

# Cross Plains Independent School District

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## Mobile Devices Handbook

Grades 9th - 12th

2018 - 2019



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# CPISDMobile Devices Handbook

## **TERMS OF MOBILE DEVICE LOAN**

Students will pay a onetime, nonrefundable maintenance fee of \$25 before taking possession of a district mobile device.

Students will comply at all times with the CPISD Mobile Device Handbook and Acceptable Use Policy, incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession effective immediately and the District may repossess the mobile device. Special Programs may offer the use of other devices to students in the program at no additional usage fee. Devices will be left at school in assigned locking and charging cabinets each day. If a student needs to check their device out for overnight use then the student must check the device out with the technology director and be given a case to carry the device in.

**Title:** Legal title to the mobile device is in the District and shall at all times remain with the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and the Mobile Device Handbook.

**Loss or Damage:** If a mobile device is damaged, lost or stolen, you are responsible for the reasonable cost of repair or its fair market value on the date of loss. Loss or theft of the device must be reported to the District by the next school day after the occurrence. Damage repair fees will be charged but will not exceed the actual cost of the parts or \$100, whichever is lower. Seniors must clear all records and pay all fees before participating in graduation ceremonies and diploma can be withheld until all fees and fines are cleared.

**Repossession:** If you do not timely and fully comply with all terms of this Agreement and the CPISD Mobile Device Handbook, including the timely return of the device, the District shall be entitled to declare you in default and come to your place of residence, or other location of the device, to take possession of it.

**Term of Agreement:** Your right to use and possession of the mobile device terminates no later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.

**Appropriation:** Your failure to timely return the device and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's mobile device.

**Content Filtering:** Pre-installed Internet Content Filtering software on the device will remain active on or off campus. Management of the filter will be supervised by Cross Plains ISD.

## **MAINTENANCE FEE**

1. Students will make arrangements to pay all fees before taking possession of a mobile device.
2. 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 be provided to the school. Upon completion of the investigation the District may assess a replacement fee for the mobile device.
3. If a mobile device is lost, students/parents are responsible to pay for the fair market value to replace the system.
4. Student will be charged the full price of the mobile device if deliberately damaged or vandalized.
5. Seniors must clear all records and pay all fees before participating in graduation.
  6. Students/Parents are responsible for reasonable cost of repair for damaged mobile devices. The costs of any parts needed for repairs will be based on manufacturer's current price list. **Deliberate damage will be priced according to the actual cost of repair.**

### ***ABANDONMENT FEE/DISCIPLINE***

If a student leaves device unattended and it is found and turned into the school office, an Abandonment Fee (\$15) or other disciplinary action will be charged or implemented to retrieve the device from Principal or Technology Director.

### ***FINANCIAL HARDSHIPS***

Based on TEC 11.158, the school District may require payment of a reasonable fee, not to exceed the actual annual maintenance cost for the use of items owned or rented by the District. If this fee creates a financial hardship on the student or parent which prevents their ability to obtain a device, please contact the campus administration about options regarding payment of the fee. The administration will:

1. Provide payment options for the student to pay out the fee over time
2. Allow the student to provide hardship qualification information to campus administration

### ***USE OF PRIVATELY OWNED MOBILE DEVICES (LAPTOP, TABLET, NETBOOK, SMARTPHONE)***

Students using privately owned mobile devices must follow the policy stated in this document while on school property, attending any school-sponsored activity, or using the District network.

1. System users may not connect non-district purchased technology equipment to the CPISD Electronic Communications System. Personal mobile devices are permitted for use by all staff and students. These personal devices should only be connected to the District's public wireless network called CPISD Guest WiFi.
2. All users with personal mobile devices being used for instruction or other district business must use the district provided wireless network which is filtered according to the Children's Internet Protection Act (CIPA) requirements.
3. Personal wireless laptops are never to be plugged into the District's wired network. They are only authorized for wireless connectivity on CPISD Guest WiFi.
4. Personal mobile devices are never to be connected to non-district wireless services providers while on district property (e.g., MiFi, wireless cards, data cards, etc.)
5. Personal mobile devices (other than cell phones) must be clearly labeled with the user's name.
6. Personal mobile devices (other than cell phones) must be carried in an approved sleeve or bag/backpack.
7. It is recommended that personal mobile devices be outfitted with a GPS location program in the event they are lost or stolen. Free or for fee ones can be found on the internet (ex: Prey, LoJack, etc...).
8. Damage or theft of a personal mobile device is not the responsibility of the District. Disciplinary action will be taken if a user other than the owner maliciously abuses another user's personal property, but monetary responsibility lies with the owner.
9. **Do NOT** loan electronic devices or other equipment to other students (personal or district provided). **Do NOT** borrow an electronic device from another student and **DO NOT** share passwords or usernames with others.

**STUDENT CODE OF CONDUCT – MISBEHAVIORS & CONSEQUENCES**

<p><b>Phase I Misbehaviors</b> Phase I misbehaviors include any student action deemed by instructors and/or administrators to negatively affect the educational efficiency of the program.</p> <p>In addition to the infractions from Board Policy – Phase I Misbehavior will also include:</p> <ul style="list-style-type: none"> <li>• Downloading screensavers, games, and/or music that is not instructional.</li> <li>• Deleting instructional applications.</li> <li>• Loss or vandalism of power cords</li> <li>• Sharing an identification or password with another person.</li> <li>• Using another person’s password.             <ul style="list-style-type: none"> <li>• Trespassing, deleting, examining, copying, or modifying files, data, or work belonging to others without prior consent.</li> <li>• Intentionally wasting limited resources, including the distribution of “chain letters.”</li> <li>• Employing the network for commercial purposes, political activities, or private business.</li> <li>• Revealing the personal address, Social Security number, account number(s), or phone number of yourself or any other person.                 <ul style="list-style-type: none"> <li>• Plagiarizing material or information from any electronic technological resources.</li> </ul> </li> </ul> </li> </ul>	<p><b>Phase I Consequences</b> Consequences of Phase I misbehaviors include, but not limited to, the following:</p> <p>First Offense:</p> <ul style="list-style-type: none"> <li>• Documentation in the Event Log found in Technician Workroom.</li> <li>• \$15 re-imaging charge to correct misuse.</li> <li>• Cost to replace lost part</li> </ul> <p>Second Offense:</p> <ul style="list-style-type: none"> <li>• Written Warning</li> <li>• Call to parents</li> <li>• \$15 re-imaging charge to correct misuse.</li> <li>• Cost to replace lost part</li> </ul> <p>Third Offense:</p> <ul style="list-style-type: none"> <li>• Removal of mobile device pending Parent Conference</li> <li>• Parent Conference</li> <li>• \$15 re-imaging charge to correct misuse.</li> <li>• Cost to replace lost part</li> </ul>
<p><b>MISBEHAVIOR:</b> LEAVING MOBILE DEVICE UNATTENDED OR USING MOBILE DEVICES IN A MANNER THAT MAY CAUSE DAMAGE OR IS IN DIRECT VIOLATION OF DISTRICT POLICY.</p>	<p><b>CONSEQUENCE:</b> MOBILE DEVICE WILL BE CONFISCATED AND HELD BY ADMINISTRATION PENDING A PARENT CONFERENCE.</p>

**Phase II Misbehaviors**

Phase II misbehaviors are more severe and persistent, this may be the fourth or more offenses of Phase I misbehaviors. In Phase II, student’s conduct infringes upon the rights of others has negatively impacted learning. Damages and vandalism to hardware are included in Phase II misbehaviors:

In addition to the infractions from Board Policy – Phase II Misbehavior will also include:

- Keyboard, hard drive, screen... damaged and requires replacement.
- Student distributes illegally obtained electronic materials.
- A violation of policy that negatively impacts the rights of another student (cyber-bullying).
  - Creating, accessing, or processing offensive or pornographic messages or pictures; obscene or threatening language; and harassing, hate related or discriminatory remarks.
  - Damaging or injecting viruses into electronic devices, computer systems, or computer networks.
  - Employing the network for commercial purposes, political activities, or private business.
  - Revealing the personal address, Social Security number, account number(s), or phone number of yourself or any other person.
    - Transmission of any material in violation of any U.S. or state regulation.
    - Violating copyright laws, including installation of copyrighted software.

**Phase II Consequences**

**Student is responsible for expenses incurred for intentional hardware damage.**

Consequences of Phase II misbehaviors are at the discretion of the campus administrator and include, but are not limited to, the following:

1. Removal of mobile device pending Parent Conference
2. Mandatory Parent Conference
3. Behavior contract.
4. In-School Suspension
5. Suspension (based on repeated Phase II and behavioral offenses)
6. Notification of outside agency and/or police with filing of charges where appropriate.
7. Reasonable charges for repairs.

If misbehavior results in legal action – assignment to an alternative education program will be a possible consequence.

**Phase III Misbehaviors**

Phase III misbehaviors are such that the student has disrupted or threatens to disrupt the school’s efficiency to such a degree that his/her presence is not acceptable. Common signs of Phase III misbehaviors include, but are not limited to, the following offenses committed on school property or within 300 feet of school property, or while attending a school sponsored or school related activity except as noted.

In addition to the infractions from Board Policy – Phase III Misbehavior will also include:

- Electronic threats
- Habitual violation of Level I & Level II offenses.
  - Transmission of any material in violation of any U.S. or state regulation.
  - Engaging in conduct that contains the element of breaching computer security under Section 33.02(b)(1) of the Texas Penal Code.
  - Use or possession of hacking software or any other software capable of causing harm.

**Phase III Consequences**

**Student is responsible for expenses incurred for intentional hardware damage.**

Consequences of Phase II misbehaviors are at the discretion of the campus administrator and include, but are not limited to, the following:

1. Removal of mobile device pending Parent Conference
2. Mandatory Parent Conference
3. Behavior contract.
4. In-School Suspension
5. Suspension (based on repeated Phase II and behavioral offenses)
6. Assignment to an alternative education program and notification of placement sent to the juvenile justice system
7. Notification of outside agency and/or police with filing of charges where appropriate.
8. Permanent loss of mobile device privileges.

**Sec. 33.02. BREACH OF COMPUTER SECURITY.**

- (a) A person commits an offense if the person knowingly accesses an electronic device, computer network, or computer system without the effective consent of the owner.
- (b) *[amended 9/1/97]* An offense under this section is a Class B misdemeanor unless in committing the offense the actor knowingly obtains a benefit, defrauds or harms another, or alters, damages, or deletes property, in which event the offense is:
- (1) a Class A misdemeanor if the aggregate amount involved is less than \$1,500;
  - (2) a state jail felony if:
    - (A) the aggregate amount involved is \$1,500 or more but less than \$20,000; or
    - (B) the aggregate amount involved is less than \$1,500 and the defendant has been previously convicted two or more times of an offense under this chapter;
  - (3) a felony of the third degree if the aggregate amount involved is \$20,000 or more but less than \$100,000;
  - (4) a felony of the second degree if the aggregate amount involved is \$100,000 or more but less than \$200,000; or
  - (5) a felony of the first degree if the aggregate amount involved is \$200,000 or more.

A person who is subject to prosecution under this section and any other section of this code may be prosecuted under either row, both sections.

## *Internet Safety Tips for Parents*

### **Online tips for parents:**

1. LOCATION: The computer or mobile device should be in a central location in the home where you can see it and monitor use.
2. You should be able to see their electronic device screen while they are online.
3. If they take the laptop or mobile device to other friends' homes, talk with their parents about how they monitor online access.
4. Spend time with your children online. Have them teach you about their favorite online destinations.
5. MONITOR: Monitor your child's electronic device use. Limit Internet, email, instant messaging, and chat room access.
6. Make sure you know where your child is going online, where he/she's been, and with whom.
7. Closely monitor your child's participation in any chat room.
8. Make sure you understand how your children are using the electronic device, what web sites they are visiting, and who they are communicating with online.
9. Always maintain access to your child's online account and randomly check his/her email. Be upfront with them about your access and the reasons why.
10. COMMUNICATE with your child about your expectations and what you consider appropriate for him/her while they are online.

### **Online tips to discuss with your student:**

1. Never give out any type of personal information to anyone on the Internet. (Including name, address, phone, age, family income, friend's names, school location, photos, etc.)
2. Never use your parent's credit card on the Internet without their permission and supervision. Credit cards should never be used on sites that are not secure.
3. Never share passwords with anyone. When selecting passwords to use on the Internet, do not pick something that could easily be figured out or deciphered or is a common term.
4. Never arrange a face-to-face meeting with anyone you have met on the Internet. People you meet in a chat room may not be who they appear to be; Sally who says she's 12 can really be Bob who is 45.
5. Never open emails if you do not know who they are from or if they make you feel uncomfortable in any way. Unsolicited e-mail that is opened could give you a virus and be the cause of unwanted mail (spam).
6. Never click on banner ads in a site. Most of the time, they will add your address to a database and you will receive unwanted spam mail.
7. Never use bad language or send mean or threatening email. Never joke around about inappropriate things when emailing others. Likewise, never respond to messages or bulletin board postings that are suggestive, obscene, belligerent, or harassing.
8. Never upload (post) pictures of yourself or your friends/family to the Internet or online service to people you do not personally know.

There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked while students are logged on to the District network, and will be protected at home by a connection to the school district's content filter program.

Students are in violation of District policy if they access these sites through other proxies. Parents may want to oversee their home access.

### Additional Sources of Internet Safety Information:

FBI Parent's Guide to Online Safety: <http://www.fbi.gov/publications/pguide/pguidee.htm>

Internet Safety: <http://www.isafe.org>

NetSmartz: <http://www.netsmartz.org/netparents.htm>

Common sense media: <http://www.commonsensemedia.org/advice-for-parents>



Addendum II

## *Student Mobile Device Pledge*

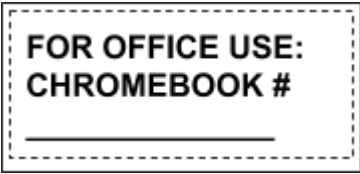
1. I will take good care of my mobile device (personal or school loaned).
2. I will never leave my mobile device unattended and know where it is at all times.
3. I will never loan out my mobile device to other individuals and will not borrow other's devices.
4. I will charge my mobile device's battery daily.
5. I will keep food and beverages away from my mobile device since they may cause damage.
6. I will not disassemble any part of my mobile device or attempt any repairs.
7. I will protect my mobile device by only carrying it properly and not with books on top of it..
8. I will use my mobile device in ways that are appropriate and educational.
  9. I will not place decorations (such as stickers, markers, etc.) or write on a District mobile device, power cords or carrying case.
10. I understand that my mobile device is subject to inspection at anytime without notice.
  - 11. I will follow the policies outlined in the Mobile device Handbook and the Acceptable Use Policy while at school, as well as outside the school day.**
12. I will file a police report in case of theft, vandalism, and other acts not covered by insurance.
13. I will be responsible for all damage or loss caused by neglect or abuse.
14. I understand that the district is not responsible for any damage or loss of my personal mobile device.
  15. I agree to pay for the replacement of my power cords, battery, or mobile device case in the event any of these items are lost, stolen, or damaged.
16. I agree to return the District mobile device and power cords in good working condition.

**Return to Associated Campus Administrator**



Addendum III

# Student/Parent Mobile Device Loan User Agreement



PLEASE PRINT ALL INFORMATION

Student Name: \_\_\_\_\_  
Last Name / First Name

Student ID#: \_\_\_\_\_

Parent Name: \_\_\_\_\_  
Last Name / First Name

Parent Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work/Mobile Phone: \_\_\_\_\_

In this agreement, “we”, “us”, and “our” means Cross Plains Independent School District. “You” and “your” means the parent/guardian and student enrolled in Cross Plains ISD. The “property” is a mobile device owned by Cross Plains Independent School District with the following serial/asset tag number.

# \_\_\_\_\_

**Term:** You will comply at all times with the Cross Plains ISD Acceptable Use Policy, incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession effectively immediately and the District may repossess the property.

**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 this Agreement and the Parent/Student Mobile device Handbook.

**Loss or Damaged:** If the property is damaged, lost or stolen, you are responsible for the reasonable cost of repair or its fair market value on the date of loss. Loss or theft of the property must be reported to the District by the next school day after the occurrence.

**Repossession:** If you do not timely and fully comply with all terms of this Agreement and the Parent/Student Mobile device Handbook, including the timely 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.

**Terms of Agreement:** Your right to use and possess the property terminates no later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.

**Appropriation:** Your failure to timely return the property and the continued use of it for non-school purposes without the District’s consent may be considered unlawful appropriation of the District’s property.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

### Mobile Device Usage Fee Payment

Everyone will pay a one time \$25 usage fee. This fee covers any minor computer repairs, loaner computer, batteries, and power cords, and non-warranted repairs needed during the school year. This fee is non-refundable. Payment is expected when school starts or upon registering. Computers will not be issued until payment is made or a payment plan is established.

### FOR OFFICE USE ONLY:

Payment Date: \_\_\_\_\_

Payment Amount: \_\_\_\_\_