



Campbell County Public Schools
Mobile Learning Device Handbook

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Mobile Learning Device Handbook

One Mobile learning device is issued to this student, along with a charger. These items are on loan to the student in good working order. It is the student's responsibility to care for the equipment and ensure that it is retained in a safe environment.

Identification labels have been placed on the mobile learning device. **These labels are not to be removed or modified.** If they become damaged or missing, the IT Support Staff will provide replacement labels.

The Device that has been issued to this student is, and at all times remains, the property of Campbell County Public Schools and is herewith being loaned to the student for educational purposes only for the academic school year, and must be used in accordance with the Policies and Procedures contained herein, the Student Code of Conduct, the Campbell County Public School District Acceptable Use Policy, and any applicable laws.

Use of this mobile learning device, as well as access to the mobile learning device network, the Internet and email are a privilege and not a right. The mobile learning device and accessories are provided for educational purposes only and are intended to support the learning objectives of Campbell County Public Schools.

Please review the following guidelines and be prepared to sign this contract with a full understanding of the responsibilities associated with the use of the issued device.

Taking Care of the Mobile Learning Device

General Precautions

- *Students should use care when carrying Mobile Learning Devices within the school building and back and forth from home to school.*
- *Students are responsible for keeping their Mobile Learning Device battery charged for school each day. Students should also bring their Mobile learning device charger to school each day.*
- *Food or drinks should not be next to the Mobile Learning Device while it is in use.*
- *Cords, cables, and removable storage devices must be inserted carefully in the Mobile Learning Device.*
- *Students should never carry their Mobile Learning Devices while the screen is exposed.*
- *Mobile Learning Devices should be shut down before moving them to conserve battery life.*
- *Mobile Learning Device must remain free of any writing, drawing, stickers, or labels that are not the property of Campbell County Public Schools.*
- *Mobile Learning Devices must never be left in a car or any unsupervised area.*
- *Do not expose the Mobile Learning Device to extreme temperature, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the Mobile Learning Device.*
- *Always bring your mobile learning device to room temperature prior to turning it on.*

Screen Care

The Mobile Learning Device may have a touch screen which can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage if excessive pressure is placed on it.

- Do not use any type of liquid or water to clean the Mobile Learning Device.
- Avoid leaning on the top of the mobile learning device. Do not place objects on top of it when it is closed.
- Avoid placing anything near the mobile learning device that could put pressure on the screen.
- Avoid placing anything in your bookbag that will press against the cover.
- Avoid poking the screen.
- Avoid placing anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).

*****Clean the screen with a soft, dry anti-static, or micro-fiber cloth.**

Responsible Use and Care

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 the educational goals and objectives of the Campbell County Public Schools. The Mobile Learning Device is the property of Campbell County Public Schools and teachers, administrators and/or school technicians can ask to see the Mobile Learning Device at any time.

Students are responsible for their ethical and educational use of the technology resources of Campbell County Public Schools.

Access to the use of Campbell County Public Schools technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the Campbell County Public Schools Internet Acceptable Use Policy, as well as the Campbell County Public Schools discipline policies.

Students are responsible to promptly report any damage or technical issues with their Mobile Learning Devices to teachers, administrators and/or school technicians.

Protecting and Storing the Mobile Learning Device

Mobile Learning Device Identification

- Student Mobile Learning Devices will be identifiable by asset tag number. This information is kept by the CCPS Technology Department.

Password Protection

- Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

Mobile Learning Device Left in Unsupervised Areas

- Under no circumstances should Mobile Learning Devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, mobile learning device labs, break areas, unlocked classrooms, bathrooms, and hallways. Any mobile learning device left in these areas is in danger of being stolen.
- Unsupervised Mobile Learning Devices will be confiscated by staff and taken to the administrative office. Disciplinary action may be taken for leaving your mobile learning device in an unsupervised location. Each student is responsible for his/her mobile learning device once it has been issued.

Using the Mobile Learning Device

- Mobile Learning Devices are intended for use at school each day but may be used anywhere, anytime. **Students should bring the Mobile Learning Device to school every day.** Students are responsible for bringing their mobile learning device to all classes, unless specifically advised not to do so by their teacher.
- If students leave their Mobile Learning Devices at home, they will not be able to participate in daily instructions and activities.

Charging the Mobile Learning Device Battery

- Mobile Learning Devices must be brought to school each day in a fully charged condition. Students need to charge their mobile Learning Device each evening. Repeat violations of this policy will result in disciplinary action.
- Students should bring the charger each day.

Screensavers and Wallpaper (Background)

- Presence of weapons-related materials, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, or pictures on the mobile learning device or within its files will result in disciplinary action.
- Passwords on screensavers are not to be used.

Using the Mobile learning device at School

1. Each mobile learning device is assigned to an individual student. Students should never “swap” or “share” their mobile learning device with another student. Mobile learning devices should always be in a student’s possession or secured in a classroom.
2. Students may never share their password with another student. Passwords should always be kept confidential.
3. Students are responsible for bringing their mobile learning device, **fully charged**, to school each day.
4. Students should never eat or drink while using their mobile learning devices or use it near others who are eating and drinking. Caution must be taken around food and liquids because students are responsible for any damage to their device.
5. Students are responsible for saving or backing up their documents to OneDrive, Google Drive or portable media storage.
6. Students are not allowed to download or install any software without the permission of the District IT staff.
7. Students are prohibited from downloading or installing illegal music/movies or other copyrighted material. Additionally, altering or modifying the original pre-set software image without District IT Staff permission is prohibited. Examples include but are not limited to:
 - a. Loading unauthorized software applications
 - b. Changing the mobile learning device name
 - c. Altering pre-loaded applications
 - d. Altering security & filtering software
9. Students are prohibited from taking photos or videos at school without prior approval from teachers and/or administrators. Inappropriate use of the camera will result in disciplinary action.
10. The district/school will periodically check devices for unauthorized materials.
11. Students should immediately report any inappropriate or careless use of a device to a teacher or other staff member.
12. Students are prohibited from downloading programs, music, games, and videos.
13. Students must comply with all requests to turn over mobile learning device and equipment by teachers or administrators. Failure to do so could result in disciplinary action.

Activities Requiring Teacher Permission

1. Using headphones in class
2. Students should only access websites and software necessary for instruction at the direction of the teacher.
3. Each mobile learning device is equipped with a webcam. This equipment offers students an extraordinary opportunity to experience a 21st century tool and to develop 21st century communication skills. Webcams are to be used for educational purposes only, under the direction of a teacher. Examples include recording videos or taking pictures to include in a project; recording a student giving a speech and/or playing it back for rehearsal or improvement; video conferencing with educational institutions.

Using the Mobile learning device at Home

1. The student may not make any attempt to add, delete, access, or modify other user accounts on the mobile learning device and on any school-owned mobile learning device.
2. If the mobile learning device is lost or stolen, a parent or guardian should **immediately** report the loss or theft to the Principal's office.
3. If the mobile learning device is damaged or not working properly, **it must be turned in to the Office where it will be taken to District Technology staff for repair or replacement**. Parents or guardians **are not authorized** to attempt repairs themselves or contract with any other individual or business for the repair of the mobile learning device.
4. Students are responsible for recharging the mobile learning device at home daily.
5. The District is not responsible for any mobile learning device or electronic viruses that may be transferred to or from Student's hard drive or other data storage medium. The student agrees to use best efforts to assure that the School District property is not damaged or rendered inoperable by any such electronic virus while in student's possession.

Using the Mobile learning device for Internet and Email from Home

1. Campbell County Public Schools does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is at school, the student may be able to access inappropriate material while using their home network. It is the parent or guardian's responsibility to supervise the information that a student is accessing from the Internet while at home.
2. Students should never share personal information about themselves or others while using the Internet or email. This includes a student's name, age, address, phone number, or school name.
3. Parents/guardians and students are required to read and agree to the District's Acceptable Use Policy prior to receiving Internet and email access.
4. Students should be aware that Internet access and email, and other media that are accessed, created, or stored on their mobile learning devices are the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.

Malfunctioning and Damaged Equipment Policies and Procedures

Occasionally, unexpected problems occur with the mobile learning devices that are not the fault of the user (mobile learning device crashes, software errors, etc.). The Campbell County Instructional Technology (IT) Department will assist students with resolving these problems. Report problems to the Office.

1. Students are expected to report any damage to their mobile learning device as soon as possible or at minimum, within a **24-hour period**. If the mobile learning device is damaged or not working properly, it must be taken to the School Office and it will be forwarded to the **Technology Office** for repair.

2. Temporary replacements, known as “swaps”, are available so that learning is not disrupted by the repair process. Students are responsible for the care of the swap while issued to them. The same mobile learning device rules and regulations apply to swaps. Students are required to make frequent backups to their H-Drive, OneDrive, or Google Drive in case they need to be issued a swap.
3. Parents/guardians are not authorized to attempt repairs themselves or contract with any other individual or business for the repair of the device; this voids the warranty.

Cost of Repairs or Damage:

When repairs for accidental damage are needed, the first accidental repair is a **\$25 charge**. The second repair is a **\$35 charge**. The third repair is a **\$50 charge**. After the third repair students will lose their take home privileges. If a fourth repair is needed, the fee will be the **entire cost** of the repair. These charges are yearly and start over with each new school year.

Students are also responsible for the cost of replacing their power adapter. The replacement cost for power adapter is \$35.

Lost or Stolen Equipment Policies and Procedures

If the mobile learning device is lost/stolen the student/guardian will be responsible for the **entire** replacement cost of the mobile learning device and power adapter.

Consequences of Inappropriate Use

The use of any district technology is a privilege and not a right. Students are expected to use their assigned mobile learning device in accordance with these Guidelines and Procedures, and District Acceptable Use Policy and any applicable laws. Failure to use this mobile learning device in an appropriate manner may result in the following consequences, as determined by the staff and administration of the Campbell County Public Schools: Cancellation of student use and/or access privileges, including the privilege of taking the device home. Suspension from school. Expulsion from school. Civil or criminal liability under applicable laws.

Privacy

Campbell County Public Schools retains control, custody, and supervision of all mobile learning devices such as but not limited to - HP x360 laptops, iPods, iPads, tablets; and desktop learning devices, networks, and Internet services owned or leased by Campbell County Public Schools. Campbell County Public Schools reserves the right to monitor all electronic device activity by students. No expectation of privacy in the use of school mobile learning devices or other electronic learning items including e-mail, stored files or Internet sites visited should be assumed by the student-users.

All users need to be aware Campbell County Public Schools can monitor Internet usage. Using mobile learning devices to visit sites that are inappropriate under our Code of Conduct and that do not meet the educational purposes of the instructional curriculum may result in revocation of privileges. Authorized members of our IT Department may periodically review material stored on the hard drives. Never put anything in an e-mail or on a hard drive that would be embarrassing, inappropriate or illegal.

Violations

- 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 mobile learning device viruses.
- Any attempt to alter data, the configuration of a mobile learning device, or the files of another user, without the consent of the Principal, will be considered an act of vandalism and subject to disciplinary

action in accordance with the district Acceptable Use Policies and the Campbell County Public Schools Discipline policies.

- **Damage, loss, or theft of the Mobile Learning Devices will be subject to disciplinary action.**
- **PLEASE DO NOT MARK ON THE MOBILE LEARNING DEVICES IN ANY WAY. DO NOT PLACE STICKERS OR LABELS ON THE MOBILE LEARNING DEVICES**

FREQUENTLY ASKED QUESTIONS:

What do I do when my mobile learning device needs service?

Contact the Help Desk (Smiley Face Icon) if the possible. If the mobile learning device is not able to be powered on then, bring the mobile learning device to the School Office. Someone in the office will contact the Technology Office.

How long will it take to fix?

Every attempt to troubleshoot and repair the mobile learning device will be made in a timely manner. Some repairs may require sending the mobile learning device to an authorized Repair Center.

If a mobile learning device is sent out for repair, how long will I be without it?

Typically, the repair process may take 2-5 days dependent on the severity of the situation.

Will I lose my files?

During the repair files may be erased. It is important that students back up important data on a regular basis. If possible, files should be backed up before turning in the mobile learning device for repair.

Who will back up my files?

Every student is responsible for backing up his/her files to the server or to portable media, for example a flash drive or external hard drive. It is recommended that important files be archived to portable media so the student will be able to access those files in the future when they may no longer have access to the school owned mobile learning device. Students will be given access to a personal H drive, OneDrive or Google drive in which to back up their documents.

What about internet usage at home?

Internet and filtering will be provided when the mobile learning device is used on the Campbell County Public School campus. Families are responsible for internet and security at home. The best security is to require the student to use their mobile learning device mobile learning device in a "family" area. That way parents can monitor what the students are doing and when the mobile learning device is being used. Parents should set limits and enforce them.

Distance Learning Acceptable Use Policy for Students

1. Under no circumstances should pictures or recordings be taken of video calls.
2. Staff, families, and students are expected to behave in an appropriate, safe, respectful and kind manner online.
3. It is the duty of parents/guardians to supervise children while they are working online and to ensure any content which they are submitting to their teacher is appropriate.
4. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
5. Students and staff will communicate using tools which have been approved by the district and/or school. The primary platforms include, but are not limited to, Microsoft TEAMS, Onenote, PowerPoint video, and Google Classroom/Meet.
6. For Google Meet/Microsoft TEAM video conferencing, parental permission is implied, as the link to a video call will be communicated via the student's email address for grades 3-12 and parent's email address for grades K-2. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
7. Students are not to forward web conferencing links to anyone.
8. For security reasons, passwords will be provided to families, where applicable.
9. CCPS cannot accept responsibility for the security of online platforms, in the event that they are hacked.
10. Communication using a mobile phone will not be frequent, but in the rare exception where it is necessary, staff members will ensure that their caller ID is private.

Every Student and Parent will be asked to sign a Student/Parent Agreement before the Mobile Learning Devices will be issued to the student.

Acknowledgement of Receipt and Review of the *Mobile Learning Device Handbook*

I certify:

1. Receipt of the CCPS Mobile Learning Device Handbook.
2. The required Internet Policy and User Agreement is already signed and on file.
3. I have reviewed and understand the Mobile Learning Device Handbook with my child.
4. I further understand that I will be responsible for any damage, loss, or theft of the Mobile Learning Device
5. I understand that Parents/Guardians will be responsible for monitoring students Internet activity while not connected to the CCPS server.

Fees

There is no fee for proper use and care of the Mobile Learning Device.

Student Home School: _____

Student Name: _____ Date: _____
(Please print)

Student Signature: _____

Parent Name: _____ Date: _____
(Please print)

Parent's Signature: _____