# Eau Claire Area School District

# Mobile Device Student Handbook

# Introduction

The Eau Claire Area School District vision to prepare all students for post-secondary success aligns with the State of Wisconsin’s vision for digital learning:

*The skillful use of technology will have enormous payoffs in terms of every child’s readiness for further education and the workforce. Digital tools are essential to student learning, as they connect our efforts to identify what students should know and be able to do, as well as help students and educators assess progress toward achieving academic goals.*

*To meet the needs of today's students - to ensure they are college and career ready in the modern world - we must be innovative in new student learning experiences, adopting technologies and instruction in ways that meaningfully engage the digital generation.*

## Goals

* Enhance and accelerate student learning
* Leverage technology for personalized instruction
* Increase student engagement
* Promote collaboration
* Prepare students for post-secondary success with 21st Century technical skills

# Terms of Agreement

For purposes of this document, mobile device refers to any laptop or tablet. Examples include, but are not limited to, the Chromebook, iPad, HP Laptop, and the Apple MacBook Pro. Each piece of equipment is issued to a student as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook or a school-issued calculator.

The Eau Claire Area School District is the legal owner of the mobile device and its accessories. The District reserves the right to take back the mobile device at any time. Right of possession and use is conditioned upon full and complete compliance with:

* The Mobile Device Student Handbook
* All Board policies, rules, and exhibits (including, but not limited to Policy 364 <http://www.ecasd.k12.wi.us/cms_files/resources/364_1.pdf>, Rule 364.1 (1) <http://www.ecasd.k12.wi.us/cms_files/resources/364%201%20rule%201.pdf>, and Rule 364.1 (2) <http://www.ecasd.k12.wi.us/cms_files/resources/364%201%20Rule%202.pdf>)
* Classroom and school guidelines
* Local ordinances
* State Statutes
* Federal Laws
* Copyright laws and educational fair use policies

Damage and/or violations may result in the loss of privilege, disciplinary action and/or legal action for the student.

Students are responsible for the mobile device at all times and will be required to pay for damaged, defaced, lost, or stolen mobile devices and protective cases **due to negligence** as determined by their principal. Families concerned about these costs should consider scheduling the mobile device through their personal insurance plan. See “Damaged, Lost, or Stolen Equipment” for cost details.

The right to use and possess the mobile device and all peripherals terminates no later than the last day of attendance. Failure to return the mobile device on or before this date to the school principal may result in charges being sought against the student and/or family.

Students are allowed access to electronic resources unless the school is notified in writing by the parent/guardian. When using the mobile device, all rules and guidelines are in effect before, during, and after school hours, for all ECASD mobile devices. All files stored on the mobile device or the network are also property of the District and may be subject to review and monitoring.

# Student Use of the Mobile Device

When using the mobile device, students need to act in an ethical and legal manner. All students need to demonstrate proper digital citizenship by recognizing and guarding their personal and private information. While on the Internet, students shall not share any personal identifying information.

Some of the mobile device are equipped with a front and rear-facing camera, video recording, and audio recording capabilities. Eau Claire Area School District retains the rights concerning any recording and/or publishing of any student or staff member’s work or image. Students must obtain permission to publish a photograph or video/audio recording of any school related activity. Cameras should be used for educational purposes only. Examples include, but are not limited to:

* Recording videos or taking pictures to include in a school project
* Recording a student giving a speech and playing it back for rehearsal and improvement.

Students are expected to report any damage to their issued mobile device as soon as possible. A student should contact his/her teacher immediately if he/she identifies or knows about a security problem, or if he/she come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

# Personalization and Apps/Software on the mobile devices

* All content must be legally purchased when downloaded to the mobile device.
* Students may personalize their mobile device to enhance and accelerate learning. (e.g. downloading educational apps)
* Students are required to passcode protect their mobile device. This passcode can be removed/reset by the District at any time.
* District email accounts will be added to the mobile device.
* All students will have access to a cloud-based drive on which to store data (Google Drive or SkyDrive). It is the responsibility of the student to back up files on a regular basis.
* All mobile devices may be re-imaged when they malfunction, or at any point during or after the school year. Re-imaging removes all data on the mobile device. Therefore, each student is responsible for backing up his/her data, including the use of cloud storage.

## School Provided – Required Apps

* Student mobile devices will come pre-loaded with pre-determined apps. These apps must remain on the mobile device and should not be deleted by the student.
* Additional required software/apps may be installed by the District throughout the school year.
* Updates to District apps and mobile device software will be done by the District periodically throughout the school year. Many apps offer updates regularly. Only required updates will be run as needed. All other updates will be run on a schedule determined by the District.
* If a student is age 13 or younger, all accounts for online access will be setup with the student unless the parent signs the District Opt-Out Form.

# Care of Mobile Device

## General Information

* Students are responsible for the general care of the mobile device
* Mobile device repair/replacement will be done by the ECASD Technology Department. Students may be issued a temporary mobile device, or other materials, until the damaged/lost mobile device is working properly or replaced.
* Each mobile device has unique identification numbers (internal and external). At no time should the numbers or labels be modified or removed.

## Battery and Charging

* Mobile devices come with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories.
* The mobile device is designed for daily use. Each user should monitor the battery status of the issued mobile device to ensure it is charged for classroom use.

## Cases

* Most mobile devices come with a protective case. Leave the mobile device in its case at all times.
* Mobile device cases furnished by the school must be returned with only normal wear. To avoid replacement fees, no alterations (e.g. stickers, marks, etc.) should be made to the case.

## Screen

* Cleaning: The mobile device should only be cleaned with a soft, lint-free cloth. Electronic devices do not respond well to liquids.
* Scratching: Avoid using any sharp objects on or near the mobile device.
* Cracking: Handle the mobile device with care, avoiding drops, crashes, and placing under heavy objects.

## Storage and Carrying

* Know the location of your mobile device and never leave a mobile device unattended.
* Carry and handle your mobile device carefully
* No food, drink or gum around your mobile device.
* Do not set anything on top of your mobile device.

# Damaged, Lost, or Stolen Equipment

**iPad 4 Replacement Costs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Item Cost** | **Screen Adhesive** | **Labor** | **Total Cost** |
| iPad | $480, or market value | N/A | N/A | **$480, or market value** |
| Power Adapter | $19 | N/A | N/A | **$19** |
| Lightning Cable | $19 | N/A | N/A | **$19** |
| Case | $10 | N/A | N/A | **$10** |
| Digitizer touch screen assembly | $61 | $7 | $40 | **$108** |
| LCD | $66 | $7 | $40 | **$113** |
| Housing | $73 | $7 | $40 | **$120** |
| Charging port | $9 | $7 | $40 | **$56** |
| Home button | $3 | $7 | $40 | **$50** |
| Camera | $17 | $7 | $40 | **$64** |
| Headphone Jack | $8 | $7 | $40 | **$55** |
| Power Button | $11 | $7 | $40 | **$58** |
| Sound and power button board | $50 | $7 | $40 | **$97** |
| Keyboard |  |  |  |  |

**iPad Mini Replacement Costs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Item Cost** | **Screen Adhesive** | **Labor** | **Total Cost** |
| iPad Mini | $330, or market value | N/A | N/A | **$480, or market value** |
| Power Adapter | $19 | N/A | N/A | **$19** |
| Lightning Cable | $19 | N/A | N/A | **$19** |
| Case | $10 | N/A | N/A | **$10** |
| Digitizer touch screen assembly | $75 | $7 | $40 | **$122** |
| LCD | $35 | $7 | $40 | **$82** |
| Housing | $64 | $7 | $40 | **$111** |
| Charging port | $9 | $7 | $40 | **$56** |
| Home button | $8 | $7 | $40 | **$55** |
| Camera | $10 | $7 | $40 | **$57** |
| Headphone Jack | $8 | $7 | $40 | **$55** |
| Power Button | $11 | $7 | $40 | **$58** |

**iPad Air Replacement Costs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Item Cost** | **Screen Adhesive** | **Labor** | **Total Cost** |
| iPad Air | $480, or market value | N/A | N/A | **$480, or market value** |
| Power Adapter | $19 | N/A | N/A | **$19** |
| Lightning Cable | $19 | N/A | N/A | **$19** |
| Case | $17 | N/A | N/A | **$17** |
| Digitizer touch screen assembly | $54 | N/A | $40 | **$54** |
| LCD | $90 | N/A | $40 | **$130** |
| Housing | $73 | $5 | $40 | **$118** |
| Charging port | $9 | $5 | $40 | **$54** |
| Home button | $3 | $5 | $40 | **$48** |
| Camera | $17 | $5 | $40 | **$62** |
| Headphone Jack | $13 | $5 | $40 | **$58** |
| Power Button | $11 | $5 | $40 | **$56** |
| Sound and power button board | $50 | $5 | $40 | **$95** |

**Chromebook Replacement Costs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Item Cost** | **Screen Adhesive** | **Labor** | **Total Cost** |
| Chromebook c720 | $230 or market value | N/A | N/A | **$230, or market value** |
| Power Adapter | $35 | N/A | N/A | **$35** |
| LCD Screen | $80 | N/A | $40 | **$120** |
| Housing | $60 | N/A | $40 | **$100** |
| Charging port | $15 | N/A | $40 | **$55** |
| Headphone Jack | $8 | N/A | $40 | **$48** |
| Keyboard | $40 | N/A | $40 | **$80** |

**Belkin B2124 Lightning Connector Keyboard**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Item Cost** | **Screen Adhesive** | **Labor** | **Total Cost** |
| Belkin B2124 Keyboard | $60 or market value | N/A | N/A | **$60, or market value** |
| Keys | N/A | N/A | $7 | **$7** |

\*Current prices at publication, may be subject to change based on the market.

# Family Mobile Device Agreement

**Student Name:**

(Please Print)

**Student Signature**: Date: