Mansfield ISD

Student & Family Device Usage Handbook

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Introduction

Our Mission is "To inspire and educate students to be productive citizens." To support our students, Mansfield ISD is excited to provide all students with a mobile device for use in both the classroom and home. Devices are checked out to students while enrolled in our school district. Students will be provided with an account to access the district's network and the internet to execute coursework to support student learning. Students will also be provided with a district email for the purposes of communicating and responding to district staff and to communicate and collaborate with other students.

With this educational opportunity comes responsibility. It is important that you read this device management handbook and become familiar with the policies governing student use of technology equipment.

This handbook is intended to provide important information and guidelines to support and guide the effective and responsible use of these tools to enhance the learning of our students. The procedures and information within this handbook apply to all student devices at Mansfield ISD schools and facilities during and outside of school hours. Teachers may set additional requirements for use in their classrooms.

Student Device Overview

Mansfield ISD will provide students in PK-2 an iPad, case and charger. Students 3-12 will be provided a Chromebook, case and charger. Laptops may be provided for special programs and devices may vary based on programs, choice schools, and other variables. Device selection and distribution is subject to change annually due to budget consideration, legislative changes, district policy changes, and equipment manufacturer changes.

Mansfield ISD Student Responsible Use Policy

Mansfield ISD provides students with access to the District's electronic communications system for educational purposes. The electronic communications system is defined as the District's network, servers, computers, mobile devices, peripherals, applications, databases, online resources, Internet access, email and any other technology designated for use by students, including all new technologies as they become available. Please note that the Internet is a network of many types of communication and information networks, including Websites and app resources, such as blogs, e-portfolios, Google for Education, Microsoft 365, webcasts, etc. and is part of the district's electronic communications systems. Websites and apps offer a variety of future ready opportunities. Equipping our students with communication, collaboration, critical thinking, and creativity skills are essential. With this educational opportunity comes responsibility.

In accordance with the Children's Internet Protection Act, Mansfield ISD educates staff and students regarding appropriate online behavior to ensure Internet Safety, including the use of email, websites, and apps. While the District uses filtering technology and protection measures to restrict access to inappropriate material, it is not possible to absolutely prevent such access. It will be each student's responsibility to follow the rules for appropriate and responsible use.

Access to the Mansfield ISD network is a privilege and administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

Appropriate use of the Mansfield ISD may include the following:

- Students must only open, view, modify, and delete their own files.
- Internet use at school must be directly related to school assignments and projects.
- Students will be issued student email and network accounts. Account use should be for educational purposes only.
- Students must immediately report threatening messages or discomforting Internet files/sites to a teacher.
- Students must at all times use the district's technology infrastructure in ways that are kind and respectful.
- Students are responsible at all times for their use of the district's electronic communications system and must assume personal responsibility to behave ethically and responsibly.

The following examples of inappropriate use are strictly prohibited:

- Individual use will not interfere with others' use and enjoyment of the technology infrastructure. Use in a manner that is not consistent with the mission of Mansfield ISD, misrepresents Mansfield ISD, or violates any Mansfield ISD policy is prohibited.
- The systems may not be used for illegal or unlawful purposes, including hacking, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, intimidation, forgery, impersonation, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering (e.g., spreading computer viruses).

- Individuals may not view, copy, alter, or destroy data, software, documentation or data communications belonging to Mansfield ISD or another individual without authorized permission.
- Users will not violate the policies of any network accessed through their account.
- Sharing usernames and passwords with others; and/or borrowing someone else's username, password, or account access.
- Electronically posting personal information about oneself or others (i.e., addresses, phone numbers, and pictures).
- Disabling or attempting to disable any system monitoring or filtering or security measures.

Consequences for inappropriate use include:

- Appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws including monetary damages.
- Suspension of access to the district's electronic communications system.
- Revocation of the district's electronic communications system account(s).
- Termination of System User Account: The district may deny, revoke, or suspend specific user's access to the district's system with or without cause or notice for lack of use, violation of policy or regulations regarding acceptable network use, or as a result of disciplinary actions against the user.
- Possible criminal action.
- According to Texas Penal Code Chapter 33.07 it is illegal to impersonate someone online. Please see the complete Texas Online Impersonation statute here (http://www.statutes.legis.state.tx.us/Docs/PE/htm/PE.33.htm#33.07).

All students in Mansfield ISD must adhere to the following standards of responsible use:

■ The District may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

■ Students are always responsible for their use of the District's electronic communication system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them the freedom to do otherwise. Students will not retrieve, save, distribute, or display hate-based, offensive, sexually explicit, or otherwise inappropriate material.

■ Students must log in and use the Mansfield ISD Guest wireless network during the school day on personal electronic devices.

■ Students must not access, modify, download, or install computer programs, files or information belonging to others.

■ Students must not waste or abuse school resources through unauthorized system use (e.g. playing online games, downloading music, watching video broadcasts, participating in chat rooms, etc.).

■ Students must not alter computers, networks, printers, or other equipment except as directed by a staff member. Students will refrain from attempting to bypass, hack, or circumvent security settings or Internet filters or interfere with the operation of the network by installing software or web-based services.

■ Technology, including electronic communication, should be used for appropriate educational purposes only and should be consistent with the educational objectives of Mansfield ISD.

■ Students must not release personal information on the Internet or electronic communications.

■ If a student finds an inappropriate site or image, he or she must immediately minimize the program and contact the instructor.

■ Students are responsible for not pursuing material that could be considered offensive. Students should notify a teacher or administrator immediately if they encounter materials which violate appropriate use.

■ Students are always responsible to keep their district issued network and email account safe and secure. Do not share usernames, passwords, or other account information, nor attempt to access other users' accounts. Report any suspected unauthorized use of their account to a teacher or district official immediately.

■ Masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio, or video) in someone else's name.

■ Students will use electronic mail and other means of communication such as blogs, wikis, podcasting, chat, instant-messaging, discussion boards, and virtual learning environments responsibly. Students must not create/publish/submit/distribute or display any abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal material and should report any instances encountered.

■ Students will refrain from the use of or access of files, software, or other resources owned by others without the owner's permission. They will use only those school network directories that are designated for student use and for the purpose designated by the teacher.

■ Students shall respect the intellectual property of other users and information providers. They will obey copyright guidelines and will not plagiarize or use the work of others without proper citation and permission.

■ Students will be polite and use appropriate language in electronic mail messages, virtual learning environments, online postings, and digital communications with others. They will refrain from using profanity, vulgarities, or any other inappropriate language as determined by school administrators.

■ Violation of any of these standards may result in suspension of computer use, Internet privileges and/or other disciplinary action.

The District makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect. The District will not be responsible for any damages the user may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising from unauthorized use of the system.

Computer network privileges, including Internet access, will be granted after the online registration signature page acknowledging the MISD Technology Responsible Use policy is received. By signing, you and your child agree to comply with the responsible use policy presented here.

Student Acknowledgment

When accepting a device, I acknowledge the following rules and conditions:
■ I will use technology in a meaningful, safe, and responsible way.
■ I understand that I represent the school district in all my online activities.
■ I understand that what I do on social media should not reflect negatively on my fellow students, teachers, or on the District.
■ I will use technology resources productively and appropriately for school-related purposes.
■ I will avoid using any technology resource in such a way that would disrupt the activities of other users.
■ I will use digital communication (email, texting, video, and photo sharing apps) with the understanding that I am creating a digital reputation.
■ I understand that my school network and my school account are property of Mansfield ISD and anything that I do can be monitored.
■ I understand that District administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement as outlined in the MISD Student Handbook.

This acknowledgment is also stated on the *Distribution Receipt for MISD Student Equipment* form. **Students receive this form when a device is issued to them.**

Parent Guardian Responsibility

Encourage your student to:
- Keep device in good condition.
- Promptly report any damage to school staff.
- Notify a MISD staff member if your see, hear, or encounter any inappropriate information.
- Communicate expectations for kind, safe, and respectful online etiquette.
- Develop rules for home use.
- Demonstrate interest in what your student is using their device for and how it is enhancing learning.
- Check on your student's progress.
- Set expectations for hours of use and charge device nightly.

Schools' Responsibility

Schools will:
- Provide student with functioning device.
- Teach care and responsibility of device.
- Reinforce Student Reasonable Use Policy.
- Teach students to use digital tools and online resources.
- Encourage students to use digital tools to collaborate, communicate, and create as part of their learning process.

Device Options

We recognize the importance of providing our students and their families with options in what technology they use in school. The district will provide every student a device. Students also have the option to provide their own device if it meets district approved criteria.

District Provided Device Advantages:

- Teachers can better ensure that instructional activities work appropriately.
- Direct, on-site support by MISD technology department staff.
- Device is managed and will include appropriate extensions and settings preinstalled.
- Managed devices can be disabled if misplaced, stolen or broken.
- Internet filter.

Student Provided Device Disadvantages:

- Instructional activities and applications may not run on student provided device.
- Student / family will be responsible for keeping device up-to-date and in working order.
- Student / family is responsible for installing and updating software.
- MISD is not responsible for non-working device.
- District staff will not be able to assist or access student's personal device.

Device Distributions

Device Deployment:

Devices will typically be distributed at the beginning of the school year and are intended for educational purposes only. Devices may be distributed anytime during the school year as replacements are deemed necessary or other upgrades are required. Device distribution for in-person learners will be conducted during the school day at the campus the student is enrolled. Virtual student distributions may occur at centrally located district facilities or at the home campus at the district's discretion.
- Pre-K through 2nd grade will receive an iPad.
- 3rd grade through 12th grade will receive a Chromebook.
- Special Programs may receive Laptops or iPads, as administrators deem appropriate.

The device will be issued upon:

- The student's acknowledgment and acceptance of the rules & conditions documented on the Distribution Receipt for MISD Student Equipment.
- The parent/guardian/student's acknowledgement and acceptance of the Student Handbook, which is signed by the parent/guardian during the enrollment/registration process.

Device Return:[CS1]

- Students exiting the district must return their device prior to the last day enrolled.[CS2] Parents will be invoiced for devices not returned and official transcripts may be delayed or withheld pending payment.
- Graduating Seniors must return their device at the specified time prior to graduation. Date and Time will be communicated by home campus. Failure to return device may result in official transcript being withheld.
- Second grade students will return their device at the end of the school year and will receive a Chromebook for the following school year.
- The district reserves the right to pursue any remedies available to it at law or equity, including but not limited to criminal or civil charges, for failure to return the device.

Device Care

Students need access to a device on a DAILY basis. Students should follow these best practices to ensure their device is functioning each day:
- Students will come to school daily with a charged device and their charging cable.
- Students must report any device that is broken or not working properly[CS3] to their teacher, campus technician, or campus administrator.
- Students/guardians should never try to repair the device or have someone outside the district work on the device.
- This device is assigned to a specific student to use for learning.
  - Do not lend device or related equipment to other people.
  - Do not borrow a district-issued device from another student.

- The student to whom a device is issued may be financially responsible for any damage or loss.
- Do not remove any district stickers or identifying labels attached to the device and bag/case.
- Do not place the device between large books or in binders in a backpack.
- Do not leave a device in an environment with extreme temperatures such as outdoors, in the sun, or in a car.
- Clean the screen with a soft, dry microfiber cloth. Do not use Windex or other harsh chemicals to clean the screen.
- Do not leave your device unsupervised at any time anywhere in a public space.
- It is very important to keep your passwords private and not to share it with others.
- No food or drink is allowed near your device.
  - Remember that food and drink can damage your device.
- Always keep the device in its assigned case. This will reduce the probability of it being damaged.
- Cords should be carefully inserted into the device to prevent damage and stored in a manner that does not cause undue stress on the cord or connections.
- Devices should not be placed near magnets or magnets adhered to the case. Magnets can corrupt data.

Device Personalization

The device is issued to a student; however, it remains the property of Mansfield ISD. Therefore, inappropriate media may not be used as wallpaper. Presence of weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang related symbols/pictures may result in disciplinary action.
- Devices, including power cords, must remain free of any writing, drawing, stickers, graphics, or labels.

Managing Files and Coursework

Depending on the device issued, some storage space may be available on the device. The device will not be backed up and student work could be lost in the event of device failure. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

The following platforms are available for student storage.
- Google Drive
- Microsoft One Drive

MISD makes no guarantee that the district network will be up and running 100% of the time. When the network is down due to outage, required updates, or any other reason, the district will not be responsible for inaccessible, lost, or missing data. The district will make every attempt to notify all users of anticipated, scheduled downtime.

Operating System and Applications

Updates to the operating system and applications are required from time to time. The district will provide and maintain all updates on district-issued devices. User interaction and intervention may be occasionally required to execute update.

All applications and software installed by MISD must remain on the device. Any attempt to alter or delete the installed software may result in forfeiture of the device.

Additional applications may be installed at the request of the teacher and approval of the Curriculum and Instruction Department. It will be the responsibility of the Technology Department to test and install new software.

Financial Information

What's Covered

This section covers all known and anticipated costs for the device. Although every attempt has been made to anticipate costs, there may be unforeseen costs not mentioned in this section that will be handled on a case-by-case basis.

Optional Insurance Coverage

Please see district website for possible optional insurance options.

Damaged, Lost, or Stolen Device

- **A lost or stolen device must be reported immediately by entering a Help Ticket found on the district's Technology website. If you are unable to enter a ticket, please contact your campus.**
  - o Devices stolen outside of MISD must be reported to the local police where the device was stolen, and a copy of the police report must be attached to the Help Ticket.
- It is inevitable that some devices will become lost or damaged over time. Repair and replacement policies are similar to policies for textbooks or other school materials/equipment. Should you have questions regarding lost or damaged devices, please contact your campus.
- If the property is damaged, the student and the parent/guardian are responsible for the reasonable cost to repair or replace the device[CS4].
- Parents will receive an invoice for charges related to replacement or repair of the device.
- Payments will be processed using Pay K12 Online or cash and personal check will be accepted at your assigned campus. The PayK12 website can be found on the district's Technology website.
- Failure to pay for a lost or stolen device may result in criminal or civil charges being filed.

Estimated Replacement & Repair Cost
*Note: Costs in the table below are estimates and assume that each component is repairable. Actual costs may vary (higher or lower) due to market fluctuations and other factors outside the district's

control. Cost depreciating is also taken into consideration when repair or replacement costs are rendered.

Chromebook & Components	
Chromebook Replacement	$325.00
Chromebook Repair	$25.00-$150.00
Power Cord Replacement	$32.00
Protective Case Replacement	$25.00
ECHS & JKSA Laptop & Components	
Laptop Replacement	$950.00
Laptop Repair	$100.00-$450.00
Power Cord Replacement	$63.00
Protective Case Replacement	$30.00
McKinzey, Martinez, Norwood Laptop & Components	
Laptop Replacement	$800.00
Laptop Repair	$100.00-$400.00
Power Cord Replacement	$63.00
Protective Case Replacement	$31.00
Frontier Laptop & Components	
Laptop Replacement	$1,645.00
Laptop Repair	$100-$600
Power Cord Replacement	$63.00
Protective Case Replacement	$35.00
iPad & Components	
iPad	$380.00
Charging Block	$20.00
Lightening Cable	$20.00
Case	$75.00
Hotspot & Components	
Hotspot	$150.00
Charger	$15.00

Vandalism and Intentional Damage

Vandalism is defined as any malicious attempt to harm or destroy network or computer equipment and/or data of anyone connected to the network. This includes the damage or destruction of district issued devices and accessories. It also includes, but is not limited to, uploading, creating, or transmitting computer viruses. Parent/Guardian will be responsible for retribution of cost to repair or correct damage resulting in malicious harm to district network and equipment.

Internet Safety

Congress passed the Children's Internet Protection Act (CIPA) in 2000, tying E-rate program discounts to a school's Internet safety policy. The FCC requires three elements for compliance: content filtering to prevent access to obscene, pornographic, or harmful images; monitoring of online activities of minors; and education in appropriate online behavior and cyber-bullying awareness.

To comply with CIPA, Mansfield ISD employs a variety of methods to manage devices including Internet filtering, Chromebook management, and application restrictions. Internet filtering collects information about the sites students access. If a student attempts to access an inappropriate site, a block or firewall screen is generated, and the filtering software blocks the viewing of the site.

Our technology department uses Google management to monitor Chromebook use and for device inventory. AirWatch, a management software program, is used to monitor iPads. Other management software utilized by the technology staff may be used to monitor and manage applications on student devices.

All students must be on the Mansfield ISD Wi-Fi and logged into our systems (Personal devices must be on the Guest Wi-Fi). Chromebooks must be logged into Google Chrome at school regardless of if it is a district-issued or personal device.

Passwords are the first level of security for user accounts. System logins and passwords are to be used by the authorized user only and should never be shared.

- Never use another's user account or password.
- Do not reveal or insert your password in emails or other websites.

Students under 13

The Children's Online Privacy Protection Act (COPPA) is a federal law that regulates the online collection of personal information from children under the age of 13. The law generally requires website operators to provide parental notification and obtain parental consent before collecting personal information from these students. However, COPPA also authorizes school districts to provide this consent when the collection of information is for the use and benefit of the school and for no other commercial purpose. Parents can obtain more information regarding COPPA via the Federal Trade Commission website at www.ftc.gov.

In an effort to succeed in a global community of the 21st Century, Mansfield ISD will use or recommend certain web based applications to enhance your child's learning experience. These may include tools such as [iStation, Canvas, Google Apps, ClassLink or others][FW5]. The use of these services requires the District to disclose certain student information to the operators of these online services. A list of core applications and websites can be found on the district's website on the Curriculum Management Plan and ClassLink.

According to the Student Code of Conduct students are responsible for appropriate behavior on the district's technology infrastructure just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's technology infrastructure.

Digital Citizenship

The use of student devices and the network is a privilege. Students are responsible for what they say and do on the network. It is important for the user to stop and think before communicating and to always show respect for others and for the ideas of others. Students must assume that none of their data is private or confidential and any and all communication may be subject to review by the District and local, state, and federal law enforcement agencies. Periodic checks may be made by designated staff and the Technology Department to make sure that required software and applications have not been removed by the student.

Using the Device at Home

Devices will be filtered and monitored both on and off campus using a district owned filter and management software. It is recommended that guardians monitor use and set limits for their student's use of the device while at home.

- Provide a location in the house for the student to charge the device each evening so the student will bring a fully charged device to school every day.
- Use the device in a shared or common space in the home where everyone can see the screen.
- Do not post personal information such as addresses, telephone numbers, the name and location of your home or school, or photos without guardian permission.
- Report to teachers or campus administration any cyber bullying and threats.

Extra care should be taken at home not to leave the device or any accessories within reach of pets, siblings, or other family members who should not have access to the device or could damage it.

If a student receives a message that requests a meeting or asking them for a picture that makes them feel uncomfortable, they should tell a parent/guardian and campus administrator immediately.

- Families should talk about how to recognize and avoid online predators.

- If a student comes across any information that makes them feel uncomfortable, they should immediately tell a guardian.
- Honor the Mansfield ISD security software & filters.

No Expectation of Privacy

The District provides the network system, email and internet access as a tool for education and research in the support of the district's mission "to inspire and educate students to be productive citizens." The district reserves the right to monitor, inspect, copy, review and store information without prior notice regarding the content and usage of:
- Network.
- User files and disk space utilization.
- Applications and bandwidth utilization.
- User documents, folders, and communications.
- Email.
- Internet access.

No student user should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Texas.

Email for Students

All Mansfield ISD students are issued a district Gmail account. This account allows students to safely and effectively communicate and collaborate with Mansfield ISD staff and classmates, giving them an authentic purpose for writing.

- Email should be used for educational purposes only.
- All email and contents are property of the district.
- Email should only be used by the authorized owner of the account.
- Students must protect their password.

Unacceptable Use of Email Examples:

- Non educational related forwards (e.g., jokes, chain letters, images).
- Harassment, profanity, obscenity, discriminatory remarks.
- Cyber-bullying, hate mail, racist terms.
- Emails for individual profit or gain, advertisements, or political activities.

Copyright

Downloading, copying, duplicating, and distributing software, music, sound files, movies, images or other copyrighted materials without specific written permission of the copyright owner is strictly prohibited. However, the duplication and distribution of materials for educational purposes is

permitted when such duplication and distribution falls within the <u>Fair Use Doctrine</u> of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

International Travel

Mansfield ISD cannot provide any guarantee of service or connectivity outside of the United States. Many applications and log-on services require secure connections only available while in the United States. Mansfield ISD will not be responsible for providing secure connections for students traveling abroad.

Terms of Agreement

The student's right to use and possess the property terminates no later than the last day of enrollment in Mansfield ISD unless terminated earlier by the district.

Each student is required to comply with this mobile device book as well as the Student Handbook and Board Policy. Any failure to comply may terminate the student's rights of possession, effective immediately, and the district may repossess the property.

Mansfield ISD has legal title to the property at all times. The student's rights of possession and use is limited to and conditioned upon the student's full and complete compliance with the MISD Student Handbook as well as complete compliance with this handbook. At all times, Mansfield ISD retains the right to collect, inspect, filter and alter the device as deemed necessary. [CS6]The district reserves the right to perform an annual audit of devices. All students must bring their device to the campus when requested by Technology or campus administration as part of the audit process.

Refer to page 2, "Mansfield ISD Student Responsible Use Policy".