interdisciplinary, project-based learning environments

Mobile Device Deployment

Legal title to the property (mobile device) is with Ashe County Schools. A student's right of possession and use is limited to and conditioned upon full and complete compliance with the board policies and completion of the following:

- Parent(s)/guardian(s) will be informed by letter, email, and/or a phone message, of the location, date, and time of the mandatory one-to-one logistics meeting. The parent and student must sign the agreement in order for the student to be issued an ACS Mobile Device.
- Prior to students being issued an ACS Mobile Device
 - Parent/guardian and student must sign Student/Parent Mobile Device Agreement and ACS Acceptable/Responsible Use Policy
 - ACS must receive payment of \$30.00 (for 7-12 students); or \$20.00 (for 3-6 students & K-2 Ashe Online) for the Mobile Device fee.
- ACS will send a report of all model, asset and serial numbers of the student Mobile Devices to local pawn shops and law enforcement agencies to assist in the event of loss or theft.
- A student who has not returned a previous device will be placed on the debt list and must return the device before being eligible for a new one.

Terms of the Loan

1. ACS will deploy a Mobile Device to each student in grades 3-12 (and K-2 as needed) upon completion of the requirements listed in the Deployment section above.
2. If a student violates the policies and guidelines outlined in the Student/Parent Mobile Device Handbook and/or the Technology Responsible Use policy, including intentional damage, he/she may be subject to loss of privilege, disciplinary action and/or legal action.
3. A student's possession of the ACS Mobile Device terminates no later than the last day of the school year unless there is a reason for earlier termination by the district (including but not limited to, drop-out, expulsion, or transfer).
4. Dependent upon the circumstances, if a mobile device is damaged, a loaner device MAY be provided.

Theft

Theft is determined by a police report documenting forced entry to a secured place containing the Mobile Device or forcibly taking the Mobile Device in any way from the student. Missing devices should be reported to the School Resource Officer, who will determine if the Mobile Device was stolen. The burden is on the student to truthfully report the device theft and explain the details for the police report.

1. In the event of theft, a replacement fee of up to \$300.00 will be assessed to the student/parent. The amount of the fee will be determined using the Lost or Stolen Device Procedure Plan (see page 5). We encourage parents to claim theft on their home or vehicle insurance, if applicable. If a personal insurance policy will reimburse the value of a stolen device, the family must notify the school so they can be billed for the reimbursement amount.
2. Ashe County Schools will coordinate with the SRO (or Ashe County Sheriff's Department) to alert pawn shops and area law enforcement agencies of lost or stolen ACS Mobile Devices.

Loss

Loss is defined as a Mobile Device reported missing by a student while it was left unattended or in an unsecured/unsupervised location. The burden is on the student to truthfully report the computer loss and explain the details for the administrative report.

1. Lost Mobile Devices must be reported to a teacher AND school administrator AND the ACS Help Desk (<https://www.asheschools.on.spiceworks.com/portal>) no later than 24 hours after the device is noticed to be missing.
2. The student or parent/guardian will be responsible for the total cost of the Mobile Device in the event the lost Mobile Device is not found. Loss is not covered by insurance. The purchase price of the Mobile Device is \$300.00, which is the maximum cost a parent/guardian would be responsible.

** The charging cord is no longer covered under warranty. The replacement fee is \$25.

Damage

1. ACS will attempt to repair devices. The first repair (if under \$30.00) will be covered utilizing the ACS Mobile Device Fee each student pays (High School/Middle - \$30.00 Elementary - \$20.00).
2. If there are multiple instances of damage, occurring at different times during the school year, there will be a tiered deductible due for repair.
 - a. 1st instance = \$0.00 (If Repair is less than \$30.00 - Mobile Device Fee covers cost)
 - b. 2nd instance = \$50.00

- c. 3rd instance = \$75.00
 - d. 4th instance = \$100.00 and disciplinary action should be taken
3. The student and/or the student's parent/guardian shall be responsible for compensating the school district for any losses, costs or damages. The student and/or parent/guardian is liable for replacement(s) costs resulting from intentional damage and/or neglect as outlined in this document.
 4. No unapproved changes for installs are to be made to the Mobile Device.

Repossession

Ashe County Schools reserves the right to repossess the Mobile Device at any time if the student does not fully comply with all terms of this agreement. Devices found or left unattended will be turned into the school technician or School Resource Officer.

Failure to Return

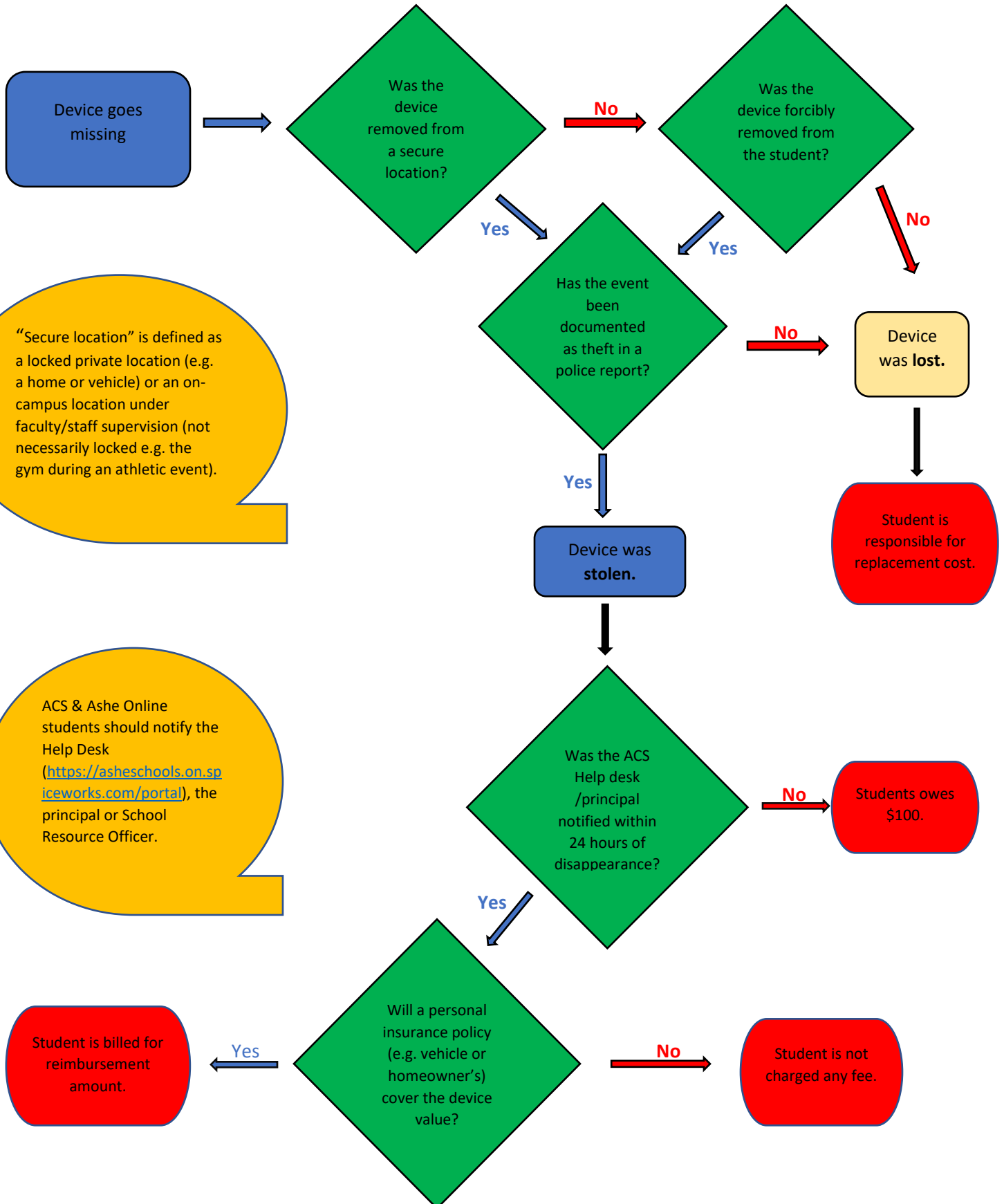
Failure to return the Mobile Device at the designated times and/or the continued use of it for non-related school purposes may be considered unlawful appropriation of Ashe County School's property and be subject to legal action.

Modification to the 1:1 Program

Ashe County Schools reserves the right to modify or terminate this program or change any of the terms or conditions at any time.

Ashe County Schools

Lost or Stolen Device Procedure: Fee Assessment



Expectation of Privacy for the Student Mobile Devices

1. The Mobile Devices are considered property of Ashe County Schools and are not subject to the same privacy expectations as private property. However, there is a limited expectation of privacy afforded to the student Mobile Devices when taken off an ACS campus.
2. While connected to the ACS network, (on our school campuses), ACS has the right to monitor the Mobile Devices in the following ways:
 - a. Teachers and administrators may remotely view and control student Mobile Devices while in class.
 - b. Teachers and administrators may search the device for inappropriate material if they have reasonable suspicion of its existence.
 - c. Technology staff will have the ability to remotely control student Mobile Devices to troubleshoot technical issues.
 - d. All Internet traffic will pass through the content filter. This filter will log all attempts to access inappropriate material. Repeated attempts will result in disciplinary action.
 - e. Technology staff will have the ability to monitor all network traffic to troubleshoot network issues.
 - f. Restrictions of the Mobile Device will block the student from certain functions such as accessing administrative software or installing certain programs/apps or extensions. Any attempt to circumvent these restrictions, on or off campus, will be seen as a violation of this contract and appropriate disciplinary action may be taken.
3. While not connected to the ACS network, the following will apply:
 - a. All Internet traffic will pass through a state hosted and locally administered ACS content filter (Z-Scaler). This filter will log all attempts to access inappropriate material. Repeated attempts may result in disciplinary action.
 - b. The district will NOT have the right or ability to remotely access the Mobile Device's web camera.
 - c. Restrictions on the Mobile Device will block the student from certain functions such as accessing administrative software or installing certain programs/apps or extensions. Any attempt to circumvent these restrictions, on or off campus, will be seen as a violation of this contract and appropriate disciplinary action may be taken.

General Use of the Mobile Device

1. Each student is required to bring his/her Mobile Device to school each day, with a fully charged battery. Students will not be given the use of a loaner Mobile Device if he/she leaves his/her device at home or fails to charge the device. Students leaving Mobile Devices at home will be required to complete assignments using alternate means (as determined by the teacher).
2. Students should be mindful not to cause a tripping hazard when it is necessary to plug in their Mobile Devices.
3. Mobile Devices are not allowed on overnight trips or field trips without the express written approval of the lead chaperone and/or teacher and the parent/guardian.
4. The use of the Internet at school and at district provided Hot Spots is a privilege, not a right, and inappropriate use may result in suspension/termination of user privileges.
5. Student Mobile Devices will be subject to routine monitoring by teachers, administrators, and technology staff as described in the "Expectation of Privacy..." section. While off campus, parental monitoring is highly recommended.
6. Periodic Mobile Device checks will be conducted during the school year, inspecting for physical damage and/or loss. Students/parents may be billed for repairs throughout the school year in accordance with the procedures described in the "Mobile Device Loan" section, subsection "Damage."

Login Procedures

1. Students will log in to the ACS network by using their assigned username and password whether using the device on an ACS campus or at home.
2. Students must not share passwords and are responsible for ALL activity using their login information, regardless of the actual user of the device.

Email

1. ACS will provide a school email account to students through Google.
2. Students will abide by all email guidelines as outlined in the ACS Board Policy – Technology Responsible Use #3225/4312/7320.

Online user accounts

Students may be asked to create age-appropriate online user accounts, for educational purposes only. Teachers will be responsible for supervising the use of these accounts during instructional time. Parents/guardians will be notified of the use of such accounts either within the course syllabus at the beginning of each semester or through other means deemed appropriate and timely by the teacher and/or administrator.

General Care of the Mobile Device

1. Students are responsible for the Mobile Computing Device they have been issued. Mobile Devices in need of repair must be reported to the school technician or the ACS Help Desk. (<https://asheschools.on.spiceworks.com/portal>) Failure to report damage by the next school day may result in disciplinary action.
2. Guidelines to follow:
 1. Always close the lid before moving and/or transporting your Mobile Device, taking care not to close the lid on objects inside it.
 2. Please be aware that overloading a student's backpack will cause damage. Please store the Mobile Device in a separate section of the backpack. Textbooks, notebooks, binders, etc. should not be in the same section of the backpack as the Mobile Device itself. Never sit or place any object on the backpack or the device.
 3. When using the Mobile Device, keep it on a flat, solid surface so that air can circulate. For example, using a Mobile Device while it is directly on a bed or carpet can cause damage due to overheating.
 4. Liquids, food and other debris can damage the Mobile Device. You should avoid eating or drinking while using the Mobile Device. DO NOT keep food or food wrappers in the Mobile Device bag.
 5. Take extreme caution with the screen. The screens are very susceptible to damage from excessive pressure or weight. In particular, avoid picking up the Mobile Device by the screen.
 6. Never attempt repair or reconfiguration of the Mobile Device. Under no circumstances are you to attempt to open or tamper with the internal components of the Mobile Device. You should never remove any screws; doing so will render the warranty void and may result in disciplinary action.
 7. Take care when inserting cords, cables and other removable storage devices to avoid damage to the Mobile Device ports.
 8. Do not expose your Mobile Device to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Mobile Device.
 9. Keep your Mobile Device away from magnetic fields, which can erase or corrupt your data. This includes but is not limited to large speakers, amplifiers, transformers, and old-style television sets.

Cleaning Your Mobile Device

Routine maintenance on Mobile Devices will be done by the school technology support personnel. However, students are encouraged to perform simple cleaning procedures as outlined below:

1. Always disconnect the Mobile Device from the power outlet before cleaning.
2. Never use liquids on the Mobile Device Screen or keyboard.
3. Clean the screen with soft, lightly dampened, lint free cloth or use anti-static screen cleaners or wipes.
4. Wash hands frequently when using the Mobile Device to avoid buildup on the touch pad. Grease and dirt can cause the cursor to jump around on the screen
5. Clean the touch pad with lightly dampened cloth.

General Security

1. Never leave your Mobile Device unattended or unsecured. Mobile Devices should be secured in a designated storage facility or a secured locker. Unsupervised Mobile Devices will be confiscated by staff, and disciplinary actions may be taken.
2. Each Mobile Device has several identifying labels (i.e., ACS asset number and serial number). Under no circumstances are you to modify or destroy these labels.

Internet Access/Filtering

1. As required by the Children’s Internet Protection Act, a current content filtering solution is maintained by the district for school use on this Mobile Devices. This is a “good faith” effort to block all inappropriate content. The district cannot guarantee that access to all inappropriate sites will be blocked as no content filter is 100% effective. It is the responsibility of the user and parent/guardian to follow guidelines for appropriate use of the network and the Internet. ACS will not be responsible for any problems suffered while on the network or the Internet. Use of any information obtained through the Internet is at the user’s own risk.
2. A local/DPI hosted copy of the district content Internet filter will continue to filter content outside the ACS network (e.g. when the student is connected to a home wireless network
3. Attempting to disable or circumvent Ashe County Schools’ Internet content filter and firewall, including using or attempting to use proxies to access sites that would otherwise be restricted, is not permitted and may result in disciplinary action.

Copyright

Compliance with federal copyright law is expected of all. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Text (including email and web information), graphics, art, photographs, music, and software are examples of types of works protected by copyright. Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law. Utilizing sites selling written papers, book reports, and other student work or any act of plagiarism is not permitted.

Responsible Use Guidelines

By providing technology to students, Ashe County Schools empowers them to create, collaborate, communicate, and think critically as citizens in a rapidly changing global society. To this end, we encourage students to engage in the following behaviors when using their technology:

- 1. Be responsible with your ACS-issued/loaned device and the ACS network.**
 - a. Use only your own ACS-issued/loaned device on the ACS network.
 - b. Take your device to your school's Technician/ITF/Resource Officer or report to the ACS Help Desk if it needs repair.
(<https://asheschools.on.spiceworks.com/portal>)
 - c. Maintain your device in the same condition it was issued to you. Leave the case and internal parts intact, carry the device in its protective case/sleeve, and please don't decorate the device itself with stickers or other markings.
 - d. Use the district network as it is configured (e.g. access authorized resources, log in using your own credentials, work within the content filter and/or firewall).
 - e. Avoid activities that could cause network congestion (e.g. streaming high-quality audio or video).
 - f. In general, use your ACS-issued device and the ACS network for legal, school-appropriate activity.
- 2. Be respectful of yourself and others by demonstrating strong digital citizenship.**
 - a. Properly cite all digital resources and honor copyright and Creative Commons licensing.
 - b. Engage in positive conversations online; seek to listen, understand, and build a strong digital school community.
 - c. Use only the username(s) and password(s) issued specifically to you by ACS.
 - d. If you ever encounter digital content that concerns you or makes you uncomfortable, speak to a teacher or another adult in your school for help.

3. Be empowered to use technology for great things.

- a. Communicate clearly and respectfully to share your thoughts, expand your knowledge, and generate new ideas.
- b. Think critically about all information you encounter online, and seek out corroborating evidence and contrasting viewpoints to build fully-informed viewpoints.
- c. Collaborate with fellow learners – whether in Ashe County or around the globe – to teach, learn, and create together.
- d. Create new, unique, awe-inspiring work – writing, video, music, visual art, or whatever else you can imagine – to show the world what you know and are capable of.

Parent Expectations

1. This is an exciting learning opportunity for your student(s). Participate with them as they learn to use this instructional tool to enhance their educational experience.
2. While the school system does provide Internet content filtering for the security of your student, there is no substitute for parental supervision when using the Mobile Device. Parents are ultimately responsible for monitoring student use of the Mobile Device and Internet at home.
3. Parents should ensure that their child is familiar with and adheres to the Internet policies and guidelines set forth in this handbook.
4. Parents should ensure that repairs, loss, theft and/or damages are reported to the ACS Help Desk, school principal/resource officer or school technician no later than the next school day.
5. Parents should review the Ashe County Technology Responsible Use Policy and the Mobile Device Handbook with their child.
6. Use of the Mobile Device by other family members is not allowed. Parents/legal guardians may use the Mobile Devices to assist their child who is assigned the Mobile Device with homework and school assignments or to learn what their student is doing with this instructional tool. The Mobile Devices may not be used by other family members for personal or business use.
7. Parents are responsible for ensuring the return of the Mobile Device and all accessories at the end of the current school year or before the student withdraws from school.

NOTE: Students who are 18 years or older or who are legally deemed an emancipated minor are considered adult students and assume a legal, ethical and financial obligations related to using the Mobile Device.

Ashe County Schools 1:1 Mobile Device Initiative Student Agreement

THIS FORM IS TO BE COMPLETED BY THE STUDENT. PLEASE PRINT ALL INFORMATION

| | | | |
|-------------------|--------------------|---------------------|---------------|
| Student Last Name | Student First Name | Student Middle Name | Student Grade |
|-------------------|--------------------|---------------------|---------------|

| | | |
|---------------------------|----------------------------|--------------|
| Parent/Guardian Last Name | Parent/Guardian First Name | Student ID # |
|---------------------------|----------------------------|--------------|

| | | | |
|------------|------------|------------|-------------|
| Home Phone | Work Phone | Cell Phone | Other Phone |
|------------|------------|------------|-------------|

I, the Ashe County Schools (ACS) student named above, have read (or have had read to me) ACS Technology Responsible Use Policy (#3225/4312/7320). My signature below indicates I understand and will abide by this policy and the procedures and guidelines in the ACS Student/Parent Mobile Device Handbook at all times. I understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken.

- ✓ I understand the Mobile Computing Device (“Device”) is property of Ashe County Schools and is assigned to me.
- ✓ I will use my assigned Device appropriately for school purposes.
- ✓ I will care for my assigned Device and not leave it unsupervised in unsecured locations.
- ✓ I will be responsible for all damage or loss to my assigned Device caused by neglect or abuse.
- ✓ I will report the loss or theft of my assigned Device as outlined in the Student/Parent Mobile Device Handbook.
- ✓ I will not loan my assigned Device to another individual.
- ✓ I will charge my assigned Device before each school day.
- ✓ I will not disassemble or attempt any repairs on my assigned Device.
- ✓ I will not place stickers, drawings, markers, etc. on my assigned Device.
- ✓ I will not deface the serial number/asset number stickers on my assigned Device.
- ✓ I agree to return my assigned Device, power cord, and other accessories in working condition.
- ✓ I understand I may be criminally charged if my assigned Device is not returned at the designated time.

Student Signature

Date

Parent/Guardian Signature

Date

Ashe County Schools One-to-One Mobile Device Initiative Parent / Guardian Agreement for Student Use of Mobile Device

THIS FORM IS TO BE COMPLETED BY THE PARENT/GUARDIAN. PLEASE PRINT ALL INFORMATION.

I, the parent/guardian of the student named below, hereby give permission for my child to use the Mobile Device and network resources provided by Ashe County Schools. I have read (or have had read to me) Ashe County Schools' Technology Responsible Use policy (#3225/4312/7320) and the ACS Student/Parent Mobile Device Handbook. I understand the Mobile Computing Device is property of Ashe County Schools and is assigned to my student for learning purposes only.

I understand that network/Internet access is intended for educational purposes. Ashe County Schools, in accordance with federal law and ACS Board Policy #3226/4205, provides technology protection measures (i.e. network filtering) to restrict my child's access to questionable materials. If my student uses the Mobile Device at home, I accept responsibility for my child's Internet activity during home use of the Device.

I understand parents/guardians/adult students will file a police report in case of theft/vandalism and will be responsible for insurance deductible in the event of accidental damage.

Student Name (please print)

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date

Student Responsible Use Policy Assent and Equipment Receipt / Return Log

| | | Grade: | Grade: | Grade: | Grade: |
|------------------------|--------------|--------|--------|--------|--------|
| Device Asset # | | | | | |
| Device Serial # | | | | | |
| RUP Assent | <i>Init.</i> | | | | |
| | <i>Date</i> | | | | |
| Equip. Issued | <i>Init.</i> | | | | |
| | <i>Date</i> | | | | |
| Equip. Returned | <i>Init.</i> | | | | |
| | <i>Date</i> | | | | |