Palestine ISD
Student/Parent Mobile Device Handbook

In this agreement, "we", "us" and "our" mean the District; "you" or "your" means the, parent/ guardian and student, enrolled at Palestine ISD. The "property" means the mobile device and included components owned by Palestine ISD.

Palestine ISD uses Instructional Technology as one way of enhancing the mission to prepare and inspire all students for life-long success by teaching the skills, knowledge and behaviors students will need as responsible citizens in a global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. Excellence in education requires that technology is seamlessly integration throughout the school day. In an effort to increase access to those 21st century skills, Palestine ISD has made it a goal to use a phased-in, age appropriate process incorporating mobile devices in the classroom through the Learning 24/7 initiative. This initiative is a carefully constructed process that takes into account the age of the students and how curriculum is best presented. The individual use of the technology is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

An important component of the L24/7 program will be the education about digital citizenship and appropriate online behaviors. We will review cyber-safety rules with students frequently throughout the school year, and will offer reminders and reinforcement about safe online behaviors. It is also an opportunity for teachers to show students how to use technology responsibly and teach them Internet etiquette.

The policies and procedures and information within this document apply to all mobile devices used in Palestine ISD. Teachers may see additional requirements for use in their classroom.

Mobile Device Student Agreement

Terms:

You are responsible for payment of an annual, non-refundable use and maintenance fee of $25 before taking possession of the property. You will comply at all times with Palestine ISD's Student/Parent/Mobile Device Handbook and Agreement and the Student Responsible Use Guideline (RUG), incorporated herein by reference and made part hereof for all purposes. Any failure to comply may result in disciplinary action and/or terminate you rights of possession effective immediately and the District my repossess the property. Your insurance coverage and right to the use of possession of the property terminates the last calendar day of this school year, unless terminated earlier by the District or upon withdrawal from the district.

Title:

Legal title to the property is in the District and shall at all times remain in the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with the Student/ Parent Mobile Device Handbook and Agreement and Responsible Use Guidelines.

Liability:

- Accidental damage protection will be provided through the District. The insurance covers damages due to fire, earthquakes, hurricanes, tornadoes, vandalism, flood, lightning strikes, theft, and accidental damage, (including liquid spills & drops). With the exception of the charger. The charger is NOT covered by insurance and will have an additional replacement cost of $50. The policy covers the property on or off school grounds. Individuals are not required to file a home owner's insurance claim.
- If the property is damaged, you are to contact the Instructional Technology Department at Palestine ISD (903-731-8036) school representative immediately. If the damage is due to negligence or deliberate action not covered by insurance, you are responsible for the repair/replacement costs on the date of the loss/theft. If the damage is covered by insurance, the school will file the claim.
- In case of theft, vandalism, and other criminal acts, a police report MUST be filed by the student or parent within 48 hours of the occurrence. Incidents happening off campus must be reported to the police by the parent and a copy of the report brought to the school. A replacement cost of $150 will be charged to replace the device.
- Failure to produce a police report will result is the total cost of the device, cover and accessories being charged.
- If the mobile device is lost or stolen because of negligent or deliberate action not covered by insurance, you are responsible for the entire replacement costs. Loss due to negligent behavior will not be covered by insurance.
- If the property is not timely returned, you are responsible for the reasonable cost of replacement value.
- The maximum amount for which you will be liable is the replacement value of the property plus reasonable attorney fees if the unpaid amount is turned over to an attorney for collection. If the mobile device is not returned to the District in a timely manner, and no police report indicating theft is provided, the District may file charges with the police department and attempt to recover the property.
- Device must be kept in school-issued protective cover provided by the school. Damage occurring while device is out of the school-issued protective cover will be the total cost of repair. Insurance will not apply.
- New chargers will be provided to students every 2 years. Outside of that time frame, students are responsible for replacement of charger.

Repossession:

If you do not timely and fully comply with all terms of the Parent/Student Mobile Device Handbook and Agreement and the Student Technology Responsible Use Guidelines, including the time return of the property, the District shall be entitled to declare you in default and come to your place of residence or other location of the property to take possession of the property. If the mobile device is not returned to the District in a timely manner, and no police report indicating theft is provided, the District may file charges with the police department and attempt to recover the property.

Seniors must clear all records and pay all fees before participating in graduation ceremonies.

Pricing below for accidental damage is the cost of the deductible. Deliberate/Negligent damage will be priced according to the actual cost of repair. Price shown in Deliberate/Negligent Damage column is an estimate only. The actual cost may vary.

Estimated Repair/Replacement Costs		
Description of Non-Warranty Repair/ Replacement	For Accidental Damage with District Insurance your usage fee covers:	Deliberate/ Negligent Damage
Damaged/ broken screen	$25 for first incident $100 for second incident	$200
Other Minor/ Major Damage	$25 for first incident $100 for second incident	$60 - $150
Lost/ Stolen device	$150	$400 - $600
Lost/ stolen charger***	$40	

***Lost/ stolen charger is NOT covered by insurance

Financial Hardships

Based on TEC 11.158, the school district may require payment of a reasonable fee, not to exceed the actual maintenance cost for the use of a musical instrument, [technology] and uniforms owned or rented by the district.

If the mobile device use and maintenance fee creates a financial hardship that will prevent the student from obtaining a mobile device, please contact the campus administrator about payment options. It is the goal of PISD to work with every family to ensure all students are able to receive a mobile device.

Note: Unpaid fees will put students on the Not-Clear list.

Wireless Internet Access

Wireless Internet access is provided by Palestine ISD on the High School campus, as well as outside the building in the Student Parking Lot. As soon as the student logs into the campus network, internet access is available.

Students may also access the internet using personal internet connectivity at home or anywhere WIFI is available.

Internet Content Filtering

Internet content filtering is provided by Palestine ISD. The mobile device will be configured to pass through the internet content filter provided by the school whenever and wherever the student accesses the internet even while off campus. The District may log and report a variety of information documenting student internet activity. Information derived from these logs and reports may be used for disciplinary purposes.

There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked while students are logged on the District network, but may be unprotected at home. Students are in violation of district policy if they access these sites through proxies. Students and parents are responsible exhibiting good digital citizenship skills. Parents may want to restrict their home access. It is the responsibility of the parent to monitor student use at home. For information about Internet safety and digital citizenship, go to www.isafe.org or www.commonsensemedia.org.

Responsibilities

Student

- Students will use school technology for educational purposes and will not use any resource (games, social media sites, messaging, etc.) in a manner that disturbs the learning process.
- Students will only use the school issued Apple ID and password to download apps, curriculum and access icloud.com on a school device. Students may not use personal Apple ID's on school issued devices.
- Students are responsible at all times for their mobile device, whether at home or school.
- Students are responsible for bringing their mobile device to school every day.
- Students are responsible keeping their mobile device in the school-issued protective cover at all times.
- Students should not loan their mobile device or any component to another student for any reason.
- Students are responsible for charging and maintaining the battery in their mobile device daily.
- Students are responsible for reviewing and abiding by the Palestine ISD Student Technology Responsible Use Guidelines.
- Students are responsible to follow existing copyright laws.
- Students are responsible to notify staff members whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- Students are responsible to notify staff if they are aware of a security problem. This notification should be done without discussing it with other students.

- Students will not mark, write and/or decorate, etc. on the school-issued protective cover. If the student deliberately damages the cover, they will be held responsible for the replacement cost.

Parent

- Parents are responsible for monitoring the student's use of the mobile while at home and away from campus at all times.
- Parents are responsible for reviewing the Palestine Acceptable Use Policy with their student.
- Parents are responsible for monitoring their student's activities on the internet on a regular basis.

Mobile Device Care & Maintenance

Students are responsible for the general care of their mobile device they have been issued by the school. Mobile devices that are broken or fail to work properly must be taken to the Help Desk. The school district will be responsible for repairing mobile devices that malfunction. Mobile Devices that have been damaged from normal use or accidentally will be repaired according to the warranty/ insurance deductibles. Students will be entirely responsible for the cost of repairs to mobile devices that are damaged intentionally or negligent.

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, announcement, calendars, and schedules may be accessed using the mobile device. Students must be responsible to bring their mobile device to all classes, unless specifically instructed not to do so by their teacher.

- Students may connect to internet outside of school but must understand they are still using school equipment and the rules and policies still apply.
- Students are also encouraged to backup all of their work. It is the student's responsibility to ensure work is not lost due to mechanical failure or accidental deletion. Mobile devicee malfunctions are not an acceptable excuse for not submitting work.
- PISD makes no guarantee that their 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.

Mobile Device Student Code of Conduct

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

- Using the network for illegal activities, including copyright license, or contract violations or downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file-sharing software.
- Using the network for financial or commercial gain, advertising or political lobbying.

- Accessing or exploring online locations or materials that do not support the curriculum and/ or are inappropriate for school assignments, such as but not limited to pornographic sites.
- 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.
- Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
- Intentionally wasting finite resources, i.e., online time, real-time music.
- Gaining unauthorized access anywhere on the network
- Revealing the home address or phone number of one's self or another person.
- Invading the privacy of other individuals.
- Coaching, helping, observing, or joining any unauthorized activity on the network.
- Posting anonymous messages or unlawful information on the system.
- Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, demeaning, stalking, or slanderous.
- Falsifying permission, authorization, or identification documents.
- Obtaining copies of or modifying files, data, or passwords belonging to other users on the network.
- Do not delete any profiles, apps, folders or files that you did not create or that you do not recognize. Deletion of certain profiles, files or apps will interfere with your ability to complete certain coursework and may affect your grades
- Jailbreaking or Rooting your device is prohibited.
- Do not lend your devices to others, borrow a device from another student, or share Apple ID or any usernames or passwords.
- Access to another person's account, device or computer without their consent or knowledge is considered hacking is unacceptable.
- Sexting is not a singular thing. It covers a range of possible actions and motivations. Sexting is online communication involving youth produced sexually explicit or suggestive images created and shared though the use of personal communication technologies. Students are subject to school related discipline and/or legal consequences.
- Students who are found using school-issued technology that disturbs the learning process may be subject to disciplinary actions and/or legal consequences.

Internet-Terms and Conditions

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a Palestine ISD user violates any of these provisions, his or her current access will be terminated and future access may be denied.

- Acceptable Use – The purpose of providing Internet access through the District Internet Portal is to enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. The use of the internet and e-mail must be in support of education and research consistent with the educational objectives of Palestine ISD. Use of other organizations' networks or computing resources must comply with the rules appropriate for the network. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening, obscene or lewd material or material protected by trade secret.
- All use of the mobile devices shall be consistent with the purpose and goals of Palestine ISD. Successful operation of the computer system requires that its users regard the mobile device as a shared resource. It is therefore imperative that members conduct themselves in a responsible, ethical and polite manner while using the computer system.
- The intent of mobile devices and this policy is to ensure that all uses of the mobile device are consistent with the purposes of the District. The policy does not attempt to articulate all the required or proscribed behavior by its users. Rather, in any specific situation, each individual's judgment of appropriate conduct

Student Code of Conduct-Misbehaviors and Consequences

Consequences are at the discretion of the administration and will based on the offense of the student, intent of the student, and the student's disciplinary history. Parents will be notified when content is removed from a student device and violates the Mobile Device Handbook and/or the PISD Responsible Use Guidelines.

Special Note: Cyberbullying

Cyberbullying is defined as the use of any internet – connected devices for the purpose of bullying, harassing, or intimidating another student. This includes but may not be limited to:

- Sending an abusive text message to cell phone, computers, or internet – connected devices.
- Posting abusive comments on someone's blog or social networking site (ie. Facebook, Twitter, instagram, any other social networking site or chatting site)
- Creating a social networking site or web page that masquerades as the victim's personal site and using it to embarrass him or her.
- Making it appear that the victim is posting malicious comments about friends to isolate him or her from friends.
- Posting the victim's personally identifiable information on a site to put them at greater risk of contact by predators.
- Sending abusive comments while playing interactive games.
- Recording and distributing media with the intent to manipulate or embarrass others.

Mobile Device Repair

Palestine ISD is committed to the importance of students being able to continue their work it their device is experiencing problems. To assist with this problem the District is providing a Help desk. The days and hours of operation will be posted on each campus.

Loaner Devices

If a student's device is damaged, it will be repaired as quickly as possible. If available and a device cannot be repaired within 24 hours, a loaner device may be issued. The policies outlined in the handbook also apply to loaner devices. A device will not be provided if the damage is determined to be purposeful.