

## **LAFARGEVILLE CSD MOBILE DEVICE USER AGREEMENT**

### **1. Mobile Device Distribution and Care**

#### **1.1 Distribution**

All mobile devices issued to students are the property of LaFargeville Central School District and are only to be used as an academic learning tool. Students involved in the 1:1 classroom program will be issued a mobile device at the beginning of the academic school year. **Parents and students will be required to sign and return the Mobile Device User Agreement document before the mobile device can be issued to the student.**

**The mobile devices are to be returned at the end of each academic year for updates and routine maintenance.** Mobile Devices may be collected at any time throughout the school year for maintenance and updates. **If a student leaves LCS during the academic school year for any reason at all, the Mobile Device will be returned to the school one (1) week before departure. Upon departure, if the Mobile Device is not returned, it will then be considered stolen property and the matter will be handed over to the Authorities.**

#### **1.2 General Precautions**

Students are responsible for knowing how to properly operate and protect the Mobile Device, including, but not limited to the following:

- Never leave the device in a location where it can be damaged by cold, heat or moisture;
- No food or drink is allowed next to the device while it is in use;
- Regularly clean the screen with a soft, dry, or anti-static cloth;
- Devices and provided cases must remain free of any writing, drawing, stickers or labels that are not the property of LCS;
- Keep the device's battery charged for each school day;
- Take proper care of all cords, cables and any removable storage devices associated with the device;
- Never leave the device in an unlocked locker, unlocked car or any unsupervised area.  
\*Of special note – Elementary devices will be kept in the classroom when not being used during times such as lunch, PE, etc. as applicable;
- Do not exchange or share the Mobile Device, account passwords or other personal information with another student;
- Avoid extended use of the device while resting directly on the lap. The bottom of the device can generate significant heat;
- Never provide personal information to anyone over the internet and never share passcodes with anyone, unless an Administrator or Faculty Member requests it;
- Take frequent breaks when using the device for long periods of time. Look away from the device approximately every fifteen (15) minutes.

#### **1.3 Screen Care**

The Mobile Device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. Do not place anything near or on top of the Mobile Device that could put pressure on the screen. Clean the screen regularly only with a soft, dry or anti-static cloth. Students must always keep the Mobile Device in the protective case if provided by the District.

#### **1.4 Repair and Modifications**

Students/parents are not permitted to repair, alter, modify or replace Mobile Devices from LaFargeville Central School. If the Mobile Device is damaged or malfunctions, students must take the device to the Technology Coordinator immediately for evaluation. If a student intentionally damages the Mobile Device, the student/parent(s) are responsible for the expense of repairing and/or replacing the device as agreed to in this Agreement. Students may not remove or alter the asset tag located on the Mobile Device.

#### **1.5 Security Code**

Students will set a security passcode on their iPads. This passcode will be the students three (3) digit lunch code followed by a zero to satisfy the four (4) digit passcode needed. Usernames and passwords will be setup by the Technology Department for the Chromebooks. Passwords for Chromebooks must be eight (8) characters and include one (1) number.

#### **1.6 Lost or Stolen**

If the Mobile Device is lost or stolen, the student must report the incident to their Principal immediately. In the case of theft, a police report must be filed.

### **2. Using Your Mobile Device at School**

Devices are intended for use at school each day. In addition to teacher expectations for device use, school messages, attachments, calendars, and schedules will be accessed using the Mobile Device. Students must be responsible to bring their device to all classes, unless specifically advised not to do so by their teacher.

#### **2.1 Devices Left at Home**

If a student leaves their device at home, they are still expected to complete the assignments by using other sources as instructed by the teacher, such as classroom computers or alternative sources in the District. Repeat violations of this will result in disciplinary action. There will be a limited number of Chromebooks available for sign out at the Technology Coordinator's office for use during the day.

#### **2.2 Charging Your Device**

Mobile Devices must be brought to school each day in a fully charged condition. Students need to charge their device each evening. Repeat violations of this policy will result in disciplinary action. In cases where the device has caused batteries to become discharged, students may be able to connect their device to a power outlet in class.

#### **2.3 Screensavers**

Inappropriate media may NOT be used as a screensaver. The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or any other content not aligned with the District's Code of Conduct will result in disciplinary action.

#### **2.4 Sound**

Sound must be muted at all times in the classroom unless permission is obtained from the teacher for instructional purposes. Earphones may be used only when permission is granted by the teacher.

## **2.5 Music, Apps, Software and Games**

Music and games are not allowed on devices without permission from the teacher. Students may not sign into the iTunes/App Store with any account.

Students are not permitted to add any Apps or personal data (i.e. photos, movies, videos, music or other personal entertainment) to the Mobile Device without permission from the teacher. Educational Apps will be provided by the District. The software/apps originally installed by LCS must remain on the Mobile Device in usable condition and be easily accessible at all times.

The District may add software applications throughout the year. The device camera may only be used when assigned by a teacher for educational purposes only.

## **2.6 Social Media, Blogging and Other Websites**

Students will refrain from using social media, gaming or blogging websites on the school issued device. Students will not receive pop-up or email notifications from any social networking/entertainment sites or apps on the school issued device.

Students will not access sites selling term papers, book reports, and other forms of student work. In addition, students may not use the device for any action that violates existing school rules, school acceptable use policy or public law.

## **2.7 Saving Data**

Students are expected to back up all educational work on their device. LCS does not take responsibility for any lost data. **Files are to be backed up to the provided students' Schoology, Seesaw or Google account.**

## **2.8 Mobile Device Inspection**

Students may be selected at random or upon suspicion to provide their mobile device for inspection. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure proper use. The inspection may be completed by Technology Department Personnel, Administration or and LCS Faculty Member.

## **2.9 Extended Vacations**

When school is not in session for vacations the devices are to be left at school. This includes Thanksgiving Holiday, Christmas Holiday, Winter Recess and Spring Recess.

## **3. Acceptable Use**

### **3.1 General Guidelines**

Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of educational goals and objectives of the LaFargeville Central School District. Students are responsible for their ethical and educational use of the technology resources of LCS. Access to the LCS technology resources is a privilege and not a right. Each employee, student and or parent will be required to follow the Mobile Device User Agreement and adhere to all Acceptable Use Policy for Technology regulations from the Student Handbook. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material and

computer viruses. Any attempt to alter data, the configuration of a mobile device, or the files of another user, without the consent of the Technology Coordinator will be considered an act of vandalism and subject to disciplinary action in accordance with the discipline procedures. This action may also result in a fine for any damage caused to the Mobile Device.

### **3.2 Email**

Always use acceptable language. Students should maintain high integrity with regard to email content. Students should not transmit language/material that is profane, obscene, abusive or offensive to others. Group emails may be sent only with the permission from a faculty member; however, mass e-mails, chain letters and spam are prohibited. Students should use the email account for educational purposes only and may not use the email or internet for financial or commercial gain or for any illegal activity.

### **3.3 Legal Property**

Students must comply with the trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. Ask a teacher or faculty member if you are unsure. Plagiarism is a violation of the LCS 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.

Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary procedures. Violation of applicable state or federal law, including the New York State Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District. Bypassing the LCS web filter is strictly prohibited. Students will not remove or circumvent the management system installed on each mobile device. This includes removing restrictions or “hacking” the device.

### **3.4 Student Responsibilities**

The student in whose name a system account and/or Mobile Device is used will be responsible at all times for its appropriate use. Non-compliance with the policies of the Agreement will result in disciplinary action.

### **3.5 Parent Responsibilities**

Parents will be responsible for monitoring the student’s use of the Mobile Device at home and away from school. Parents will be responsible for reviewing the LCS Mobile Device User Agreement with their child(ren)/student(s) and are asked to monitor their student’s activities on the Internet on a regular basis. Remember, parents are responsible for overseeing their child’s use of the Internet while at home.

## **4. Repairing or Replacing Your Mobile Device**

### **4.1 Intentional Damages**

The student is responsible for any intentional damage to the Mobile Device including: liquid damage, dropping of the device and any other intentional damage. If the device is taken out of the case and damaged, the will be responsible for those damages. The student will also be responsible for cosmetic damages that do not alter the functionality of the device and any missing or damaged chargers or cases.

### **4.2 Theft or Fire Damage**

If the Mobile Device is stolen or damaged by a fire, the student will not be responsible for the full cost of the Mobile Device as long as the student/parent files the appropriate police/fire report.

ALL STUDENTS MUST RETURN THIS FORM  
TO BE ELIBIBLE FOR THE  
MOBILE DEVICE PROGRAM

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Home/Cell Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

This signature verifies that I have read and agree to all of the terms and  
conditions of the LCS Mobile Device User Agreement.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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