

# SFSD Device Handbook

## 2020-2021

# Table of Contents

## 1.0 GENERAL INFORMATION

- 1.1 Receiving the Device
- 1.2 Returning the Device
- 1.3 Device Protection
- 1.4 Policy for Reporting Lost/Stolen Device

## 2.0 CARE OF THE DEVICE

- 2.1 General Precautions
- 2.2 Storing Your Device

## 3.0 USING THE DEVICE AT SCHOOL

- 3.1 Devices Left at Home
- 3.2 Charging the Device's Battery
- 3.3 Wallpaper/Passcode Lock
- 3.4 Sound, Music, Games, and Apps
- 3.5 Using the iPad Camera & Microphone

## 4.0 INTERNET ACCESS

- 4.1 Access at School
- 4.2 Access at Home

## 5.0 MANAGING FILES & SAVING WORK

- 5.1 Saving to the Device
- 5.2 Network Connectivity

## 6.0 SOFTWARE/APPS ON THE DEVICES

- 6.1 District Installed Apps
- 6.2 Inspection
- 6.3 Unauthorized Modification
- 6.4 App & System Updates

## 7.0 RESPONSIBLE USE

- 7.1 Statement of Responsibility
- 7.2 Parent/Guardian Responsibilities
- 7.3 School Responsibilities
- 7.4 Student Responsibilities
- 7.5 Student Discipline

## 1.0 GENERAL INFORMATION

The procedures and information within this document apply to all student device use in the Southern Fulton School District. Teachers may set additional requirements for use in their classrooms.

### 1.1 Receiving the Device

- To take the device home parents/guardians and students must sign and return SFSD Device Distribution Form prior to a device being issued to the student.
- Students will receive the device and appropriate charger and any other supporting equipment that supports the accessibility and function of the device.
- The device is issued to an individual student who is ultimately responsible for the device and all actions associated with the device.
- The device is the property of the Southern Fulton School District and, as a result, may be subject to inspection at any time.
- The student should have no expectation of privacy of materials found on a school supplied device or supported email service.
- The Southern Fulton School District reserves the right to monitor all content contained on the District device. All content must be school appropriate.

### 1.2 Returning the Device

- The device and all District-issued accessories will be returned upon the request of the District.
- The device and all District-issued accessories will be inspected at the close of the school year for service.
- The device must be returned immediately when a student:
  - withdraws from the District
  - is expelled
  - terminates enrollment for any reason
  - fails to abide by the Electronic Device Policy (#237)
  - graduates (unless otherwise determined)

### 1.3 Device Protection

A security deposit is not required as a pre-requisite to receiving the device. However, the device will need to be returned in working order. Any repairs or replacements will be the responsibility of the student/parent/guardian. This includes the full cost for the repair of the device. The district can arrange for repair and provide a bill, or the responsible party can arrange for repair of the device and return it in working order.

Note: Chargers and all accessories must be returned as well.

User Misuse: Students will be responsible for the entire cost of repair or replacement for devices damaged, lost, or stolen. Failure to make payment for a damaged or lost device will result in the loss of privileges for the student and collection efforts through the District Magistrate.

#### 1.4 Southern Fulton School District Policy for Reporting Lost or Stolen District Issued Equipment

Please follow these steps to report your lost/stolen device:

1. If lost or stolen during the school day students should immediately notify their teacher.
2. If the device is stolen off of school property or after school hours student/parent should report the incident to the police and file a police report.
  - a. Parents should obtain a copy of the written police report and bring it to the school principal.
  - b. The principal will send a ticket to the IT Helpdesk and will attach the police report.
3. If the device is lost off of school property or after school hours, student/parent/guardian should report the lost device to the principal upon reopen.
  - a. The principal will send a ticket to the IT Helpdesk with explanation.

## 2.0 CARE OF THE DEVICE

The devices are school property and all users will follow this document and the Southern Fulton School District's Electronic Device Policy (#237). Students are responsible for the general care of the device that they have been issued by the District. Devices that are broken, damaged, or fail to work properly must be reported to the school office as soon as possible.

### 2.1 General Precautions

- Do not lend the device to another student.
- Do not attempt to gain access to the internal electronics or repair a device.
- Do not alter the base operating system of the device (which is known as "jail-breaking"). It is prohibited under all circumstances.
- Do not throw or slide the device.
- Insert cords and cables carefully into the device to prevent damage.
- Do not write, draw, or place stickers or labels that are not the property of the District on the device.

### 2.2 Storing Your Device

- The device must never be left in an unlocked locker, an unlocked car, or an unsupervised area.
- Students should use caution when storing devices in non-temperature controlled locations, such as a vehicle in excessive heat or if left outside.
- Devices are susceptible to damage from extreme pressure or weight. Do not place or stack objects on the device. Be aware that overloaded backpacks can damage the device.

## 3.0 USING THE DEVICE AT SCHOOL

The devices are intended for use at school each day. In addition to teachers' expectations for use of the device, school messages, announcements, calendars, and schedules may be accessed using the device. Students are responsible for bringing their devices to all classes unless specifically instructed not to do so by a teacher. Loaner devices may be issued to students when their District assigned devices have been sent for repairs.

### 3.1 Devices Left at Home

- Failure to come to class without the device means the student is unprepared, and this may result in disciplinary action or poor grade.
- If students leave their devices at home, they are responsible for getting the course work completed as if they had their device in class.
- Students should NOT assume that a loaner device will be issued when the device is left at home.

### 3.2 Charging the Device's Battery

- The device should be fully charged each school day.
- Students should not expect to have an opportunity to charge the device at school.
- Failure to come to class with a charged device may result in disciplinary action or poor grade.

### 3.3 Wallpaper/Passcode Lock

- For security reasons, students are required to have a passcode on their device.
- Students will be given requirements as to what information is to be included on the passcode lock screen. These requirements must be followed at all times.
- While personalized home screen wallpaper is permitted, it needs to be school appropriate.

### 3.4 Sound, Music, Games, and Apps

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students will provide their own earphones/earbuds for use with the device.
- Throughout the school day, non-instructional use of the device is at the discretion of the teacher.
- Data storage on the device is limited. It is important to understand that priority for data storage must be given to educational content. If a device is nearing its storage capacity, the student must remove personal content.

### 3.5 Using the Device Camera & Microphone

- Students may not photograph or record an individual or group without prior permission.
- Students may not share, post, or upload photographs or recordings of individuals or groups

without prior permission.

- Inappropriate use of pictures or recordings may result in disciplinary action.
- The device may not be used in a locker room or restroom.

## 4.0 INTERNET ACCESS

### 4.1 Access at School

- As a part of the district's commitment to student safety, the district provides filtered Internet access on the district's network.
- Students are not permitted to access the Internet using any unfiltered devices, including wireless hotspots while on school property.

### 4.2 Access at Home

- While students are permitted to use their district-owned device with any internet access spot outside the district network, including their home network and on public Wi-Fi, the District reserves the right to filter this internet access on the device in the future. Should the District decide to introduce filtering internet access on the device, advance notice will be given to students and parents/guardians. **Currently, the devices are not filtered through the district while the devices are not in the school building.**
- Parents/Guardians should take the necessary precautions for Internet safety with your child.

## 5.0 MANAGING FILES & SAVING WORK

The primary use of the device is for educational purposes. It is the responsibility of the student to manage files, save work, and back up the device to ensure that adequate space is available for educational uses.

### 5.1 Saving to the Device

- The device provides limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space.
- Storage space will be available on the device but will not be backed up in the case of re-imaging.
- Students are encouraged to save work to the device and/or cloud services such as Google Drive, DropBox, etc.
- Students may also email documents to themselves for storage on a flash drive or home computer.
- It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.
- The district makes no guarantee, written or implied, that materials on the device, including student work, will be safe from deletion or corruption, accidental or otherwise.

## 5.2 Network Connectivity

- The district makes no guarantee that the District's network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

## 6.0 SOFTWARE/APPS ON THE DEVICES

### 6.1 District Installed Apps

- The software/apps originally installed by the District must remain on the device in usable condition and be easily accessible at all times.
- From time to time, the school may add software/apps. Deletion of personal apps, documents, photos, videos, or music may be necessary to accommodate instructional applications for school use.
- Periodic checks of devices will be made to ensure that students have not removed the required apps or added apps that are not authorized by the school.

### 6.2 Inspection

- All devices are the property of the Southern Fulton School District and may be inspected at any time.

### 6.3 Unauthorized Modification

- If technical difficulties occur due to unauthorized modification ("jailbreaking"), the device will be restored from a District backup or reset to factory settings.
- The District does not accept responsibility for the loss of any software/apps or data deleted due to a reformat and/or re-image.
- When warranted, device use restrictions or disciplinary consequences may be imposed.

### 6.4 App & System Updates

- Students are responsible for keeping devices and apps up-to-date.
- Students are encouraged to complete updates whenever possible.

## 7.0 RESPONSIBLE USE

### 7.1 Statement of Responsibility

- The use of the network is a privilege. The user is responsible for what he/she says and does on the network.
- The District will make reasonable efforts to maintain reliable service. It cannot, however, guarantee that the system will always be available or operating correctly.
- Any communication or data contained on or transmitted through the device may be subject to review by district staff. Again, the student should have no expectation of privacy of materials found on a school supplied device or supported email service.
- Violations of these policies may result in disciplinary action, up to and including, suspension/expulsion. When applicable, law enforcement agencies may become involved.

### 7.2 Parent/Guardian Responsibilities

Parents/Guardians will...

- Talk to their students about the values and standards that should be followed with regard to Internet use.
- Be responsible for damages caused by their student to the device, accessories, the Southern Fulton School District's network, or the information contained on the network.

### 7.3 School Responsibilities

The Southern Fulton School District will...

- Provide filtered Internet and email access to students at school.
- Provide data storage options.
- Reserve the right to review, monitor, and restrict information stored on or transmitted via district owned equipment.
- Investigate inappropriate use of resources.
- Provide programming/instruction that encourages ethical use and ownership of the device, including proper digital citizenship.

### 7.4 Student Responsibilities

Students will...

- Use devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to the device and network use
- Use all technology resources in an appropriate manner to prevent damage including, but not limited to, the loss of data or service interruptions caused by student negligence, errors or omissions.

- Help the Southern Fulton School District protect the device and network by contacting an administrator or teacher about any security problems encountered.
- Not share passwords or other account information (private or public) for any reason.
- Return the device to the lock screen when not in use in order to protect their work and information.
- Report messages received containing inappropriate or questionable material to a district staff member immediately.
- Not share or transmit any messages received that contain inappropriate or questionable material.
- Not participate in behavior that may be deemed as bullying/cyberbullying in accordance with Board Policy #249.
- Return the device and any accessories in acceptable condition.

### 7.5 Student Discipline

- The progressive discipline plan in the District's Student/Parent Handbook addresses serious and major offenses, such as theft and destruction of school or personal property (vandalism), which also applies to the device.
- Depending on the seriousness of the offense, appropriate disciplinary consequences will apply including:
  - Student could be asked to check-in/check-out his/her device from the School Office daily for 1 week. (The student will still be responsible for all assigned work.)
  - Loss of device privileges for a length of time determined by administration. (The student will still be responsible for all assigned work.)
  - The administration reserves the right to implement additional discipline consequences at their direction. These consequences may include, but are not limited to: detentions, in school suspensions, out of school suspensions, behavioral contracts and notification of law enforcement agencies. The type of duration of discipline are within the discretion of the administration based on the severity of the offense, including suspension, expulsion, and police contact) will result.

## 2020-21 DEVICE PROGRAM

SFSD Device Usage Agreement Form	
<b>Student information</b>	
Student Name	
Building	
Grade	
<b>Device Information</b>	
Device serial # (assigned)	
<b>Terms</b>	
<p>The student/parent/guardian agrees to the terms and conditions listed in the device handbook and acknowledges the consequences in the event these terms are not followed. The student/parent/guardian also agrees to cover the cost of repair for any device that has been damaged. In the event the device has been lost or stolen, the signed agrees to pay full value for the device. All devices must be returned to the district in working condition when the device is requested back.</p>	
<b>Signatures</b>	
Parent/Guardian Signature: _____ Date: _____	
Student Signature: _____ Date: _____	