

**Northern Potter School District
Mobile Learning Device Responsible Use Procedure**

Northern Potter school teachers and staff are very excited to provide the opportunity for our students to participate in the Mobile Learning Technology Education Project. Participating students will be loaned a Droid 2 Global smart phone computer for use at school and, beginning in the 2011-2012 school year, home or anywhere else the student may need it for learning.

Please understand that prior to taking the mobile learning device home, students will be instructed in and evaluated on proper use and care. A checkout form is attached outlining the condition of the unit and requiring signatures of students and parents.

In addition, students will be made aware that all aspects of the Northern Potter School District's Responsible Use Policy apply to the use and care of the mobile learning device.

Please review the Northern Potter School District Internet & Network Acceptable Use Policy

815. ACCEPTABLE USE OF INTERNET

1. Purpose The Board supports use of the Internet and other computer networks in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

2. Authority The electronic information available to students and staff does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The district reserves the right to log network use and to monitor fileserver space utilization by district users, while respecting the privacy rights of both district users and outside users.

The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action.

P.L. 106-554 Sec. 1732 The Board shall establish a list of materials, in addition to those stated in law, that are inappropriate for access by minors.

3. Delegation of Responsibility The district shall make every effort to ensure that this resource is used responsibly by students and staff.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information

sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

The building administrator shall have the authority to determine what is inappropriate use.

P.L. 106-554 Sec. 1711, 1721 The Superintendent or designee shall be responsible for implementing technology and procedures to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials.

The procedure shall include but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.

2. Maintaining and securing a usage log.

3. Monitoring online activities of minors.

4. Guidelines:

Network accounts shall be used only by the authorized owner of the account for its approved purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

Prohibitions:

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Illegal activity.

2. Commercial or for-profit purposes.

3. Non-work or non-school related work.

4. Product advertisement or political lobbying.

5. Hate mail, discriminatory remarks, and offensive or inflammatory communication.

6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.

7. Access to obscene or pornographic material or child pornography.

8. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.

9. Inappropriate language or profanity.

10. Transmission of material likely to be offensive or objectionable to recipients.

11. Intentional obtaining or modifying of files, passwords, and data belonging to other users.

12. Impersonation of another user, anonymity, and pseudonyms.

13. Fraudulent copying, communications, or modification of materials in violation of copyright laws.

14. Loading or using of unauthorized games, programs, files, or other electronic media.

15. Disruption of the work of other users.

16. Destruction, modification, abuse or unauthorized access to network hardware, software and files.

17. Quoting of personal communications in a public forum without the original author's prior consent.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Consequences For Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Copyright

P.L. 94-553 Sec. 107 Pol. 814 The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

Safety

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, Internet, etc.

Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software.

P.L. 106-554 Sec. 1732 Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minor's access to materials harmful to them.

Federal Regulations P.L. 94-553 Sec. 107 P.L. 106-554 Sec. 1711, 1721, 732 Board

Policy814

**Northern Potter School District
Acceptable Use Policy - Regulations**

All uses of the network and Internet must be in support of education and consistent with the purposes of the Northern Potter School District.

All users (staff and students) will adhere to the following rules. Acceptance of and agreement to this network and internet policy at the point of network logon is required for use of the networked computer system (this includes internet access, inside and outside of the NPSD network, and network usage inside the district):

- **You must keep your password confidential and use only your own password.**
- **You will only use the system for lawful purposes.**
- **You will understand and follow the rules of computer etiquette. Examples would include avoiding using inflammatory E-mail, avoiding vulgar or obscene language, making ethnic or racial slurs, acting in any manner that is perceived as harassment or remaining on-line for extended periods of time.**
- **You will only access material that is related to educational expectations and refrain from profane or obscene material, any that advocates illegal acts, or that advocates violence or discrimination toward other people. If you mistakenly access inappropriate information, you must immediately tell your teacher or the person designated by the District. This will protect you against a claim that you have intentionally violated this policy.**
- **You will only change computer files that belong to you.**
- **You will avoid plagiarizing from the Internet.**
- **You will download files only with permission from a supervising teacher.**
- **You will use your account for educationally related purposes only. This means you must refrain from offering, providing, or purchasing products or services through the Internet.**

In addition, review the following guidelines and conditions with your child.

1. The mobile learning device is to be treated as a valuable object. It will not be thrown, purposely dropped, or hit. It will never be placed on the roof or hood of a car, on the sidewalk or street, or imperiled in any way that may cause it to be crushed or thrown to the ground.

2. The mobile learning device will never be left unattended on the bus, in the cafeteria, in the gym or any other public place.
3. The mobile learning device will not be used in or near proximity of water, household chemicals, or other liquids that could damage its electronic components.
4. When carried outside it will be protected from the environment in such a way to prevent rain, snow, ice, excessive heat, and/or cold to damage it.
5. Pencils, erasers, pen tips, and other pointed objects will never be used in place of a stylus.
6. The mobile learning device will be kept away from pets, younger, and older siblings at all times.
7. At the end of the time frame, parents and students agree to return the mobile learning device and all components included to Northern Potter School District in the same condition it was issued to the student.
8. In the event of loss/damage of any component of the mobile learning device, including power cord and stylus, the administration the district and/or school will meet with the student and parent/guardian to discuss restitution.

**Northern Potter School District
Mobile Learning Device Usage Agreement**

Student Name _____

Date _____

Parent/Guardian Name _____

Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Cell Phone _____

Parent Email Address _____

The Northern Potter School District will provide mobile learning devices to students. The students will keep the mobile learning devices with them at school and, beginning in the 2011-2012 school year, will be allowed to take them home.

Parents/students agree to return the mobile learning device and accessories to the teacher at the end of the designated time frame in the same condition it was issued to the student, less reasonable wear. In the event of loss/damage of any component of the mobile learning device, including power cord and stylus, the administration team will meet with the student and parent/guardian to discuss restitution.

Please become familiar with the Mobile Learning Device Responsible Use Policy and sign below to state that you have read and agree to the terms of this contract.

Parent Signature _____

Date _____

Student Signature _____

Date _____

A GUIDE TO MLD SURVIVAL

1. Be a digital Citizen.
When it comes to the
MLD's apps, what you
CAN do is not always
what you SHOULD do.



NPSD Technology

NOthing is
ImPOssible

4. Keep your
information private.
What people know
about you is up to you.



2. Watch Out for
Cyberbullying
If you see it (or
experience it), report
it.



3. Keep your MLD
safe.
You came with a brain,
the school gave you a
case, use both!



5. Challenge and Help
your teachers.
You know what the
MLD's can do.
Unleash their power!



Created by Mr. B. with some help from
<http://www.makebeliefscomix.com>

MLD Roll-Out Sources and Contact Info

Internet:

www.thebighelp.com

<http://www.common sense media.org/>

<http://www.digizen.org/resources/>

NPSD:

www.northernpottersd.org

bbryant@northernpottersd.org

814-848-7506 (Office)

814-697-7331 (Home)

- 1. Guard your privacy.** What people know about you is up to you.
- 2. Protect your reputation.** Self-reflect before you self-reveal. What's funny or edgy today could cost you tomorrow.
- 3. Think before you post.** Anything you say or do can be copied, pasted, and sent to gazillions of people without your permission.
- 4. Assume everyone is watching.** There's a huge, vast audience out there. If they are your friend's friend, they can see everything.
- 5. Post mindfully.** Avoid photos, text, & comments that you wouldn't want to see on your own digital pages & profiles.
- 6. Watch the clock.** A virtual hug never matches a real one. Balance your life.
- 7. Choose wisely.** Not all content is appropriate. You know what we mean.
- 8. Stand behind your actions.** Be upfront and stand behind what you say online. Be trustworthy and responsible.
- 9. Think about what you see.** There's lots of important content on the Internet, but just because it's online doesn't mean it's true.
- 10. Be smart, be safe.** Not everyone is who they say they are. But you know that.

<http://www.nick.com/thebighelp/digital-citizen-hub-page.html>

Procedures:
MLD Pick Up and Drop Off will be regulated by the end of the day teachers and the helpers in the MLD storage rooms (HS: rooms 48 & 50 CS: library)

Pick Up & Drop Off

Students can go to the MLD storage rooms as they arrive (HS) or are released (CS) on campus.

Each student with a signed AUP document will have received an index card. This index card will be traded for an MLD each morning and traded back in the afternoon.

At a time convenient for you, please bring your students to the MLD storage rooms between 2:40 and 3:00 to return their MLDs.

Repairs & Replacements

Please encourage students to inspect their devices after pick up. report all malfunctions and repair needs to the helpers in the MLD storage rooms when the devices are returned for the day.

The Technology Coordinator will be on hand for emergency help.

Discipline:
You Are Still In Charge.

- Please treat in class disruptions/insubordination as you would on any other day.
- It's ok to have the students put their MLD's down, but please do not remove them entirely from the classroom experience.
- If a student's negative behavior extends beyond the classroom walls, please contact the administration.

NPSD Technology

NOthing is
ImPOssible



**So you have
MLD's.**

Now What?

A Guide to getting through the next few days.

Now that our MLD's are here please keep in mind that your teaching experience can grow beyond the walls of your classroom.

This brochure will help you through the procedures for a successful deployment.

Please contact the Technology Coordinator with any questions or concerns.