Rockingham County Mobile Learning Project
Student/Parent Mobile Computer Handbook
2019 – 2020 Academic Year
Revised August 2019

Overview/Introduction

Rockingham County Schools (RCS) is committed to preparing students to be successful citizens in a global economy. The Mobile Learning Initiative will provide each student access to mobile computers. In order for the Program to function appropriately and in order to develop students' responsibility and real world skills, RCS has developed this Handbook and accompanying policies and procedures to assure that students use the technology as intended, take care of the equipment and preserve the resources so other students can share the benefit of the Mobile Computer Program.

Parents and students will be informed about student expectations for proper use of any digital device in the educational setting. Parents are provided the option to review selected online resources that will be used in the educational program in accordance with Policy Code: 3210 Parental Inspection and Objection to Instructional Materials. **Every student participating in the Mobile Learning Project is expected to read, understand and adhere to RCS' Acceptable Use Policy. Failure to adhere to the policy may be grounds for discipline up to and including suspension and may result in a loss of access to the mobile learning equipment. Parents will be provided access to the Acceptable Use Policy as well.**

Some students own and may want to use their own computer equipment while participating in educational experiences at school. Students using non-school owned equipment will be provided access to the Internet through the same filter that school owned computers use. Students who use their personal technology devices to access the Internet through other means are still bound by RCS policy for appropriate Internet use while on school property. Accessing Internet sites that are deemed inappropriate will result in suspension of the privilege to bring certain personal technology to school. Providing shared access to the Internet through unfiltered means by any student or staff with any device is prohibited.

School issued digital devices are protected by security measures, which have been installed on the device. Any tampering or overriding of these measures violates the acceptable use policy. Students may only use the Internet access on school property to download applications and access sites that are educationally relevant. Social networking for joint participation in projects and other school related activities are valuable experiences,

which should be used with caution. The following activities are deemed unsafe practices and would constitute a violation of the Acceptable Use Policy:

- Using social media to bully or to threaten another person, student or otherwise
- Using social media to cheat on assignments that are confined to individual completion
- Using social media to carry on personal business
- Sharing of personal information about yourself or others on social networks
- Using social media to communicate false or misleading information

Students are provided connectivity to the Internet by which they can access educationally appropriate materials and resources, which may include access to other people, students, teachers and content experts. Policies governing responsible behavior between adults and minors are applicable in online correspondence just as they would be with any in-person correspondence. Policies which apply include: **Policy Code: 1710/4021/7230 Prohibition Against Discrimination, Harassment and Bullying.**

General access to the Internet provides connectivity to some non-educational information and resources, which have been deemed unacceptable by law for school attending children to access. Therefore, we provide filtered access that limits this exposure and which aims to protect students.

Additionally, students and teachers are provided with a means to share information across the Internet with others. Posting of information that would violate the laws pertaining to access by other students will be treated in the same manner according to the consequences table for students and the regulations for employee conduct for staff.

Online Filtering of Access - Technology Protection Measure

A technology protection measure is a specific technology that blocks or filters Internet access. Rockingham County Schools will implement a filter, which protects against access by adults and students to visual depictions that are obscene, child pornography, or - with respect to use of computers with Internet access by students - harmful to students. It may be disabled for adults engaged in bona fide research or other lawful purposes including access to educationally relevant online material. Moreover, RCS may deploy a technical means for monitoring student access to the Internet by any connected device. Teachers and staff will personally monitor student activity on school premises as part of their normal oversight of the instructional environment. Regardless of the method of monitoring, students are ultimately accountable for the responsible use of computing and network resources.

- Students are prohibited from accessing inappropriate matter on the Internet.
- RCS addresses safety and security of students when using electronic mail, chat rooms and other forms of direct electronic communications through a variety of means that include filtering and staff monitoring of activity.
- RCS prohibits unauthorized access including "hacking" and other unlawful activities by students online.
- Unauthorized disclosure, use and dissemination of personal information regarding students by staff is prohibited.

- Measures designed to restrict students' access to materials harmful to students shall be used by any and all staff and adults working with students.

Education, Supervision, and Monitoring

It shall be the responsibility of all members of the Rockingham County Schools staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Executive Director of Media & Technology or designated representatives.

I. Deployment

Parent/guardian(s) will be informed by letter and/or a Parent Notification call of location, date and time of mandatory orientation/meeting for students receiving mobile computers for the first time. The program and Student/Parent Mobile Computer Agreement will be explained. The parent and student must sign the agreement in order for the student to be issued a mobile computer.

1. **Prior to students being issued a mobile computer:**
   - Parent/guardians have been provided an opportunity to receive orientation to these policies and procedures and were invited to ask questions and receive answers.
   - Student must attend an orientation/training (mandatory).
   - Parent/guardian and student must sign Student/Parent Mobile Computer Agreement.
     - The district will send a report of the model and serial numbers of student mobile computers to local pawnshops and law enforcement agencies to assist in the event of loss or theft.
     - Parents of returning students will receive access to the mobile computer handbook and must sign the Student/Parent Mobile Computer Agreement of the Acceptable Use Policy (AUP) and return to school before students are issued a mobile computer. Students without a signed AUP will be issued a computer to use at school.
2. **Mobile computer loan:**
   - Terms of Loan
     - Rockingham County Schools will loan a mobile computer to high school students for home use upon compliance with the following:
       A. Student Orientation/Training session for new students
       B. Parent/Guardian Orientation/Meeting session for new students
       C. A signed Student/Parent Mobile Computer Agreement for all students

- Legal title to the property (mobile computer) is and all times remains with the Rockingham County Schools. A student's right of possession and use is limited to and conditioned upon full and complete compliance with the Board Policy - Acceptable Use Policy for Technology #5451, Copyright Compliance Policy #3245, Internet Use Guidelines, and other Guidelines as outlined in this Student/Parent Mobile Computer Handbook.
- Students may be subject to loss of privilege, disciplinary action and/or legal action in the event of intentional damage and/or violation of policies and guidelines as outlined in this Student/Parent Mobile Computer Handbook as well as in the RCS Internet Use Guidelines.
- A student's permission to use the mobile computer terminates no later than the last day of the school year unless there is a reason for earlier termination by the District (e.g. drop-out, expulsion, and/or transfer to another school).
- All students are required to turn in their issued mobile computer by the last day of the academic school year.

3. **Loss or Theft or Damage**
   - RCS recognizes that the mobile computer is a valuable asset entrusted to students for its care and maintenance during the school year.
   - Students and families are expected to protect the equipment from damage, loss and theft and to secure the equipment when it is in their possession to prevent damage, loss or theft.
   - During the time the equipment is in the possession of the student, the student is responsible for any intentional damage, loss or theft, which results from negligent handling.
   - All thefts must be reported to the appropriate authorities within 24 hours of discovery. Failure to report will result in an assessment of the $200.00 replacement fee to the student and family.
   - Families should check with their homeowners' insurers to see if their homeowner's insurance policy would cover loss or damage to school owned computers while in the student's possession.

Device Usage Fee

Device	Cost	Replacement Cost for Device
Computer	$30	$200
Charger	Provided with machine	$25

*Please see the Usage Form located at the end of this document for more detailed information.

Note: **The Device Usage Fee is an annual requirement**

- The student or parent/guardian is required to immediately notify a school administrator and file a police report in all cases of stolen or lost mobile computers. After filing the police report, the student or parent/guardian shall notify the school and submit a copy of the police report.
- RCS will coordinate with the police department to alert pawnshops and area law enforcement agencies of lost or stolen mobile computers.

4. **Revocation of Permission to Use Computer**
RCS reserves the right to revoke its permission to use the mobile computer at any time if the student does not fully comply with all terms of this agreement.

5. **Appropriation**
Failure to return the property by designated deadlines and the continued use of the mobile computer for non-school related purposes may be considered unlawful appropriation of Rockingham County School's property.

6. **Modification to Program**
The district may modify these procedures or terms of use at any time.

II. General Care of the Mobile Computer

1. Students are responsible for the mobile computers they have been issued. Mobile computers in need of repair or replacement must be reported to the teacher within 24 hours.   It will be the responsibility of the teacher or his/her designee to contact onsite technical support.
2. A limited number of classroom computers are available for student use. Classroom computers and loaner mobile computers are also covered by all rules and regulations as outlined in this document.
3. Use Guidelines to follow:
   - Always close the lid before moving your mobile computer.
   - For prolonged periods of inactivity, the computer should be shut down completely before closing the lid. This will help to conserve the battery.
   - Storage and carrying of the mobile computer: Please be aware that overloading a backpack or carrying case will damage the mobile computer. Take precaution when placing the backpack/carrying case on a flat surface. Never sit on the mobile computer backpack/carrying case. Personal mobile computer bags should have a padded mobile computer compartment and be labeled with identifying information.
   - When using the mobile computer, keep it on a flat, solid surface so that air can circulate. For example, using a mobile computer while it is directly on a bed or carpet can cause damage due to overheating.

- Liquids, food and other debris can damage the mobile computer. DO NOT eat or drink while using the mobile computer. DO NOT keep food/drink or food/drink wrappers in the mobile computer bag/carrying case.
- 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 computer by the screen or placing your finger directly on the screen with any force.
- Allow your battery to completely drain monthly. Dimming the LCD brightness of your screen will extend the battery run time. For help, consult your school technology support.
- Never attempt repair or reconfiguration of the mobile computer. Under no circumstances are you to attempt to open or tamper with the internal components of the mobile computer. You should not remove any screws - doing so will render the warranty void.
- Take care when inserting cords, cables and other removable storage devices to avoid damage to the mobile computer ports.
- Do not expose your mobile computer to extreme temperatures, direct sunlight or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the mobile computer. This includes leaving them inside a vehicle for long periods of time.
- Keep your mobile computer 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.

III. Cleaning Your Mobile Computer

1. Routine maintenance on mobile computers will be done by the district technology support team. However, students are encouraged to perform simple cleaning procedures as outlined below:
   - Always disconnect the mobile computer from the power outlet before cleaning.
   - Never use liquids on the mobile computer screen or keyboard.
   - Clean the screen with a soft, lightly dampened, lint-free cloth or use anti-static screen cleaners or wipes.
   - Wash hands frequently when using the mobile computer to avoid buildup on the touch pad. Hand lotions can affect the functionality of the touchpad. Grease and dirt can cause the cursor to jump around on the screen.
   - Clean the touch pad with lightly dampened cloth. We have provided a mobile computer, which has an antimicrobial surface to minimize exposure to and spread of disease.

IV. General Security

1. Never leave your mobile computer unattended or unsecured. Mobile computers should be secured in a designated storage facility or a secured locker.
2. Each mobile computer has several identifying labels (i.e., barcoded serial number, media center barcode). Under no circumstances are you to modify or destroy these labels.

V. General Use of the Mobile Computer

1. Batteries and Charging
   - Students are expected to bring his/her mobile computer to school each day with a fully charged battery. Students may be given the use of a loaner mobile computer if he/ she leaves his/her mobile computer at home however, repeated offenses will not be tolerated. Students leaving mobile computers at home may be required to complete assignments using alternate means (as determined by the teacher). Please make sure you are aware of your school procedures in this area.
   - There is minimal opportunity to plug in your mobile computer during the school day for charging. Make yourself aware of school procedures for charging. Be mindful not to cause a tripping hazard when it is necessary to plug the mobile computer into a school electrical outlet.
   - Students will receive disciplinary referral from their teacher for repeatedly failing to bring the mobile computer to class ready to operate and appropriately charged.
2. Avoid using your mobile computer in areas, which may lead to damage or theft. It is highly recommended not to use your mobile computer around a large audience, at sporting activities or at other events.
3. Mobile computers are not allowed on overnight trips or field trips without the expressed written approval of the lead chaperon and the parent/guardian.
4. Students should abide by school-based procedures for use of the mobile computer during lunch periods and in areas of the building used for eating and drinking.
5. The sound on the computer will be muted at all times unless permission is obtained from the teacher for instructional purposes. Personal, private hearing devices may be connected to the computer and used only with permission from the teacher, as warranted by the program being used, and in respect of other students need for privacy and quiet.
6. With regard to online collaborative work, do not delete files that you did not create, that you do not recognize and are not authorized by the teacher for deletion. Deletion of files could result in a computer failure and will interfere with your ability to complete class work.
7. Student mobile computers will be subject to routine monitoring by teachers, administrators and technology staff.
8. Students will provide access to any mobile computer and/or accessories that they have been assigned upon the district or school's request. An individual search of the mobile computer and other stored student files may be conducted if there is suspicion that laws, policies or guidelines have been violated. There is no expectation of privacy with either the use of or the contents on the mobile computer.
9. Students will be assigned space for storing educational files. This location should be used for backing up and storing files as directed by the teacher and/or decided by the class.
10. Some storage space may be accessible from several student accounts for the purpose of collaborative work. Students should respect the collaborative nature of this space and shall not delete other users'

work. Students should follow the protocol established in class for making edits and developing jointly created products.

VI. General Use of the Mobile Computer
1. Electronic messaging and transmitted data stored on servers or in online student accounts established by the district shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
2. Students will abide by all electronic messaging guidelines as outlined in RCS Board Policy #5451 – Acceptable Use Policy for Technology.

VII. Virus Protection
All mobile computers have virus protection measures. Students who choose to bring their own devices will need to ensure that they have adequate anti-virus protection. RCS is not responsible for damage done to student owned computers by viruses that are sent between student machines across the network.

VIII. Internet Access/Filtering
1. As required by the Children's Internet Protection Act, a current filtering solution is maintained by the district for school and home use on this mobile computer. The district cannot guarantee that access to all inappropriate sites will be blocked. It is the responsibility of the user to follow guidelines for appropriate use of the network and the Internet. RCS 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. RCS will not serve as the Internet Service Provider (ISP) for home use. However, RCS will provide filtering of the mobile computers while connecting to the Internet from home. In order for a student to access the Internet, the parent/guardian must contract with an ISP (e.g., Time Warner-Road Runner, CenturyLink DSL, etc.).

IX. Login Procedures
1. **School Use**: Students will be given unique login credentials. Always abide by district requirements for maintaining security of these credentials.
2. **Home Use**: Student login credentials still apply when outside the school and are used to access the computer and online accounts. Home router passwords are not managed by RCS and must be managed with the support of the ISP (TimeWarner, AT&T, etc.) with whom the Internet access is purchased.
3. DO NOT share passwords, usernames or other authentication credentials. Students are responsible for anything done using their login.

X. 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.

XI. Inappropriate/Unacceptable Use

Tier 1: Inappropriate Use

Including but not limited to:

- Using any browser other than those approved by the district
- Making unapproved changes or software installs to computers
- Using computers not assigned to you when not approved (teachers may allow students to look on with another student for instructional purposes only)
- Videoing or recording on school property is not permitted unless specific permission has been granted by an educator or administrator for educational reasons
- Messaging or chatting during class when not expressly permitted by the teacher through class agreements or when not related to an assignment
- Profanity
- Gaming if it is not related to an educational, classroom associated use

Offenses	1st Offense	2nd Offense	3rd Offense	4th and Beyond
Consequence	Verbal/ written warning and/or parent contact	Up to 1 day ISS	Up 2 days ISS	OSS

Tier 2: Unacceptable Use

Including but not limited to:

- Pornography (real life or cartoon) - Pornography can be a felony offense and will be turned over to authorities
  - Possession
  - Manufacturing - using a camera to create pictures/movies
  - Distributing - sending/sharing with others
- Certain images of weapons
- Gang related files
- Bootleg movies or music or software
- Logging into a computer/application using someone else's login

- Cheating
- Using a computer to plan a fight, cause harm or commit a crime
- Profanity directed to the faculty or staff
- Threats and/or cyber bullying
- Using proxy sites to bypass district filtering
- Using cellular access and hotspots to bypass district filtering

Offenses	1st Offense and Beyond
Consequence	Up to 10 days OSS, Police Involvement and Restitution

XII. Care and Responsibility

Tier 1: Care and Responsibility: Neglect and Misuse
Including but not limited to:
- Closing objects between the lid and body of the mobile computer
- Leaving the mobile computer unattended
- Allowing someone else to use your assigned mobile computer
- Removing labels and identifying stickers on the mobile computer

Offenses	1st Offense	2nd Offense	3rd Offense	4th and Beyond
Consequence	Verbal/written warning and/or parent contact	Up to 1 day of ISS	Up to 2 days of ISS, restricted day use only	OSS

Tier 2: Care and Responsibility: Intentional Misuse or Abuse
Including but not limited to:
- Intentional actions which are harmful or potentially harmful to the computer, charger, network and/or computer case

Offenses	1st Offense and Beyond
Consequence	Up to 10 days of OSS, restitution, day use after issuance of 3rd device

Internet Use Guidelines:
Internet access is provided to support the educational goals of Rockingham County Schools. The privilege of Internet access is provided for all staff and students upon receipt of a signed Acceptable Use Agreement as

found in this document and on the district webpage. The following guidelines are to support and further define the Internet use references found in the Acceptable Use Policy #5451.

The agreement must be on file with the school or appropriate department. This document will help maintain fair, objective and consistent expectations for students, staff, parents and administration.
- The use of network resources must be in support of educational goals.
- Teachers, administrators and staff must supervise student use of electronic information resources in a manner that is appropriate to the student's age and circumstances of use.
- Users are prohibited from using district Internet access for product and/or service advertisement or political lobbying.
- Users are responsible for their actions over the Internet and through electronic communications.
- Unless security and authentication technology is in use, any information you submit to a system is being transmitted over the Internet "in the clear," with no protection from technology used to steal, view or impersonate confidential or personal information/data.
- Attempts to bypass or disable any filtering and security devices are a violation of policy. This includes any attempt to "crack" passwords, operating systems or other network or Internet devices.
- Requests to unblock filtered sites can be submitted according to district procedures.
- Users experiencing trouble accessing network resources should follow school procedures for addressing the issue. Provide as much information as possible in order to help debug the problem.

Rockingham County Schools
Device Usage Fee 2018-2019

Coverage:
- First accidental Device damage
- The Usage Fee does not cover chargers
- The Usage Fee does not cover the removal of keys
- **All incidents of loss/damage beyond the first incident of accidental damage will result in a fee of up to $200.**

The Cost:
- The $30.00 fee is payable when the computer is assigned to the student.

Damage

The Usage Fee will cover the first accidental damage; however, any damages deemed willful and/or deliberate to the computers will cause Rockingham County Schools to charge the student/parent the full cost of the replacement Device ($200).

Additionally, the Usage Fee will not cover damage resulting from:
- Pets
- Service performed by anyone who is not a representative of Rockingham County Schools Technology Department
- Modification of a part or product to alter functionality or capability
- Removal of Device identification (serial numbers, media labels, etc.)

Lost/stolen charger replacement cost $25.00 (chargers are *not* covered by the Usage Fee)
Screen replacement cost $80.00 (first accidental damage is covered by the Usage Fee)

Student Name_____ ID#_____

Parent Signature_____Date_____

For Office Use:

Serial Number_____

Notes: