

# Lead-Deadwood

## 1:1 Handbook

*<https://lead-deadwood.k12.sd.us>*



# 2023-2024

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# Lead-Deadwood School District

## 1:1 (Mobile Device) Handbook

*The policies, procedures, and information within this document apply to all Mobile Device used at Lead-Deadwood Elementary School, High School and Middle School, including any other device considered by the principal to come under this policy. Teachers may set additional requirements for Mobile Device use in their classroom.*

### 1. RECEIVING YOUR Mobile Device

Mobile Devices will be distributed each fall. **Parents and students must sign and return the Mobile Device Protection plan and Student Pledge documents before the Mobile Device can be issued to the student.** The Mobile Device Protection plan outlines three options for families to protect the Mobile Device investment for the school district. Please review the Mobile Device Protection plan included in this handbook. Mobile Devices will be collected at the end of each school year for maintenance, cleaning and software installations.

\*\*\*ALL Mobile Devices are the property of the LEAD-DEADWOOD SCHOOL DISTRICT and are subject to the same guidelines as other school property.

### 2. TAKING CARE OF YOUR MOBILE DEVICE

Students are responsible at all times for their Mobile Devices both on and off campus. Mobile Devices that are broken or fail to work properly must be taken to the Help Desk located in the elementary school room 111, high school room 202 or middle school room 235.

#### 2.1 General Precautions

- No food or drink is allowed next to your Mobile Device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Mobile Device.
- Students should never carry their Mobile Device while the screen is open, unless directed to do so by a teacher. Mobile devices are to be carried by the base, not the screen.
- Mobile Devices should be shut down or placed in Hibernate or Standby mode before transporting them to conserve battery life.
- Mobile Devices must remain free of any writing, drawing, stickers, or labels that are not the property of the Lead-Deadwood School District.
- Hard-drive or BIOS passwords are forbidden. If used, students will be responsible for the cost to correct the problem.
- Mobile Devices must never be left in a car or any unsupervised area.
- Students are responsible for keeping their Mobile Device's battery charged for school each day.
- Students are responsible for bringing their power cord to school each day.
- The Help Desks have limited capacity to check out spare power cords or batteries to students if theirs are left at home. Students who do check out a loaner will be responsible for the loaner as well as their issued device and accessories.

## **2.2 Carrying Mobile Devices**

The protective cases provided upon request with Mobile Devices have sufficient padding to protect the Mobile Device from normal treatment and provide a suitable means for carrying the device within the school. Students choosing to use a personal carrying bag must present the bag for approval, and the bag must be designed for carrying a mobile device. The guidelines below should be followed:

- Mobile Devices should always be within the protective case when carried.
- The Mobile Devices must be turned off with the screen facing the keyboard before placing it in the protective case.
- The power cord should NOT be plugged into the Mobile Device while in the protective case. This will cause damage to the Mobile Device.
- Protective cases should be used for the sole purpose of carrying your Mobile Device and its power cord.

## **2.3 Screen Care**

The Mobile Device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Mobile Device when it is closed.
- Do not place anything near the Mobile Device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, or disks).
- Clean the screen with a soft, dry cloth, or anti-static cloth.

## **3. USING YOUR MOBILE DEVICE AT SCHOOL**

Mobile Devices are intended for use at school each day. In addition to teacher expectations for Mobile Device use, school messages, announcements, calendars, and schedules will be accessed using the Mobile Device. Students must bring their Mobile Device to all classes, unless specifically advised not to do so by their teacher.

### **3.1 Mobile Devices Left at Home**

If students leave their Mobile Device at home, a loaner device may be issued to the student. The loaner must be returned to the tech office by the end of the day. Repeat violations of this policy may result in disciplinary action.

### **3.2 Mobile Device Undergoing Repair**

Loaner Mobile Devices may be issued to students when they leave their Mobile Device for repair at the Help Desk.

### **3.3 Charging Your Mobile Device's Battery**

Mobile Devices must start school each day in a fully charged condition. Students are required to charge their Mobile Devices at home, if they take them home, or plug them in at school in a charging station or computer cart where those are provided. Repeat violations of this policy will result in classroom disciplinary action.

In cases where use of the Mobile Device has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class.

### **3.4 Screensavers and Backgrounds**

Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.

### **3.5 Sound**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

### **3.6 Printing**

Students will have access to printing stations located in various areas. Students who want to print on a home printer may make an appointment at the Help Desk to have their printer software installed on their device, if needed.

### **3.7 Deleting Files**

Do not delete any files that you did not create. Deletion of certain files can affect your Mobile Devices performance.

### **3.8 Music and Programs**

Students are responsible for maintaining the integrity of software required for facilitating academic activities. All software must be district provided. Music is not allowed to be played on the Mobile Device during school hours without permission from the teacher. Students must use headphones to listen to music when permission is granted from the teacher and when listening to music in the commons. If you choose to save music or other material that is not for academic use, you must save to the desktop folder and not network storage space, or on an external storage device (see section 5.1 and 5.2). Music and non-academic material stored incorrectly will be deleted.

### **3.9 Games and Obscene Material**

Games are not allowed to be played on the Mobile Device during school hours unless the game is educational in nature and permission is granted by the teacher. Disciplinary action for playing non-academic games in the classroom will be handled according to the policy stated in the individual teacher's syllabus. The downloading of games onto the Mobile Device is strictly prohibited and disciplinary action will occur if these are found on student computers. Students are not allowed to transfer games or any other personal file through network share folders. Violent games and images containing obscene or pornographic material are strictly prohibited at any time and will result in disciplinary action.

## **4. MANAGING YOUR FILES & SAVING YOUR WORK**

Students may only log into the computers under their assigned username. Students may not share their password with other students. Students will be using OneDrive within Microsoft 365 to store their work. Students will have their own Microsoft 365 account with ample space to store any school-related work.

#### 4.1 Saving to OneDrive

The **Documents** folder will save a copy of all student documents to OneDrive on Microsoft 365. When a student adds a document to the **Documents** folder while working at home or away from school, that document will be copied to OneDrive. Additional folders in the **Documents** folder may be created or added by the student. All academic student work should be stored in one of the **Documents** folders. Only files stored in **Documents** will be backed up and saved. Student work saved to a different location on the computer, may not be saved to OneDrive.

**It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions can and do happen; they are not an acceptable excuse for not submitting work.**

### 5. SOFTWARE ON Mobile Devices

#### 5.1 Originally Installed Software

Mobile Devices come with a standardized image already loaded. These images may not be altered or changed in any way. The software originally installed must remain on the Mobile Device in usable condition and be easily accessible at all times. ***There may be a service fee to correct this problem.***

The machines are also loaded with a variety of other coursework related software. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from Mobile Devices at the completion of the course. Periodic checks of Mobile Devices will be made to ensure that students have deleted software that is no longer required in class, and that the school has not exceeded its licenses.

#### 5.2 Virus Protection

The Mobile Device has anti-virus protection software. This software will scan the hard drive for known viruses on boot up. The virus software will be upgraded from the network.

#### 5.3 Additional Software

Only software approved by the district is allowed on the Mobile Device. Students may request installation of educational software from the Help Desk if the appropriate licensing is acquired.

#### 5.4 Procedure For Re-imaging

Please see sections 3.7 and 3.8 regarding maintaining the software on the Mobile Device. Re-image is the process of returning the device to its original state. The Mobile Device will be re-imaged every summer and any time during the school year to troubleshoot issues. The school does not accept responsibility for the loss of any software or files deleted due to re-imaging or hardware failures.

#### 5.5 Software Upgrades

Upgraded versions of licensed software are available from time to time. Students will be instructed to upgrade their software from the school's network if needed.

## **6. ACCEPTABLE USE**

### **6.1 General Guidelines**

- Access to the Lead-Deadwood School District's technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the Use of Technology Resources Policy.
- 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 Lead-Deadwood School District.
- Students are responsible for their ethical and educational use of the technology resources of the Lead-Deadwood School District.
- 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 computer malware.
- Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual, Campus administrator, or Director of Technology, will be considered an act of vandalism and subject to disciplinary action.
- All use of the Internet must comply with district guidelines. Log files are maintained on each Mobile Device with a detailed history of all sites accessed. These files will be reviewed periodically.
- Any attempt of a Distributed Denial of Service (DDoS) attack or other network disrupting acts will be subject to disciplinary action and may involve law enforcement.

### **6.2 Privacy and Safety**

- Do not go into chat rooms or Social Media sites not used by LDS staff.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password, or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a web site that contains obscene, pornographic, or otherwise offensive material, notify a teacher, office staff or Help Desk immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

### **6.3 Legal Propriety**

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism will be treated as an act of cheating. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

## 6.4 Email

LDSD email is part of the state email system and must comply with guidelines for use established by the State of South Dakota. Students will be given access to this account on a limited basis during each class period during the school day and continual access outside of the school day wherever they have internet access. These guidelines include but are not limited to:

- Students should maintain high integrity with regard to email content.
- Students should check their email on a daily basis.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails or spam.
- LDSD email is subject to inspection by the school and state at any time.
- Violation of these guidelines may result in suspension or loss of email account.

Outside of the school building, students have access to their email from any computer that has internet connection at any time, including the summer months when their Mobile Devices are being cleaned and re-imaged. Students may access this account by going to

<https://outlook.office.com/owa/?realm=k12.sd.us>.

## 6.5 Inspection

Students may be selected at random to provide their Mobile Device for inspection. Mobile Devices are the property of the Lead-Deadwood School District and are subject to the same guidelines as other property. All student files are checked periodically and are property of the Lead-Deadwood School District.

## 6.6 Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Use of Technology Resources Policy will result in disciplinary action. Email, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to these contents.

***\*\*\* All Disciplinary actions are at the discretion of the Administration***

### **Progressive Discipline For Mobile Device Misuse and Damage: Accidental**

- 1st Offense
  - Tech Support – Warranty Work
- 2nd Offense
  - Tech Support – Warranty Work
- 3rd Offense
  - Tech Support – Warranty Work – Office Referral
- 4th Offense
  - Tech support – Student will check out computer each morning and return it at the end of the school day for two weeks.



### **Progressive Discipline For Mobile Device Misuse or Damage: Intentional**

- 1st Offense
  - Repair costs to be paid by student – Office intervention
- 2nd Offense
  - Repair costs to be paid by student – Parent notification – Student will check out device each morning and return it at the end of the school day for two weeks.
- 3rd Offense
  - Repair costs to be paid by student – Parent notification – Student will check out device each morning and return it at the end of the school day for the REMAINDER OF THE QUARTER OR ONE MONTH whichever is greater.
- 4th Offense
  - Repair costs to be paid by student – Parent notification – Loss of Mobile Device privileges for the REMAINDER OF SEMESTER.

### **Mobile Device Loss/Theft/Fire**

Students are advised that a device that is not returnable to the District due to theft, fire or loss is not covered under the accidental damage clause, or the manufacture warranty. Students have the opportunity to purchase protection to assist with the fiscal obligation in this instance. Students and families are advised that upon the loss of a machine, they are to file a police report within 48 hours and contact the technology office.

The student will check out the spare device each morning and return it at the end of the day until the matter is resolved with either relocation of the machine, replacing the machine at full cost, or fulfilling the family's obligation with insurance. At this time, the student will be issued a new device.

### **Mobile Devices Left Unsupervised**

Repeat offenses may result in the student needing to check out his/her device each morning and return it at the end of the school day.

**Inappropriate Use** (Includes accessing inappropriate sites including, but not limited to, those mentioned in section 6.2 of this handbook)

Incidents will be dealt with according to the student discipline code.

### **Network Violations (Prohibited activities as outlined in the Acceptable Use of Technology Policy)**

Incidents will be dealt with according to the student discipline code.

*\*\*\*Administration reserves the right to refer incidents of severe abuse of policy to law enforcement.*

### **6.7 Unlawful Use**

South Dakota state law describes unlawful uses of computer system as the following:

A person is guilty of unlawful use of a computer system, software, or data if the person:

- (1) Knowingly obtains the use of, accesses or exceeds authorized access to, a computer system, or any part thereof, without the consent of the owner;
- (2) Knowingly obtains the use of, accesses, or exceeds authorized access to, a computer system, or any part thereof, without the consent of the owner, and the access or use includes access to confidential data or material;
- (3) Knowingly copies or obtains information from a computer system, or compromises any security controls for the computer system, or uses or discloses to another, or attempts to use or disclose to another, the numbers, codes, passwords, or other means of access to a computer system without the consent of the owner;
- (4) Knowingly disrupts, denies, or inhibits access to software, the network or data without the consent of the owner;
- (5) Knowingly disrupts, denies, or inhibits access to a computer system or network device, without consent of the owner;
- (6) Knowingly modifies, changes, or alters software or data, without the consent of the owner;
- (7) Knowingly obtains use of, alters, accesses, or exceeds authorized access to, destroys, disables, or inhibits access to a computer system, as part of a deception for the purpose of obtaining money, property, or services from the owner of a computer system, or any third party;
- (8) Knowingly destroys or disables a computer system, without consent of the owner; or
- (9) Knowingly destroys or disables the network, software or computer data, without consent of the owner.

## **6.8 Parental Responsibility**

- Parents will be responsible for monitoring student's use of the Mobile Device at home in conjunction with the school district off-site content filter.
- Parents will be responsible for reviewing the Use of Technology Resources Policy with their child(ren)/student(s).
- Parents are asked to monitor their student's activities on the Internet on a regular basis.
- Log files showing Internet activity are available to parents upon request.

## **7. PROTECTING & STORING YOUR MOBILE DEVICE**

### **7.1 Mobile Device Identification**

Student Mobile Devices will be labeled in the manner specified by the school. Mobile Devices can be identified in the following ways:

- Record of serial number and asset tag
- Individual user account name and password

### **7.2 Password Protection**

Students are expected to password protect their Mobile Devices by maintaining a network login account and password. Keeping that password confidential is the student's responsibility.

### **7.3 Storing Your Mobile Device**

When students are not using Mobile Devices they should be stored in a secured location. Mobile Devices should not be stored in a student's vehicle at school or at home.

#### **7.4 Mobile Devices Left in Unsupervised Areas**

Under no circumstances should Mobile Devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the commons, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. Any computer left in these areas is in danger of being stolen. Unsupervised Mobile Devices will be confiscated and taken to the Help Desk. Disciplinary action may be taken for leaving a Mobile Device in a unsupervised location.

### **8. REPAIRING OR REPLACING YOUR MOBILE DEVICE**

#### **8.1 Manufacturer Warranty**

This coverage is purchased by the Lead-Deadwood School District as part of the purchase price of the equipment. Manufacturer warranties the Mobile Device from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair the Mobile Device, or Mobile Device replacement. The Mobile Device warranty does not cover damage caused by misuse, abuse, accidents, or computer viruses. Please report all Mobile Device problems to the Help Desk.

#### **8.2 Accidental Damage Protection (ADP)**

The Lead-Deadwood School District has purchased ADP through the Manufacturers, coverage to protect the Mobile Devices against accidental damage such as: liquid spills, accidental drops, and power surges. This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage, or cosmetic damage. Manufacturers will assess the Mobile Device damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines (**Limited to one incident per warranty year**). The Mobile Device is covered with a four-year Manufacturer's Warranty and Accidental Protection Plan. LDHS technicians will send devices out for repairs and replacements for defective parts and acts of accidental damage. Please report all Mobile Device problems to the Help Desk.

#### **8.3 School District Protection**

School District Protection is available for students and parents to cover Mobile Device replacement in the event of theft, loss, or accidental damage by fire. The protection cost is \$25.00 annually for each Mobile Device with a maximum cost of \$50.00 per family and includes a \$250.00 additional charge for each claim. Families with an eligible free and reduced lunch application on file with the school nutrition office will have the \$25.00 fee waived.

#### **8.4 Claims**

All insurance claims must be reported to the Help Desk. Students or parents must file a police or fire report and bring a copy of the report to the principal's office before a Mobile Device can be repaired or replaced with School District Protection.

Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action. The district will work with the Lead-Deadwood Police Department to alert pawnshops and police departments in the area to be aware of this district-owned equipment.

## **9. MOBILE DEVICE TECHNICAL SUPPORT**

The Help Desks are located in the elementary school room 111, high school room 202 or the middle school room 235 and coordinate the repair work for Mobile Devices.

Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty repairs
- Distribution of loaner Mobile Devices and batteries

## **10. MOBILE DEVICE FAQ'S**

### **10.1 Can I use the Mobile Device and software throughout my career at LDS?**

Yes. While the rapid pace of computer technology guarantees that more advanced units will be available before you graduate, your unit will be powerful enough for your classroom work throughout your career at LDHS. The technology committee ensures that the hardware and software are current in both education and industry to prepare our students for college and career readiness. When available software will be usable in upper level as well as entry-level course work. You may need additional software as you move through the curriculum in LDHS; some specific courses, such as Computer Aided Drafting, may require different software and applications. It is your duty to ensure that all software and applications added to the machine is done properly and at the direction of the district technology office.

### **10.2 What if I already have another model or brand of Mobile Device?**

You will be required to use the school district issued Mobile Device for school purposes. This is necessary to ensure that you have a computer that gives you network capability and the ability to run the software that you will need in your courses. The Lead-Deadwood School District is also limited to provide maintenance service or assistance for only the school district's own Mobile Devices. In addition, LDS cannot ensure filtered and monitored access to the district network through personal devices. For these reasons, other Mobile Devices will not be used on the Lead-Deadwood School District network at school.

### **10.3 Can I have my Mobile Device computer this summer?**

Yes, if you are attending summer school or enrolled in a dual credit class. All Mobile Devices will be checked in at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their Mobile Devices again for use during summer school or dual credit classes. The devices must be returned after summer school or the dual credit class is completed or at least 3 weeks before school starts. Failure to do so will result in the computer being disabled and not having a working device on the first day of school.

**10.4 What about insurance against theft or breakage through carelessness?** See section 8 Your Mobile Device is very portable and very valuable, making it an attractive target for thieves. Therefore, the Lead-Deadwood School District Mobile Device protection is required. The protection covers the Mobile Device for a \$25.00 payment. You will be responsible for paying an additional charge of \$250.00 for each theft or loss claim.

**The best insurance is to take care of your Mobile Device. Do not leave your Mobile Device unattended. Always know where your Mobile Device is!**

**10.5 Does LDSD provide maintenance on my Mobile Device?** Yes. The Help Desk staff will coordinate maintenance for students. Staff and Students at LDSD will be covered by a maintenance agreement for items described in the manufacturer's warranty agreement and Accidental Protection Plan. Please consult the warranty agreement so that you understand what is and what is not covered.

**10.6 What will I do without a computer in my classes if my Mobile Device unit is being repaired or while I am replacing it if it is lost or stolen?**

Lead-Deadwood School District stocks a limited number of devices that can be loaned out on a first come, first-served basis. You will be able to apply for a loaner unit at the Help Desk, the same location you will go for service on your device. If you are in possession of a loaner, treat it as if it were your own device. **You will be responsible for any damage to the unit or for its loss.**

**10.7 Do I need a printer?**

You need not own your own printer since printers are available in designated areas. If you want to connect to a printer at home with the school Mobile Device, you will need to visit the technology Help Desk and ask to have your printer software installed.

**10.8 How do I connect to the Internet at home?**

You may connect to the Internet using a cable Ethernet connection or wireless Ethernet Connection. If you maintain a wireless home network, you must set the Mobile Device to connect to your wireless connection. Contact your ISP for support with your personal services.

**10.9 Will there be facilities to back up the files I create on my Mobile Device?**

Yes. When you save your documents to the Documents folder, your files are sync'd to OneDrive. You are also encouraged to save your documents to a removable memory card or jump drive.

**10.10 What if I want to add options to my Mobile Device later?**

Only the Lead-Deadwood School District is authorized to add options and upgrades to your Mobile Device.

**10.11 What if I want to run another operating system on my Mobile Device?**

Only the operating system chosen by the Lead-Deadwood School District will be authorized to run on a student-issued Mobile Device.

**10.12 Will I be given a new battery if mine goes bad?**

The Mobile Device battery will be replaced by the manufacturer for defects. You will be responsible for charging your battery and proper battery maintenance.

**10.13 What has the school done to help prevent students from going into inappropriate sites?**

We have a content filtering software which is designed to help monitor all Internet sites that students attempt to access. This software blocks inappropriate sites and logs a history of every site that each user opens both on and off campus. All students who attempt to find inappropriate sites will be held accountable.

**10.14 Are Student Mobile Devices subject to school “snooping”; what if they bring their Mobile Device in for repairs and “objectionable data” is detected?**

Inappropriate material on Mobile Devices should be reported to the classroom teacher, office staff, or Help Desk immediately upon identification. Students who have “objectionable data” on their Mobile Devices but have failed or chosen not to report it will be referred to the principal’s office. All Mobile Device’s email and files are the property of the Lead-Deadwood School District.

**10.15 If the accessories to my Mobile Device are lost or stolen, how much will it cost to replace them?**

In the event that Mobile Device accessories are stolen, you should report the lost items to the Principals’ office or technology center. The cost to replace specific accessories is listed below:

Broken or lost Charger	\$30
Broken or lost Battery	\$75

**10.16 What is unacceptable behavior?**

Unacceptable conduct includes, but is not limited to the following:

- a) Using the network for illegal activities, including copyright, license or contract violations, downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file sharing software.
- b) Using the network for financial or commercial gain, advertising, or political lobbying.
- c) Accessing or exploring on-line locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites.
- d) Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network. Use or possession of hacking software is strictly prohibited.
- e) Causing congestion on the network or interfering with the work of others, e.g., spam email Denial of Service attacks.
- f) Intentionally wasting finite resources, i.e., audio or video streaming.
- g) Gaining unauthorized access anywhere on the network.
- h) Revealing the home address or phone number of one’s self or another person.
- i) Invading the privacy of other individuals.
- j) Using another user’s account, password, or allowing another user to access your account or password.
- k) Coaching, helping, observing or joining any unauthorized activity on the network.

- l) Forwarding/distributing E-mail messages without permission from the author.
- m) Posting anonymous messages or unlawful information on the system.
- n) Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous.
- o) Falsifying permission, authorization or identification documents.
- p) Obtain copies of, or modify files, data or passwords belonging to other users on the network.
- q) Knowingly placing a computer virus on a computer or network.

### **10.17 What is Network Etiquette?**

- a) Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
- b) Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
- c) Pretending to be someone else when sending/receiving messages is considered inappropriate.
- d) Transmitting obscene messages or pictures is prohibited.
- e) Revealing personal addresses or phone numbers of the user or others is prohibited.
- f) Using the network in such a way that would disrupt the use of the network by other users is prohibited.

*If a student fails to return the Mobile Device at the end of the school year or upon termination of enrollment at LDS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the Mobile Device, or, if applicable, any insurance deductible. Failure to return the Mobile Device will result in a grand theft report being filed with the Lead Police Department. Furthermore, the student will be responsible for any damage to the Mobile Device, consistent with the District's Mobile Device Protection plan and must return the Mobile Device and accessories to the LDS Help Desk in satisfactory condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the Mobile Device.*

## **11. MOBILE DEVICE AGREEMENT**

The Lead-Deadwood School District recognizes that with the implementation of the Mobile Device initiative there is a need to protect the investment by both the district and the student/parent. The following outlines the various areas of protection: warranty, accidental damage protection, and insurance.

**WARRANTY (Manufacturer's):** This coverage is purchased by the Lead-Deadwood School District as part of the purchase price of the equipment. The manufacturer warrants the devices from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair the laptop or laptop replacement. The Manufacturer's warranty does not warrant against damage caused by misuse, abuse or accidents.

**ACCIDENTAL DAMAGE PROTECTION (ADP):** The Lead-Deadwood School District has purchased, through the Manufacturer, coverage to protect the Mobile Devices against accidental damage such as: liquid spills, accidental drops, and power surges. This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage, or cosmetic damage. Technicians will assess the Mobile Device damage and repair or replace the

machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines (**Limited to one incident per warranty year**). If multiple incidents occur in one year, the student will receive an older loaner Mobile Device.

**INSURANCE FOR THEFT, LOSS, OR FIRE:** Mobile Devices that are stolen, lost, or damaged by fire are not covered by the Manufacturer Warranty or the Accidental Damage Protection outlined above.

**SCHOOL DISTRICT PROTECTION:** The Lead-Deadwood School District offers students to purchase an annual protection plan for coverage of theft, loss or damage by fire in the amount of \$25.00 or \$50.00 for family coverage when there are two or more children in high school using Mobile Devices. The \$25.00 payment is non-refundable. This protection coverage has a \$250.00 additional charge per occurrence. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year. (Families eligible for free/reduced lunches will have the \$25.00 fee waived)

**ADDITIONAL INFORMATION:** In cases of theft, vandalism, and other criminal acts, a police report, or in the case of fire, a fire report **MUST** be filed by the student or parent for the protection coverage to take place within 48 hours of the activity. A copy of the police/fire report must be provided to the principal's office. The \$250.00 additional charge is the responsibility of the student/parent and must be paid before the device can be repaired or replaced.

**INTENTIONAL DAMAGE:** Students/Parents are responsible for full payment of intentional damages to Mobile Devices. Warranty, ADP, or School District Mobile Device Protection **DOES NOT** cover intentional damage of the Mobile Device.

**PRIOR TO RECEIVING YOUR Mobile Device:** Returning students must have attended an orientation session and must complete the necessary documents prior to receiving their Mobile Device. New students and 6<sup>th</sup> graders must attend the 1 to 1 orientation meeting for a full program review. The following documents must be on file in the building office before a computer will be issued:

- Mobile Device Agreement (this document)
- Acceptable Use Policy
- Student Pledge For Mobile Device Use

Signing this agreement indicates review and acceptance of the terms as outlined in this handbook.

Student Name: \_\_\_\_\_ (Please Print) Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **12. STUDENT PLEDGE FOR MOBILE DEVICE USE**

1. I agree that this Mobile Device will not leave campus until the necessary paperwork has been completed and returned by myself and my guardians.
2. I will take good care of my Mobile Device and I will be issued the same Mobile Device each year when feasible.
3. I will never leave the Mobile Device unattended.
4. I will never loan out my Mobile Device to other individuals.
5. I will know where my Mobile Device is at all times.
6. I will charge my Mobile Device's battery daily.
7. I will keep food and beverages away from my Mobile Device since they may cause damage to the device.
8. I will not disassemble any part of my Mobile Device or attempt any repairs.
9. I will protect my Mobile Device by only carrying it while in the bag provided or an approved case.
10. I will use my Mobile Device in ways that are appropriate and educational.
11. I will not place decorations (such as stickers, markers, etc.) on my Mobile Device.
12. I understand that my Mobile Device and accounts are subject to inspection at any time without notice and remains the property of the Lead-Deadwood School District.
13. I understand the consequences of inappropriate use of the Mobile Device as outlined in section 7.6 of the Mobile Device Handbook
14. I will follow the policies outlined in the Mobile Device Handbook and the Use of Technology Resources Policy while at school, as well as outside the school day.
15. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
16. I will be responsible for all damage or loss caused by neglect or abuse.
17. I agree to pay for the replacement of my power cords, battery, pen or protective case in the event any of these items are lost or stolen.
18. I agree to return the District Mobile Device and power cords in good working condition.
19. I will not reveal my own or anyone else's personal address or phone number
20. I agree to abide by all copyright and license agreements.
21. I agree that no financial transactions of any kind will be allowed using the school account.
22. I understand that access to the Internet will be allowed, as well as, the possibility of student work and photos being published on the Internet.
23. I will not install or download to the hard drive any programs, music or games unless expressed permission has been given by a classroom teacher for educational purposes.
24. I understand that the Mobile Device is an educational tool and is the property of the Lead-Deadwood School District.

Student Name: \_\_\_\_\_ (Please Print) Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Lead-Deadwood School District Mobile Device Protection Agreement

The Lead-Deadwood School District recognizes that there is a need to protect the investment by the District and the Faculty / Student / Parent. The Mobile Device user agreement outlines the various areas of program management including use, care, warranty, accidental damage protection, intentional damage and insurance.

**THEFT, LOSS OR FIRE:** Students must provide assurance to the district that the Mobile Device is adequately insured while in their possession in one of the following ways: providing proof of home-owners or renters insurance that would cover the theft, loss, or fire/flood damage of the system; purchasing optional protection coverage from the Lead-Deadwood School District; or declining all protection options assuming full fiscal responsibility for the Mobile Device. Lead-Deadwood School District will make available an annual protection payment for coverage of theft, loss or damage by fire in the amount of \$25.00 or \$50.00 maximum per family. The \$25.00 payment is non-refundable. This protection coverage has a \$250.00 additional charge per occurrence. This annual coverage begins upon receipt of the payment and ends when the Mobile Device and all components are checked in and approved by the tech department at the conclusion of the school year or enrollment.

**ADDITIONAL INFORMATION:** In cases of theft, vandalism or other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the faculty, student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office. The \$250.00 additional charge is the responsibility of the faculty/student/parent and must be paid before the Mobile Device can be repaired or replaced.

**INTENTIONAL DAMAGE:** Faculty / students / parents are responsible for full payment of intentional damages to Mobile Devices. Warranty, Accidental Damage Protection, or School District Mobile Device Protection **DOES NOT** cover intentional damage of the Mobile Device. Faculty / students / parents will have **full financial responsibility** for intentional damage.

**NEGLIGENCE/ABUSE:** Students are responsible for the general care of the Mobile Device they have been issued by the school. Mobile Devices that are broken or fail to work properly must be taken to the technology Help Desk. Mobile Device damage due to negligence or repeated breakage and deemed not to be covered by the accidental coverage plan, will be subject to service fees for repair. Students identified as negligent or abusive will be required to check-in and check-out a Mobile Device daily until the fee is paid and may have use of district provided technology revoked. The fees for repairs are as follows.

Broken Screen	\$300
Broken System Board	\$500
Broken or lost Charger	\$30
Total loss of Device	\$750

Many Mobile Device items become broken or have failure due to wear and tear. The technology department of the Lead-Deadwood School District will determine whether the failure was due to normal wear and tear or neglect.

Student / Faculty Name: \_\_\_\_\_ (Please Print)

Student / Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Lead-Deadwood School District**  
**Mobile Device Protection Application**

Please Check One:

\_\_\_\_\_ I wish to purchase Mobile Device Protection through the Lead-Deadwood School District for coverage of the Mobile Device in case of theft, loss, fire, flood, or other event not covered by the District's accidental damage policy in the amount of \$25.00 or \$50.00 maximum per family. The \$25.00 payment is non-refundable. This protection coverage has a \$250.00 additional charge per occurrence.

\_\_\_\_\_ (Free/Reduced Qualification) I wish to obtain Mobile Device Protection through the Lead-Deadwood School District for coverage of the Mobile Device in case of theft, loss, fire, flood, or other event not covered by the District's accidental damage policy.

\*\*Subject to qualified free/reduced application through Lead-Deadwood School District.

\_\_\_\_\_ I will provide personal insurance coverage of the Mobile Device in case of theft, loss, fire, flood, or other event not covered by the District's accidental damage policy.

\_\_\_\_\_ I wish to decline all protection options for use of the Mobile Device and will incur all fiscal responsibility in case of theft, loss, fire, flood, or other event not covered by the District's accidental damage policy.

Student / Faculty Name: \_\_\_\_\_ (Please Print)

Student / Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_