# Student Mobile Device Handbook

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Student Mobile Device Overview

New Haven Unified School District Student Mobile Device Initiative
New Haven Unified School District (hereafter “NHUSD”) views the use of student mobile devices as essential to personalization of learning and preparing students for the 21st Century. At grades 3-12, Chromebooks will provide students with access to the Web, Google Docs, Google Groups, and other Web 2.0 tools. 2:1 access at the elementary level, and 1:1 access at the middle and high school levels, will make these tools readily available to students. At grades K-2, and for students with special needs, other student mobile devices could be available moving forward.

Personalization of Learning
Personalization of learning changes the role of the teacher from expert/lecturer to guide/facilitator. Instead of defining all work parameters and choosing a tool to use, students participate in that process. With personalization, students:

- actively participate in designing learning
- take ownership of rigorous and meaningful learning
- connect learning with interests
- develop skills and knowledge through the learning process
- become self-directed
- collaborate with other learners, teacher(s), family, ...

In one model, the flipped classroom, instead of lecturing and demonstrating concepts, the teacher provides students with the content in another form, such as a video to watch before the class session. Then, when the students come to class, they work with the concepts collaboratively with other students, and the teacher circulates to guide, question, and support the student work. In another model for research, the teacher presents a broad guiding question in an online discussion. The students share ideas online before splitting into groups to work to define and narrow the question, find relevant and reputable information, and demonstrate understanding through a project - using the collaborative Google Docs platform.

Collaboration
Collaboration is a driving force in today’s workplaces, and students need to learn this skill. Google Drive/Docs allows students to share and collaborate on documents – amongst themselves, with their teachers, and with others in the community and around the world. Google Groups online discussion groups allow students to extend discussion and collaboration beyond the classroom and the regular school hours.

Use of NHUSD Technology Systems
Upon enrollment, parents/guardians are provided with the NHUSD student Acceptable Use Policy (AUP) and are asked to sign the policy, so students may use the district technology systems. This handbook is designed to promote understanding of, and agreement with, elements specific to the district Student Mobile Device Initiative. At the elementary level, the Student Mobile Device Initiative increases the numbers of devices available for students but does not change provisions of the AUP. At the middle and high school levels, it provides students with take-home devices, which requires additional understanding and agreements that are not covered in the AUP. Information in this handbook is applicable at all levels – elementary, middle, and high – unless otherwise noted.
Access to Student Mobile Devices

- The term “student mobile device” refers to devices, batteries, and power cord/chargers.
- Like textbooks, student mobile devices are considered as essential learning tools.
- Student mobile devices are on loan to students and remain the property of NHUSD.
- All student mobile devices are labeled with an NHUSD asset tag. Students may be charged up to the full replacement cost of a student mobile device for tampering with, or turning in, a student mobile device without the NHUSD asset tag.
- The students to whom the mobile devices are checked out are responsible at all times for appropriate use. This means that if others use the student devices to break the rules, the students may still be held responsible.
- Students are expected to keep the student mobile devices in good condition. Failure to do so may result in bills for repair or replacement.
- Students are expected to report any damage to their student mobile devices as soon as possible. This means no later than the next school day.

Content and Privacy

- In compliance with the Children’s Internet Protection Act (CIPA), NHUSD provides student access to the Internet through a content filtering system.
- At the elementary level, student email accounts restrict students from sending/receiving messages to/from outside the NHUSD domain.
- All users are accountable to all school, district, local, state, and federal laws.
- All data stored on student mobile devices, the NHUSD network, and Google Apps cloud servers are property of the district and may be subject to review and monitoring at any time.
- Additional user accounts created on the student mobile device are subject to the same terms and conditions as the assigned student user.
- Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- Students who identify or know about a security problem are expected to convey the details to school staff.

General Policies

- All students are allowed access to mobile student devices and electronic resources unless the school is notified in writing by the parent/guardian.
- Students and families must follow all guidelines set forth in this document and by NHUSD staff.
- All users of the NHUSD network and equipment must comply at all times with the New Haven Unified School District Student Use of Technology Board Policy #I-6163.4 (http://www.nhusd.k12.ca.us/node/971) and Administrative Regulations #I-6163.4 (Acceptable Use Policy - http://www.nhusd.k12.ca.us/node/972).
- All users are accountable to all school, district, local, state, and federal laws.
- Failure to comply with these terms may result in disciplinary action and the confiscation of the student mobile device.
Student Mobile Device Use

Charging and Bringing the Student Mobile Devices to School (middle and high school levels)
- Students are expected to bring their student mobile devices fully charged to school every day.
- There may be a limited number of supervised and unsupervised charging stations at each school site available to students on a first-come, first-served basis.
- Loaner student mobile devices will be available at each school site for students who do not bring their student mobile devices to school.
- Students who have multiple occurrences of forgetting their student mobile devices or not bringing their student mobile devices fully charged may face disciplinary action.

Logging into a Student Mobile Devices
- Students will log into their student mobile devices with their district-issued Google accounts.
- Students should never share their passwords with others unless requested for by an administrator.

Managing Personal Content
- Students should store the majority of their work in cloud based applications such as their NHUSD issued Google account or any NHUSD provided cloud service.
- Students should not store pirated or otherwise illegal content on their student mobile devices or in NHUSD issued accounts.

Sound
- Students are expected to use their own headphones.
- In class use of headphones or sound is at the discretion of the teacher. Sound must not interfere with instructional activities.

Printing
- Students are encouraged to digitally share their work with their peers and teachers.
- For Chromebooks, students may print at home by setting up their home printers with Google Cloud Print. More information can be found at [http://www.google.com/cloudprint/learn/](http://www.google.com/cloudprint/learn/).

Apps
- For Chromebooks, students are allowed to install Chrome web apps and extensions from the Chrome Web Store.

Using the Student Mobile Devices Outside of School (middle and high school levels)
- Students are encouraged to use their student mobile devices outside of school.
- Internet access via Wi-Fi is required for student mobile devices access to the Internet and Google Apps cloud storage, however, for Chromebooks, offline access includes Google Drive Offline and many Chrome apps.
- Students are expected to follow all NHUSD use policies wherever they use their student mobile devices.
- Low cost home Internet service is available through Comcast. More details can be found at [http://internetessentials.com/](http://internetessentials.com/).
Student Mobile Device Care

It is essential for students to use and care for their student mobile devices. As noted previously, “student mobile devices” refers to devices, batteries, and power cord/chargers. Students should observe the following use and care routines with student mobile devices:

**At School**
- Do not leave your student mobile device unattended.
- Do not pile things on top of your student mobile device.
- In a locker or backpack, place your student mobile device in a vertical position.
- Protect your student mobile device from extreme cold or heat and from food or drinks.
- Use device in accordance with NHUSD policies and staff directives.

**At Home (middle and high school levels)**
- Students are expected to bring their student mobile devices to school full charged. Charge your student mobile device fully each night.
- Keep the student mobile device and charger together.
- Do not leave your student mobile device in or on an unsafe or unstable location, such as a stool, chair, or on the floor.
- Protect your student mobile device from extreme cold or heat, from food or drinks, and from small children and pets.

**Traveling To and From School (middle and high school levels)**
- Shut down your student mobile device before traveling.
- Do not leave your student mobile device in a vehicle.
- Keep your student mobile device out of view.
- Report any issues to a parent, guardian, school official, or trusted adult.

**Device Care (all levels)**
- Students may personalize their student mobile devices with residue-free skins, decals, etc. but may be charged for damages up to the replacement cost of the device if decorations damage the physical condition of the student mobile devices.
- It is recommended that students transport their student mobile devices in protective cases. For Chromebooks, these are available for sale at the school site as well as online at http://go.mynhusd.org/chromebookcases.

**Device Care (middle and high school levels)**
- Never lift student mobile devices by the screen or, for Chromebooks, carry the student mobile devices with the screen open.
- For Chromebooks, make sure there is nothing on the keyboard before closing the lid.
- Use a soft, dry microfiber cloth; lint-free cloth; or screen wipes listed for safe use on electronic device screens to clean the student mobile device screens.
Parent/Guardian Responsibilities

Parent/Guardian Responsibilities (middle and high school levels)
NHUSD makes every effort to ensure that parents/guardians are informed of their responsibilities regarding the Student Mobile Device Initiative.

Sign the Student/Parent/Guardian Mobile Device Agreement
To take home NHUSD student mobile devices, students and their parents/guardians must sign the Mobile Device Agreement, available at school sites, when receiving the student mobile devices.

Monitor Student Use
The parent/guardian agrees to monitor student mobile device use at home and away from school. Suggestions for monitoring include:
- Developing a set of rules/expectations for student mobile device use
- Allowing use only in common areas, such as the living room and kitchen
- Demonstrating interest in, and monitoring of, what the student is doing on the student mobile device
- Advice videos regarding cybersafety, cybersecurity, ethical use, and cyberbullying are available free at Common Sense Media, http://www.commonsensemedia.org/video/advice.

Support Student Safety
For schools and parents/guardians alike, student safety is always a high priority. The safety tips below are intended to help students be safe when traveling to and from school:
- If walking to and/or from school, staying in groups of two or more
- Being aware of your surroundings, including people and vehicles
- Letting someone know when you leave for school and when you arrive home
- Following the safest routes to school
- Keeping student mobile devices out of view
- Telling a parent, guardian, school official, or trusted adult if someone follows you

Returning Student Mobile Devices
- End of Year
At the end of the school year, students will turn in their student mobile devices. Failure to do so will result in the student being charged the full replacement cost. NHUSD may also file a report of stolen property with the local law enforcement agency.
- Transferring/Withdrawing Students
Students that transfer or withdraw from the District must turn in their student mobile devices on their last day of attendance. Failure to do so will result in the student being charged the full replacement cost. NHUSD may also file a report of stolen property with the local law enforcement agency.
Bring Your Own Device (BYOD) Policy

Students will be allowed to access the district’s network and Internet connection with their personal mobile devices. Mobile devices are digital devices that can access the Internet, use Webtools such as Google Apps, run apps, and store digital media. Recommended devices that interface well with NHUSD technology systems include laptops (Macintosh and Windows), Chromebooks, and Android tablets.

Personal device use of the system shall be permitted if the use:
- Imposes no tangible cost to NHUSD;
- Does not unduly burden the NHUSD’s network or Internet connection;
- Has no adverse effect on a student’s academic performance.

Students must abide by the following policies and guidelines:
- The student takes full responsibility for his or her device and keeps it with himself or herself at all times. The district shall not be liable for the loss, damage, misuse, theft, or loss of data of any personally owned device brought to school. Personal devices are brought to the school at the students’ and/or parents’ own risk.
- The student is responsible for the proper care of his or her personal device. The school will not provide technical support for personal devices.
- Under the provisions of this policy, parents or guardians who allow students to use personal devices, and students who elect to use personal devices, do so knowing that it diminishes any expectation of privacy with regard to the personal device. The school may search privately owned personal devices if there is a reasonable suspicion that a student has violated the district policies, agreements, rules, or directives while using the personal device.
- Violations of any Board policies, administrative procedures, or school rules involving a student’s or employee’s personally owned device may result in the loss of use of the device in school and/or disciplinary action.
- It is recommended that personal devices shall be charged prior to bringing them to school and shall be capable of running off their own battery while at school.
- Personally owned devices will be provided access to a designated wireless network. No student shall establish a private, ad hoc, or peer-to-peer network using a personal device. This includes technology equipped to provide a wireless hot spot.
- Students are not permitted to use any personal device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in discipline including but not limited to suspension, criminal charges, and expulsion.
- A student may only use a device during class with the teacher’s permission. A student must comply with a staff member’s request to shut down the device or close the screen.
- Students should only use their devices to access relevant education-related content. They are not to make personal calls or electronically communicate with others, including other students, parents, guardians, friends, and family, from their personal devices during class time, except for emergency situations. In emergency situations, students must notify the teacher and get permission for personal use.
Loss, Theft, or Damage

NHUSD will repair or replace damaged equipment resulting from normal use. Costs for all other breakages will be the responsibility of the student/parent/guardian.

Loss or theft of the device is also the responsibility of the student/parent/guardian and will result in the student being charged the full replacement cost to purchase a new device. (middle and high school levels)

Estimated Costs for Replacement, Parts, and Repair
The following are estimated costs for Chromebook parts and replacement.
- Full Replacement: $285.00 (includes Chromebook management licensing)
- Screen: $80.00
- Keyboard/touchpad: $52.00
- Power cord: $30.00

Optional Insurance (middle and high school levels)
For the 2013/14 school year, the replacement cost for the Samsung Chromebook is $285. Optional insurance is available for purchase through GoCare at http://go.mynhusd.org/chromebookinsurance.

What Is Covered
- Accidental Damage from normal use including but not limited to drops, cracks, liquid spills, liquid submersion, and any damage that is caused by accident during the term of the GoCare plan.
- Mechanical and electrical normal use failures that occur during the term of the GoCare plan.

Coverage Plans for the Samsung Chromebook for the 2013-14 school year (refer to GoCare plan for specifics)
- Plan A: $30.50 (Warranty + Accident)
  Deductible: Accident: $25
- Plan B: $44.50 (Warranty + Discounted Replacement)
  Deductibles: Accident: $25, Discounted Replacement: $100

Loss (middle and high school levels)
After a device is lost, the student is responsible for the replacement cost of the device. Insurance is mandatory on any subsequently issued devices.

Theft (middle and high school levels)
In cases of theft, the student is required to file a police report. Insurance will be provided for a subsequently issued device when the student provides a copy of the police report to the District.

Damage
The District will repair or replace equipment and bill students for the cost of materials.

Warranty
The District will repair or replace equipment that is deemed to be a manufacturing defect.
Student Mobile Device Signature Form
(Middle and High School Levels)

Student Last Name: ____________________________
Student First Name: ____________________________
Student ID Number: ____________________________
Device Asset Tag Number: ____________________________

This form is to be signed and kept by the student’s parent/guardian. A duplicate of this form is to be signed and stored at the student’s school site.

STUDENT
I have read and understand the Student Mobile Device Handbook. I agree to comply with the terms and conditions stated in the handbook.

Date: __________________ Signature: __________________

PARENT OR GUARDIAN
I am the parent or legal guardian of _____________________________. I have read and understand the Student Mobile Device Handbook. I agree to comply with the terms and conditions stated in the handbook. I will make every effort to ensure that my child or ward also will comply with the terms and conditions stated in the handbook.

I understand that it is impossible for the district to control and restrict access to all controversial or inappropriate materials that may be accessible through with the district’s student mobile devices. I agree to hold the district and its officers, agents, and employees harmless in the event my child obtains access to controversial or inappropriate materials while using the district’s student mobile device. In consideration for the privilege of my child or ward using the NHUSD student mobile device, I hereby release and hold harmless the New Haven Unified School District its officers, board members, employees and agents, and any entity affiliated with the district, from and against any and all liability, loss, expense, or claim for injury or damages that I or my child or ward may incur arising out of use of the district’s student mobile device.

Parent or Guardian’s Name (please print):
Date: __________________ Signature: __________________

Office Use Only: ____________________________