Scholar Mobile Device Guidelines

GRPS
my choice®

Grand Rapids Public Schools
Scholar Device Guidelines

PLEASE READ THIS DOCUMENT COMPLETELY AS IT CONTAINS IMPORTANT INFORMATION ABOUT THE USE OF SCHOOL TECHNOLOGY

Technical Support and Repairs

If a scholar has a technical problem at home, he or she should document the problem as completely as possible, recording any error messages, exactly what the scholar was doing at the time, and the application being used when the problem occurred. Report the problem to the GRPS Helpdesk. All repairs will be performed or managed by district personnel. Parents, guardians, scholars, or teachers are not allowed to attempt repairs themselves or contract with any other individual or business to repair any school-provided equipment. Every effort will be made to repair or replace the device in a timely fashion.

GRPS Helpdesk

Email: helpdesk@grps.org
Phone: (616) 819-2800
Hours: 7:30 am – 4:30 pm Monday-Friday

Services provided include the following:
- Basic troubleshooting
- Hardware or software maintenance and repairs
- User account support
- Operating system and software support
- Hardware support
- Updates and software installations
- Warranty repairs

Mobile Device Care Guidelines

General Care of the Device
- Liquids, food and other debris can damage the device. You should avoid eating or drinking while using the mobile device.
- Caution should be taken with the screen. The screens are susceptible to damage from excessive pressure, weight, or by coarse or sharp objects coming into contact with them. Always close the cover when the device is not in use.

- Dimming the LCD brightness of your screen will extend the battery run time.
- Never attempt repair or reconfigure the device. Under no circumstances should you attempt to open or tamper with the internal components of the device, as such will void the warranty.
- Take care when inserting the power cord to avoid damage to the charging port.
- Do not expose the device to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may damage the device.
- Keep the device away from magnets and magnetic fields which can erase or corrupt data stored in the device. This includes but is not limited to large speakers, amplifiers, transformers, vacuum cleaners, and older television sets.
- Always disconnect the device from the charger before cleaning.
- Wash hands frequently when using the device.
- Avoid touching the screen with pens, pencils, or any sharp instrument.
- Do not leave the device in a vehicle for extended periods of time or overnight.
- Do not sit on the device.

Cleaning and Disinfecting the Device
- To clean and disinfect the device case and keyboard, use a 50% isopropyl alcohol solution with dimethyl benzyl ammonium chloride applied to a soft rag.
- Do not use bleach wipes or anything abrasive to clean the screen.
- Clean the screen with a lint-free, anti-static cloth. Do not apply glass cleaner or any other solvent to the screen or to the keyboard.

Security
- Avoid using the device in areas where damage or theft is likely.
- Each device has identifying labels including the serial number. These labels are attached to each scholar individually cataloged by GRPS. scholars may not cover, modify, remove, obscure, or destroy these labels.

Internet Use

Accounts and Digital Communications

Scholars are provided a *Google Apps for Education* account by GRPS. This account provides access to Google and other providers' instructional services, including email capability. Email correspondence will be used for educational purposes only. Electronic communication coming from or going to the school-issued email account will be monitored to make sure the terms of the Acceptable Use agreement are being followed. **Digital communications etiquette** is expected by all scholars using all school-provided communications accounts, sites, or applications including but not limited to wikis, blogs, forums, video conferencing, podcasts, online training, online courses, and online collaboration sites.

Internet Use

As required by the **Children's Internet Protection Act (CIPA)** and GRPS Board of Education policy, an internet filter is maintained by the district for school and home use. This filtering is designed to restrict access to unacceptable sites and inappropriate material. The Grand Rapids Public Schools cannot guarantee that access to all inappropriate sites will be blocked. ***No filter is as reliable as adult supervision.*** GRPS reserves the right to maintain logs with a detailed history of all Internet access. It is the responsibility of parents and scholars to appropriately use the mobile device, network, and the Internet. Grand Rapids Public Schools will not be responsible for any harm suffered while on the network or the Internet.

Internet Safety
- Immediately report any unauthorized activity on the network or Internet.
- Notify a teacher or parent immediately if you accidentally access an inappropriate site.
- Never read someone else's email or open their files or folders.
- Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit, or inflammatory content.
- Never arrange to meet an Internet contact in person.
- Observe all copyright laws; do not claim authorship of work copied from a web site or from any other source; accurately cite sources of information.
- Protect your user account by keeping your password secure and logging off when not in use. All email, network, and Internet activity is the responsibility of the individual whose account is logged in to the device at the time of the activity. If your account is logged in you are responsible. **Keep your password a secret!**
- Protect personal information. Never give full name, addresses, phone numbers, passwords, and social security numbers for yourself and others.
- Avoid online sites and materials that do not support the curriculum or are otherwise inappropriate for educational use.

Monitoring Usage

Monitoring and Supervision

Grand Rapids Public Schools engages scholars in an Internet Safety program and instructs scholars in making appropriate choices regarding Internet use, content evaluation and web site selection. GRPS also takes technical measures to filter internet access to protect scholars from inappropriate content. These measures are in place to protect scholars and help them become informed consumers of internet content. However, no technical measure or human supervision is failsafe. While we are committed to protecting our scholars, we acknowledge scholars may access inappropriate content, intentionally or otherwise. Ultimately it is the responsibility of the parent and scholar to practice internet safety measures and use the resources to access appropriate educational resources.

Grand Rapids Public Schools does not recommend that scholars use mobile devices in an unsupervised or isolated setting. GRPS recommends scholars use mobile devices in plain view of parents, guardians, or other family members.

Privacy

Scholars will provide immediate access to the mobile device and any accessories assigned to them upon request by the school or district. A search of the device and/or scholar content may be conducted if there is suspicion that any GRPS policies, procedures, guidelines or state or federal laws have been violated. Faculty and staff have the ability to monitor scholar device use at any time.

There is no expectation of privacy regarding the contents of the device or communication using any school-provided device, network, or service. Grand Rapids Public Schools reserves the right to investigate, review, monitor, and restrict information stored on or transmitted via Grand Rapids Public Schools' equipment. Parents, guardians, and scholars do not have the right or expectation of privacy for any use of school-owned mobile devices, computers, or other equipment.

District personnel may conduct an individual search of the device, its content, the content of accounts associated with any district-provided services, or other related items. The district will cooperate with local, state, or federal officials in investigations of suspected illegal activities conducted through district-provided equipment and services.

Copyright Compliance

All scholars are expected to adhere to federal copyright laws. The following guidelines will help scholars be in compliance:

1. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover virtually any expression of an idea.
2. Text (including email and web information), graphics, art, photographs, music, and software are examples of types of works protected by copyright.
3. Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information.
4. Even an innocent, unintentional infringement violates the law.

Scholar Responsibilities

Scholars are responsible for their actions and activities involving school-owned devices, networks, and services, including their content, passwords, and accounts configured on school-provided equipment. Scholars are responsible for their ethical and educational use of all technology. Scholars should monitor all activity on their account(s) and report anything suspicious to a parent, guardian, or teacher. Scholars who identify or know about a security problem are required to communicate the security problem to their teacher without discussing it with other scholars.

The right to use a mobile device away from school is a privilege. If scholars do not adhere to the Grand Rapids Public Schools' Internet and District Wide Area Computer Network Acceptable Use Policy (#4500), all Board policies, and the guidelines in this document, the privilege to use the mobile device away from school may be restricted or revoked. The same rules and expectations outlined in the Grand Rapids Public Schools' Uniform Discipline Code for Student Conduct apply to scholar use of district-provided mobile devices. Intentional misuse or neglect can result in loss of mobile device use, disciplinary action, and/or fines for any needed repairs or maintenance.

Prohibited Scholar Activities

The following unacceptable behaviors, along with those specified by the Uniform Discipline Code for Student Conduct and the Internet and District Wide Area Network Acceptable Use Policy (#4500) are prohibited scholar activities:

1. Using technology for illegal activities, including copyright violations
2. Accessing online sites or materials that do not support the curriculum or are inappropriate for school
3. Downloading inappropriate materials, viruses, or software
4. Using or possessing hacking or file-sharing software, including keystroke loggers or applications used to bypass security
5. Gaining unauthorized access anywhere on the network or Internet or doing so with another's authentication credentials.
6. Using the device or network for financial gain, advertising, or political influence
7. Vandalizing or tampering with equipment, files, software, system performance, or other network equipment
8. Attempting to repair, remove or install hardware or software
9. Opening or tampering with the mobile device for any reason
10. Interfering with the work of others, including sending mass emails or broadcast messages
11. Subscribing to mailing lists, mass emails, games, or other services that may interfere with others' access
12. Revealing, sharing, or posting any personally identifiable information including full names, addresses, phone numbers, social security numbers, driver's license numbers, or passwords for yourself or others
13. Invading the privacy of others
14. Using another person's username or password, or allowing another to access your account(s) using your username or password
15. Pretending to be someone else when sending or receiving messages, posting information, or interacting with any service or service-provider
16. Using email other than the school-issued email account on school-provided equipment
17. Forwarding or distributing inappropriate messages or content
18. Engaging in harassment or transmitting obscene messages, pictures, websites, or other files including racist, terrorist, abusive, sexually explicit, vulgar, threatening, stalking, demeaning, slanderous, or any other inflammatory content
19. Utilizing sites to sell or purchase written papers, book reports, and other scholar work, or to commit any act of plagiarism
20. Using technology to gain advantage on assessments by providing or receiving information not allowed by the instructor or that is unavailable to other scholars
21. Assisting, observing, or joining any unauthorized activity using the mobile device, network, or Internet
22. Attempting to disable or circumvent Grand Rapids Public Schools' Internet content filter or firewall, or attempting to use proxies or anonymous networks to access to sites or content that would otherwise be restricted

23. Falsifying permission or identification information
24. Copying or modifying files, data, or passwords belonging to others, or using technology to circumvent doing your own work for your classes
25. Knowingly placing a virus on a device or network (additionally, legal charges may be filed)
26. Writing, drawing, painting, defacing, or placing stickers or labels on school-provided devices or accessories, or causing other intentional damage
27. Attempting to alter data or the configuration of a mobile device or the files of another user will be considered an act of vandalism and subject to disciplinary action
28. Presence of images of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols or content are subject to disciplinary action.
29. Bullying. Scholars will not engage in any cyber- bullying activity, which may include efforts to harass, threaten, torment, embarrass or intimidate scholars or school staff through the use of technology. In situations in which cyber-bullying originates from off-campus conduct, but is brought to the attention of school officials, any disciplinary action will be based upon whether the conduct is determined to be materially and substantially disruptive of the digital school environment or have a direct and immediate effect on scholar safety or on maintaining order and discipline digital school. Discipline for cyber-bullying will be handled on a case by case basis as deemed appropriate by the principal, Executive Director of Public Safety and Security, or the Superintendent. In addition, if a criminal act has been committed, it will be reported to local law enforcement.
30. Scholars will comply at all times with Board policies, the Uniform Discipline Code for Student Conduct, and this document.

Warranties, Damages, and Theft

Parent Liability

The custodial parent, guardian, or adult scholar will be responsible for compensating the school district for any losses, costs, or damages which are not covered by the warranty, possibly including the device's full replacement cost.

Theft

- Incidents of theft must be reported to the police by the parent or scholar, and a copy of the police report must be provided to GRPS within 48 hours of the incident.

Each device is equipped with location tracking software and lock-out security. Once the device is reported missing the device will be tracked and the system will shut out anyone who tries to use it.

Be prepared to provide the following information when reporting a theft to the school:
1. Mobile Device Serial Number
2. Date and location of theft
3. Complete details of theft
4. Police File Number, Officer's Name and Police Agency Information

NOTE: It is important to complete all these steps immediately after the theft. Filing a false police report is punishable by law.

Appendix

Terms of Agreement

Grand Rapids Public Schools will hold the legal title to the mobile device and all accessories. Right of possession and use is limited to and conditioned upon full and complete compliance with all Board Policies and Procedures and other guidelines outlined in this document. Grand Rapids Public Schools does not guarantee that its technology resources will be uninterrupted or error-free. Access to the network is provided without warranties of any kind. In the rare case that the network is unavailable, neither Grand Rapids Public Schools nor any of its agents or employees will be responsible for lost, missing, or unavailable data.

The right to use and possess the mobile device and all peripherals terminates on the last day of school for the school year, unless earlier terminated by the district or upon removal from the school through withdrawal, suspension, expulsion, or transfer. Failure to return the mobile device on or before this date will result in criminal charges being sought against the scholar, parent, and/or the person who has the mobile device. The mobile device remains the property of the Grand Rapids Public Schools and cannot be loaned, sold, bartered, traded, leased, rented or given to any other person(s). Failure to return the mobile device and peripherals for annual repair and maintenance will result in a certified letter sent to the parent or adult scholar* indicating items not returned. The parent or adult scholar* will have five (5) days to return the items or pay replacement costs, or this failure to comply will be result in legal action to cover costs. The Grand Rapids Public Schools reserves the right at any time to require the return of the mobile device. Scholars may be subject to loss of privileges, disciplinary action and/or legal action in the event of damage to or loss of the mobile device or violation of Board policies, the Uniform Discipline Code for Student Conduct, or guidelines as outlined in this document.

District Liability

The Grand Rapids Public Schools assumes no liability for any material accessed on the mobile device.

Modification to Program

Grand Rapids Public Schools reserves the right to revoke or modify this document, and/or its policies and procedures at any time.

*Scholars who are 18 years or older or who are legally deemed emancipated minors are considered adult scholars. All legal, ethical, and financial obligations are the responsibility of an adult scholar.