

## POTTSGROVE SCHOOL DISTRICT

### **Agreement for Mobile Device (Laptop/Tablet) Use (Version A) FOR USE ON AND OFF CAMPUS *(to be renewed annually)***

In exchange for the Pottsgrove School District allowing the STUDENT to use and possess the Mobile Device or any loaner or replacement Device provided at the discretion of the District, the STUDENT and PARENT/GUARDIAN hereby agree as follows:

1. STUDENT and PARENT/GUARDIAN acknowledge the following Board Policies, which are accessible on the District's website: *Care of School Property*, Board Policy No. 224 and *District Provided Technology Resources: Student Use, Rights and Responsibilities* and Board Policy No. 237.1 and acknowledge that they understand their applicability and agree to abide by the procedures, regulations and other rules set forth in them and in this Agreement. If STUDENT and/or PARENT/GUARDIAN would like a paper copy of the above Board Policies and any related regulations, they can contact their school office to make a request and paper copies will be provided.
2. In return for the District permitting STUDENT to take the Mobile Device off-campus, PARENT/GUARDIAN agrees to purchase District accidental damage/theft coverage prior to receipt of the device. The accidental damage/theft coverage cost/**premium** for the 2016-2017 school year is as follows:

Laptop Computers - \$35 with a \$100 deductible (**deductible is only payable in the event of damage or theft off campus except in the event of liquid spill damage where it is also payable if it occurs on campus**).

iPads - \$25 with a \$50 deductible (**deductible only payable in the event of damage or theft off campus except in the event of liquid spill damage where it is also payable if it occurs on campus**).

There is a \$50 **family maximum** premium cost for PARENTS/GUARDIANS with multiple STUDENT participants.

**The accidental damage/theft coverage cost, but not the deductible, will be waived for any family that participates in the Free and Reduced lunch program upon request. The deductible is charged for each covered accidental damage or theft claim, at the cost quoted above. The fee is waived based on eligibility status at the time the device is picked up.**

PARENT/GUARDIAN may not substitute homeowners or other personal insurance for District accidental damage/theft coverage.

PARENT/GUARDIAN and STUDENT accept all uncovered financial responsibility with respect to damage; loss or theft of the Device while the Device is in the possession, custody or control of the STUDENT if taken off campus. Additional details are provided later in this document. There is no charge for warranty-related repairs/replacements. The damage/theft coverage is District-managed and cost/premium and deductibles may change annually based on the rate of loss and damage. The District will provide recommendations for best practices to minimize loss with the goal, in part, to maintain or reduce cost for coverage in future years. Students with three or more claims during the school year may be required to leave their devices at school for the balance of the school year.

3. In some instances it may be necessary for a school Information Systems Professional to access the mobile device remotely to resolve a technical problem. If this is needed, STUDENT will be asked for permission before the remote access is performed. STUDENT will not be asked for permission prior to remote software or configuration changes sent out to all Mobile Devices that are necessary for the maintenance and security of the device and/or network and to ensure that only authorized software is installed on the Mobile Devices. Such software maintenance may involve the correction of altered code or programming and in some cases may remove files from the Mobile Device if the files are deemed to be a threat to the operation or security of the Device and/or District Network or are stored in unauthorized software.

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4. STUDENT will not permit individuals, other than School District administrators or teachers to access the Mobile Device. STUDENT shall not use or allow the Mobile Device to be used:
  - a. For the posting or distribution of information that:
    - i. is harmful or prejudicial to students; for example, materials which are libelous and obscene as defined by the law of the Commonwealth of Pennsylvania or the United States.
    - ii. constitutes bullying (including cyber-bullying) or otherwise fosters disruptiveness among the students so as to interfere with the learning environment of the school district;
    - iii. threatens immediate harm to the welfare of the school community or any individual;
    - iv. discriminates against any segment of the student body or interferes with another's individual rights;
    - v. encourages and abets unlawful activity;
    - vi. violates the separation of church and state.
  - b. for illegal activity, including the violation of copyright laws
  - c. to create, distribute, access or obtain pornographic materials
  - d. to intentionally cause damage to hardware, software or data
  - e. to gain or attempt to gain access to restricted material or systems
  - f. for gambling
  - g. for non-school-related purposes on more than an incidental basis
  - h. to otherwise violate school rules.
5. STUDENT and PARENT/GUARDIAN understand and agree that (a) the Mobile Device is at all times the property of the District; and (b) STUDENT has no right to disable or modify or remove any hardware or software installed on the Mobile Device by the District without prior approval. New or additional programs should not be installed except from a selection of pre-approved, age appropriate titles or without prior approval from authorized District personnel. Students must remove hardware or software from the Mobile Device upon request of authorized District personnel if it in anyway interferes with the operation of the Mobile Device in the manner for which it was intended.
6. STUDENT and PARENT/GUARDIAN understand and agree that the Mobile Device is deemed to be in the custody of STUDENT from the time STUDENT receives the Mobile Device until the time the Mobile Device is returned to the designated School representative. If the Mobile Device is lost, damaged or stolen, PARENT/GUARDIAN and STUDENT will immediately advise the Principal or Assistant Principal of the incident and all relevant information. The PARENT/GUARDIAN and STUDENT signatures constitute consent for the District to utilize Internet Protocol tracking until the Mobile Device is actually located by the District or until PARENT/GUARDIANS or STUDENT provide written notification that the Mobile device is no longer missing.
7. STUDENT and PARENT/GUARDIAN understand and agree that they are not to attempt any repairs/services on the Mobile Device and that damaged Mobile Devices must be returned to the Technology Center at school for repair/service.
8. In the event that the Mobile device is damaged or stolen while in the custody of STUDENT, then STUDENT and PARENT/GUARDIAN agree that **they are responsible** to the School District for the cost to repair or replace the Device. If the claim is covered by the applicable District accidental damage/theft coverage policy, then STUDENT and PARENT/GUARDIAN shall only be responsible for the costs not covered by accidental damage/theft coverage, including, but not limited to any deductible.
9. STUDENT understands and agrees that, unless otherwise notified, at the end of the school year and at any time upon request of an Administrator, STUDENT must return the Device to the School District in the same condition that the Device was originally provided to STUDENT, less ordinary wear and tear.

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10. STUDENT and PARENT/GUARDIANS understand and consent that the District may look at or review STUDENT'S files stored on the Device under the following circumstances:
  - a. After the Mobile Device has been returned by STUDENT to the District:
    - i. At the end of a school year; or
    - ii. Any other time STUDENT is required to permanently return the Device and has prior notice and adequate opportunity to remove STUDENT'S files from the Device.
  - b. If the District has a reasonable suspicion that STUDENT is violating District rules or policies, authorized District administrators may take custody of the Device and review STUDENT files. "Reasonable suspicion" means reasonable grounds exist that the search will uncover evidence that the STUDENT violated the law or school rules or District policies. The scope of the search must be reasonably related to the violation that justified the search. Under no circumstances will a District employee access a Device remotely for the purpose of this subsection b.
  - c. Pursuant to a signed consent form that clearly and conspicuously sets forth the ability of the District to access or review such files. This consent form shall be supplemental to this Agreement for Mobile Device Use.
  - d. Teachers and other school personnel may provide assistance to STUDENT in locating STUDENT'S files in the presence of and at the request of STUDENT
  - e. As disclosed in the request for permission for remote access provided to STUDENT if STUDENT requests that a District Information Systems professional access STUDENT's Mobile Device remotely to resolve a technical problem.
  
11. STUDENT and PARENT/GUARDIAN understand and agree that if the School District determines that STUDENT failed to adequately care for the School District's Mobile Device or violates District rules or policies, then the School District may terminate STUDENT'S ability to use the device outside of school or even STUDENT'S ability to use the device at all. If the School District determines that STUDENT acted with intent to damage the School District's property, then, in addition to any other available remedies, the School District may refer the matter for appropriate civil, criminal and/or juvenile proceedings.

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### Mobile Device Coverage – 2016-2017 Please review carefully

Payment of a fee into a District-managed loss pool is required prior to the issuance of the Mobile device for off-campus use. Students of parents and guardians who decline to pay the loss pool fee will not be permitted to take their laptop computer or iPad off-campus. Parents, guardians and students may be held financially responsible for all damage, loss or theft of the mobile device while the mobile device is in the possession, custody or control of student, including the applicable deductible charge for each claim covered by the loss pool ("covered claim").

Coverage includes theft (**with a police report**) and accidental damage. **Intentional damage is not covered and is determined at the sole discretion of the District. Loss not due to theft is not covered.** Repairs or replacement covered under a manufacturers warranty will be conducted without charge. **Accessories, power cords, cables, and protective sleeves are not covered.**

No laptops or tablets not covered through the loss pool are permitted off campus. Uncovered mobile devices must be dropped off daily at the Library Tech Center or other approved location at the end of the school day. Uninsured mobile devices may be picked up daily at 7:15 AM at the High School or 7:45 AM at the Middle School or later for use during the instructional day.

If a student without loss pool coverage takes the mobile device off site and it is stolen or damaged, the District reserves the right to hold the parent/guardians responsible for full replacement or repair cost.

Parents and guardians may not substitute homeowners or other personal insurance for District coverage.

**The loss pool fee for 2016-2017 is \$35 per student, paid annually, with a \$100 deductible for a covered claim on a laptop computer and \$25 per student, paid annually, with a \$50 deductible for a covered claim on a tablet (iPad) device.** The loss pool fee for families with multiple children participating **will be capped at \$50.** The loss pool fee, **but not the deductible**, will be waived for any family that participates in the Free and Reduced lunch program **upon request.** The fee waiver is granted based on the family's eligibility status at the time the device is picked up. The deductible is charged for each covered claim and is in addition to the loss pool fee payment. The loss pool is District-managed and the fee may change based on the rate of loss and damage. The District will provide documentation on best practices to minimize loss with the goal, in part, to maintain or reduce fees in future years. The District reserves the right to deny a student participation in the loss pool if claims made by the student in a single school year become excessive (three or more incidents), meaning the student may be denied the privilege of taking the device off campus.

Families who participate in the Free and Reduced lunch program will have the option to forgo the loss pool participation cost yet still have their student(s) laptop covered under this agreement. However, families in the Free and Reduced lunch program will be required to pay the applicable deductible charge for each covered claim. A payment plan for the deductible can be established with school administration.

The laptop or tablet loss pool coverage fee and deductible charged for a covered claim can be paid by credit card (convenience fee applies) online or check:

Online- Payments through "My School Bucks" (My School Bucks > School Store for Technology Payments)  
[www.myschoolbucks.com](http://www.myschoolbucks.com)

Check- All checks should be made payable to **Pottsgrove School District and include the student's ID number (example: s123456) in the memo field** of the check to ensure that your payment is correctly recorded. Checks can be delivered or mailed to the school office or brought at the time of device pickup. For multiple students, please record all student ID numbers on the check.

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### **Agreement for Mobile Device (Laptop/Tablet) Use (Version B) FOR USE ON CAMPUS ONLY (*to be renewed annually*)**

In exchange for the Pottsgrove School District allowing STUDENT to use and possess the Device or any loaner or replacement Device provided at the discretion of the District hereby agree as follows:

1. STUDENT and PARENT/GUARDIAN acknowledge the following Board Policies, which are accessible on the District's website: *Care of School Property*, Board Policy No. 224 and *District Provided Technology Resources: Student Use, Rights and Responsibilities* and Board Policy No. 237.1 and acknowledge that they understand their applicability and agree to abide by the procedures, regulations and other rules set forth in them and in this Agreement. If STUDENT and/or PARENT/GUARDIAN would like a paper copy of the above Board Policies and any related regulations, they can contact their school office to make a request and paper copies will be provided.
2. STUDENT understands that the Device may not be removed from school where STUDENT (except on District transit to or from Western Center for Technical Studies) is attending as a result of one or more of the following:
  - a. PARENT/GUARDIAN has exercised their option to not authorize off-campus use of the Device by STUDENT
  - b. PARENT/GUARDIAN has declined the option of purchasing District accidental damage/theft coverage
  - c. STUDENT has had Device privileges limited to on-campus use because of previous violations of school rules or District policy or repeated damage to devices previously issued to STUDENT.
3. PARENT/GUARDIAN may not substitute homeowners or other personal insurance for District accidental damage and theft coverage.
4. PARENT/GUARDIAN and STUDENT acknowledge and understand that if STUDENT takes the Device off site and it is stolen or damaged, the District reserves the right to hold the PARENT/GUARDIAN responsible for full replacement or repair cost. PARENT/GUARDIAN and STUDENT accept all financial responsibility with respect to damage, loss or theft of the Device while the Device is in the possession, custody or control of STUDENT.
5. In some instances it may be necessary for a District Information Systems Professional to access the Mobile Device remotely to resolve a technical problem. If this is needed, the STUDENT will be asked for permission before the remote access is performed. STUDENT will not be asked for permission prior to remote software or configuration changes sent out to all Mobile Devices that are necessary for the maintenance and security of the Device or District Network and to ensure that only authorized software is installed on the Devices. Such software maintenance may involve the correction of altered code or programming and in some cases may remove files from the Device if the files are deemed to be a threat to the operation or security of the Device or District Network or are stored in unauthorized software.
6. STUDENT will not permit individuals, other than School District administrators or teachers to access the Device. STUDENT shall not use or allow the Device to be used:
  - a. For the posting or distribution of information that:
    - i. is harmful or prejudicial to students; for example, materials which are libelous and obscene as defined by the law of the Commonwealth of Pennsylvania or the United States
    - ii. constitutes bullying (including cyber-bullying) or otherwise fosters disruptiveness among the students so as to interfere with the learning environment of the school district
    - iii. threatens immediate harm to the welfare of the school community or any individual
    - iv. discriminates against any segment of the student body or interferes with another's individual rights
    - v. encourages and abets unlawful activity
    - vi. violates the separation of church and state
  - b. for illegal activity, including the violation of copyright laws
  - c. to create, distribute, access or obtain pornographic materials

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- d. to intentionally cause damage to hardware, software or data
  - e. to gain or attempt to gain access to restricted material or systems
  - f. for gambling
  - g. for nonschool-related purposes on more than an incidental basis
  - h. to otherwise violate school rules.
7. STUDENT and PARENT/GUARDIAN understand and agree that (a) the Device is at all times the property of the District; and (b) STUDENT has no right to disable or modify or remove any hardware or software installed on the Mobile Device by the District without prior approval. New or additional programs should not be installed except from a selection of pre-approved, age appropriate titles or without prior approval from authorized District personnel. Students must remove hardware or software from the Mobile Device upon request of authorized District personnel if it in anyway interferes with the operation of the Mobile Device in the manner for which it was intended.
  8. STUDENT and PARENT/GUARDIAN understand and agree that if the Device is lost, damaged or stolen, then they will immediately advise the Principal or Assistant Principal of the incident and all relevant information. The PARENT/GUARDIAN and STUDENT signatures constitute consent for the District to utilize Internet Protocol tracking until the Device is actually located by the District or until PARENT/GUARDIANS or STUDENT provide written notification that the Device is no longer missing.
  9. STUDENT and PARENT/GUARDIAN understand and agree that they are not to attempt any repairs/services on the Device and that damaged Devices must be returned to the Technology Center at their school for repair/service.
  10. In the event that the Device is lost, accidentally damaged or stolen while in the custody of STUDENT off campus, then STUDENT and PARENT/GUARDIAN agree that they are responsible to the School District for the cost to repair/replace the Device. The District may hold the STUDENT and PARENT/GUARDIAN responsible to repair/replace the device if damage or loss is intentional, whether on or off campus.
  11. If off-campus use is not permitted, STUDENT understands and agrees that STUDENT is responsible for returning the Device to the designated school representative at the end of each school day and for retrieving the Device at the beginning of each school day in the same condition that the Device was originally provided to STUDENT, less ordinary wear and tear.
  12. If STUDENT fails to return the Device at the end of a school day, then STUDENT must return the Device at the next time the designated school representative is available. The District reserves the right to remotely lock the device if it is removed from campus without authorization. A STUDENT who repeatedly fails to return the device at the end of the day may be required to pay the accidental damage/theft fee or obtain a waiver of such payment and PARENT/GUARDIAN and STUDENT may be required to execute the appropriate user agreement prior to having the Device returned and/or STUDENT may be subject to disciplinary action.
  13. STUDENT and PARENT/GUARDIANS understand and consent that the District may look at or review STUDENT'S files stored on the Device under the following circumstances:
    - a. After the Device has been returned by STUDENT to the District
      - i. At the end of a school year
      - ii. Any other time STUDENT is required to permanently return the Device and has prior notice and adequate opportunity to remove STUDENT'S files from the Device.
    - b. If the District has a reasonable suspicion that STUDENT is violating District rules or policies, authorized District administrators may take custody of the Mobile Device and review STUDENT'S files. "Reasonable suspicion" means reasonable grounds exists that the search will uncover evidence that STUDENT violated the law or school rules or District policies. The scope of the search must be reasonably related to the violation that justified the search. Under no circumstances will a District employee access a Device remotely for the purpose of this subsection

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- c. Pursuant to a signed consent form that clearly and conspicuously sets forth the ability of the District to access or review such files. This consent form shall be supplemental to this Agreement for Mobile Device Use.
  - d. Teachers and other school personnel may provide assistance to STUDENT in locating STUDENT'S files in the presence of and at the request of STUDENT.
  - e. As disclosed in the request for permission for remote access provided to STUDENT if STUDENT requests that a District Information Systems professional access STUDENT's Mobile Device remotely to resolve a technical problem.
14. STUDENT and PARENT/GUARDIAN understand and agree that if the School District determines that STUDENT failed to adequately care for the School District's computer or violates District rules or policies, then the School District may terminate STUDENT'S ability to use the mobile device. If the School District determines that STUDENT acted with intent to damage the School District's property, then, in addition to any other available remedies, the School District may refer the matter for appropriate civil, criminal and/or juvenile proceedings.

# POTTSGROVE SCHOOL DISTRICT

## General Student Use Guidelines for the Mobile Device

- Students are **REQUIRED** to bring their Mobile Device to school each day with a fully charged battery. The Device is a learning tool like a textbook, notebook or pencil. Students will not be given the use of a loaner Mobile Device if they leave the device at home. Students leaving Mobile Devices at home may be required to complete their assignments using alternate means (as determined by the teacher). **We do NOT recommend bringing charging cables into school, as they cause tripping hazards and are susceptible to loss or theft.** Charging cables and transformers are invoiced at their full replacement cost. ***The manufacturer-branded charging cable and transformer must be turned in at the time of computer collection.***
- Students will be able to save files directly to the laptop computers. However, we recommend students use their **Google Drive** as their primary file storage device. Personal files should always be backed up to a personal storage device (i.e. flash drive). **If a Mobile Device is experiencing a technical issue, it is likely to be reimaged which will destroy all local data that is not backed up.** Students may use their Google Drive or iCloud to backup files.
- Be mindful not to have open bottles or other containers with liquid in proximity of the mobile device. Liquid damage will render the device as a complete loss and result in the invoicing of applicable replacement fees.
- Mobile Devices are not allowed on overnight trips or field trips without the approval of the lead chaperone and the parent/guardian.
- Students should not delete any folders or files that they did not create or that they do not recognize. Deletion of files could result in a computer failure and will interfere with their ability to complete class work. Questions about these files should be directed to the school's technical staff.
- Students may not download or install software applications on PGSD- issued Mobile Devices except from a selection of pre-approved, age appropriate titles or without prior approval from authorized District personnel.
- Student use of Mobile Devices on the Internet will be subject to routine monitoring by administrators and technology staff. Attempts to circumvent District filters may be recorded and may result in disciplinary action.
- Incidental personal use is permitted provided such use does not violate District policy and does not compromise the Device's ability to serve its primary purpose.
- Periodic Mobile Device checks may be conducted during the school year, inspecting for physical damage and/or loss.
- Students will provide access to any Mobile Device and/or accessories that they have been assigned upon the request of an authorized District official. An individual search of the Mobile Device and other stored student files may be conducted by administrators if there is reasonable suspicion that policies or guidelines have been violated, in accordance with District policy.

### **Login Procedures**

**School Use:** Students will log in to the PGSD network by using their assigned username and password. For laptop computers login occurs immediately after the computer starts up. On the iPad, the students will need to login each day using the Safari browser app.

**Home Use:** Away from school, students will log in to their Mobile Device using the same username and password they use at school. Students will not be permitted to download or install new apps to their mobile devices without prior approval from their teacher or school administration. It is recommended that school related files are regularly backed up. District- owned Mobile Devices will route through the District web filter when accessing the Internet. Any attempt to disable or circumvent the filter is strictly prohibited.

**DO NOT share passwords.** Students are responsible for anything done using their login.



# POTTSGROVE SCHOOL DISTRICT

## **Best Practice Guidelines for Use of Student Mobile Devices (Laptops/Tablets)**

**Mobile Device** – refers to a Laptop computer or Tablet (iPad) issued by the District to a District student for use in connection with the District academic program.

- You are responsible for the appropriate use of your Mobile Device both at school and at home. The Mobile Devices are provided to students for educational purposes. All commercial, illegal, unethical and inappropriate use of these Devices is expressly prohibited.
- You may not copy or duplicate copyrighted material. (**Copyright** is the set of exclusive rights granted to the author or creator of an original work, including the right to copy, distribute and adapt the work. Copyrighted materials include books, maps, prints, musical compositions, dramatic works, photographs, paintings, drawings, motion pictures, computer programs, sound recordings, choreography and architectural works.
- Downloading legally purchased songs or songs from a purchased compact disc are permitted (ex. Songs purchased from iTunes and downloaded). Any personal information or material on the Device is the responsibility of the student and should not interfere with Device usage for school related work.
- The District reserves the right to remove games or other media if they are used in a disruptive or inappropriate manner or interfere with the device's ability to perform its intended tasks.
- Only Pottsgrove licensed and/or approved software is to be installed on the Devices.
- Do not loan your Device to anyone, and do not share your "user name" or "password".
- Always keep track of your Device and take reasonable precautions to keep it safe.
- If you place your Device in your locker make sure the locker is completely closed and locked.
- Since your backpack may be the primary storage for your Device make sure that you never leave your backpack unattended.
- Keep liquids and sticky fingers away from the Device.
- Do not leave your Device exposed to the elements such as leaving it in a hot car or leaving it in a car overnight in the winter.
- Keep the device out of sight while unattended in a car.
- When carrying your Device always place it in the sleeve provided.
- Do not place the power cord or adapter against the Device screen in your backpack (the screen could break)
- Do not place stickers or other markings on your device that cannot be removed without leaving residue.
- Do not remove or alter asset tags or any other district identification markings.
- Be careful not to drop or fling your backpack (remember if the Device breaks, there is a \$100 for the laptop and a \$50 deductible for the tablet that you will pay)
- When closing and storing your Laptop, either turn it off or put it in standby to protect it from overheating.
- If you notice that your Laptop or Tablet is working slowly or functioning in a strange or abnormal way, report it to the Technology Center in your building.

### **Safe e-mailing:**

- Don't open, forward or reply to suspicious e-mails. If you have a question about whether or not to open an email, check with the Technology Center in your building.
- Be wary of email attachments from people you don't know... it may be a virus or a malicious program.
- Never respond to e-mails that ask for personal information, your user name or your password. No member of the technology department will ever ask you for your username or password.
- Think before you write and send an email, be polite and courteous at all times.
- Almost all chain letters contain no useful information. This includes chain letters warning about viruses or

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Internet scams. Often the chain letters link you to viruses or are scams themselves. Don't pass them on.

### Internet Usage:

- Do not go to inappropriate / questionable web sites or click on questionable links as this may trigger a spam or computer virus attack.
- The use of anonymous proxies or other technologies to bypass District filtering programs is strictly prohibited.
- When using your device 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.
- You should 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 up to online predators.
- Many potential employers, colleges and universities, graduate programs and scholarship committees now search these sites to screen applicants.

### Saving Information:

- It is recommended that you save/ backup any important school information to your Google Drive. District Technology Staff may review files and communications to maintain system integrity and ensure that students are using the system responsibly. Students and other District network users should not expect that information stored on the District network will be private.
- The District recommends that you erase any important information from your device before you turn it in at the end of the year.
- Information on your device may also be erased during the summer. A flash drive or Google Drive is recommended to backup/save all important files.

### Other:

- The District does not recommend plugging any additional personal devices into the Mobile Device as this may cause problems with its operation. You are responsible for any damage to the Mobile Device caused by any personal device you connect.
- **Use of your Device's camera and recording functionality in locker rooms and lavatories is strictly prohibited in accordance with Board Policy 237 governing use of electronic devices in school.**
- There will be times when use of your Device in classrooms or other locations in school will not be appropriate. The teacher and school administration have discretion over this matter.
- **Remember, your Mobile Device is your responsibility.**
- Please be careful when using social networking sites and sharing personal information as this information may remain on the Internet for years. Think before you act - (after graduation would you want a prospective employer to view what you post?).
- If you have reason to believe that another student is using either the District network or their District-issued Mobile Device in a manner that violates school rules or District policies, you are encouraged to report this to your Principal or Assistant Principal.

The Superintendent or designee has issued administrative regulations containing guidelines to students for use of Laptops. Students should also refer to Policy Nos. 815.1- Acceptable Use of Network, 224- Care of District Property, and 237.1- District- Issued Mobile Devices: Student Use, Rights and Responsibilities. Any violation will be subject to discipline as outlined in the Student Handbook.

# POTTSGROVE SCHOOL DISTRICT

## DILE PARENT GUIDE

### **Helpful Hints for Healthful and Safe Use of the Mobile Computing Device at Home**

The DiLE program's 1:1 initiative spans grades 6 through 12. The application of following recommendations should be considered in the context of each student's age and level of maturity.

- Computers and iPads should be used in "public areas" of the house. We do not recommend students, particularly younger students, charging their devices in their bedroom.
- Life in the modern world is rapidly becoming digital and, while there is research on the positive effects technology has on student engagement and learning, there is a growing body of research on the effects of screen reading. There seems to be no doubt that a computer can be a window on the world of information that is now available and served up digitally. The amount of time in front of a computer screen and the quality of the material being viewed or read are certainly important considerations in balancing both the positive and negative effects of digital text. One thing is clear, powering down electronic devices including televisions, cell phones, and game systems, an hour before going to sleep helps in getting the brain into sleep mode.
- We filter the Internet on and off campus while students are using district-owned devices. We have different levels of filtering based on the age of the students. However, the Internet is always changing and sites come and go. No filter is perfect and what may be considered objectionable Internet content varies from household to household. While students are at home, the home router is the access point to the Internet for the student devices. You can add additional restrictions to your student's device when it accesses your router. Contact your Internet service provider for directions on how to access your router's settings.
- Be involved in your student's online life. Talk openly and honestly about Internet safety and being good digital citizens. We do this at school, as well. A student should feel safe in coming to a responsible adult if he or she encounters something online that is distressing. We have a lot of information about Internet safety online at [www.pgisd.org/DiLE](http://www.pgisd.org/DiLE).
- This DiLE initiative and choice of devices are driven by our goal to help students become creators, not just consumers, of Internet content and human knowledge. Ask your students what they are doing and what tools on their devices they use to create content for class.