



# Newark Central School District

## **Mobile Device Handbook 2019-20**

*Lincoln | Perkins | Kelley | Middle | High*

## Table of Contents:

Overview .....	3
1) Receiving Your Device .....	3
1.1 Device Issuance .....	3
1.2 Returning Device .....	3
2) Taking Care of Your Device .....	3
2.1 General Precautions .....	3
2.2 Screen Care .....	4
2.3 Devices Left in Unsupervised Areas .....	4
2.4 Storing Devices .....	4
2.5 Password Protection .....	4
2.6 Cost of Repairs.....	4
2.7 Care Expectations & Student Discipline .....	4
3) Using Your Device .....	5
3.1 Troubleshooting.....	5
3.2 Device Undergoing Repair .....	6
3.3 Inappropriate Media .....	6
3.4 Sound, Music, Games, or Programs.....	6
3.5 Charging the Device Battery .....	6
3.6 Accessing Non-District Networks.....	6
4) Managing Your Digital Files.....	6
4.1 Saving to the Device .....	6
4.2 Saving Data to Removable Storage Devices .....	7
4.3 Network Connectivity .....	7
5) Device Software.....	7
5.1 Inspection .....	7
5.2 Software Upgrades.....	7
Frequently Asked Questions (FAQ).....	7

## Overview

The procedures and information within this document apply to all mobile devices purchased by the Newark Central School District for student and staff use.

Our current vision is to engage all students with the diverse opportunities and academic experiences they need to reach their maximum potential. Our one-to-one program will put an educational tool in the hands of every student, positively transforming the way teaching and learning takes place. We will strive to create a collaborative learning environment for all learners through the utilization of new innovative teaching models such as Personalized Learning. Recognizing that students do not learn the same material in the same way and at the same pace, one-to-one devices make it more possible to differentiate content delivery and student assignments through the use of various teaching methods and tools. This also fosters a student-centered classroom focus rather than the traditional instructor-led model.

## 1) Receiving Your Device

### 1.1 Device Issuance

Devices, stylus and power adapters will be provided during the 2019 school year. ***Parents/Guardians and students must review the Mobile Device Handbook and complete any required paperwork before the device can be issued to the student.*** Middle and High School students will take their devices home, while devices at the elementary level will be stored within the classroom.

### 1.2 Returning Device

As property of the Newark Central School District, devices will be periodically examined for any damages throughout the school year. If a student leaves NCS D during the school year, the device will be collected at that time. Students will retain their original device each year while enrolled at NCS D until the Device is replaced as part of the regular multi-year replacement cycle.

## 2) Taking Care of Your Device

Students are responsible for the general care of their device. Devices that are broken or fail to work properly must be reported immediately to classroom teachers and/or building administration.

### 2.1 General Precautions

- Please avoid eating or drinking next to your device while it is in use.
- Cords, cables, and removable storage devices must be inserted delicately into the device.
- Students should not carry their devices while the screen is open, unless directed to by a teacher.
- An identifying label with device number must remain viewable at all times. This will ensure students and staff can quickly identify devices.
- Devices must never be left in any unsupervised area.
- Students are responsible for returning and charging their device.
- Devices should be carried by the retractable handle.

## **2.2 Screen Care**

The Device screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or press on the top of the device when it is closed.
- Do not place anything on the keyboard before closing the lid (e.g. papers, pens, pencils, phones).
- Clean the screen only with a soft, dry, anti-static cloth or LCD screen cleaning wipes.
- Do not use any chemical cleaners on the screen as it will deteriorate the surface over time.
- Do not “bump” the device against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

## **2.3 Devices Left in Unsupervised Areas**

Under no circumstances should devices be left in unsupervised areas unless in locked lockers. Any device left in these areas is in danger of being stolen. If a device is found in an unsupervised area, it will be taken to the building office. Repeat violations of this procedure will result in disciplinary actions. Student athletes are responsible for keeping their devices secure.

## **2.4 Storing Devices**

Elementary school students will have a designated storage/charging area within their classrooms. When Middle and High students are not using their devices, they should be stored in locked lockers. When stored in the locker, nothing should be placed on top of the device. Middle and High School students are required to take their devices home every day for charging purposes, regardless of whether they are needed for assignments. Devices should never be stored in a vehicle while at school or at home.

## **2.5 Password Protection**

Students are expected to keep their school issued passwords confidential. Students should notify their teacher or a building administrator immediately if a password change is necessary for any reason. If a student fails to keep the password confidential, appropriate disciplinary actions will be followed.

## **2.6 Cost of Repairs**

NCSD will cover most of the damages and malfunctions to the Devices, though students/families may be charged a fee when it has been determined that theft or damage has been caused by student negligence. Optionally, students will have the opportunity to assist our Helpdesk staff with device repairs in exchange for repairs of their mobile device.

## **2.7 Care Expectations & Student Discipline**

Students may be subject to disciplinary measures if gross disregard of school equipment is to occur. School administrators should exercise their judgment in accordance with the NCSD Acceptable Use Policy/Responsible Use Guide for issues of vandalism, malicious use of district equipment, network access, network bandwidth, or other prohibited behavior.

This device is considered to be just like any other District property. For your reference, the following are some behaviors of concern with student computer use:

<b>Tech-related Behavior Violations</b>	<b>Equivalent "Traditional" Classroom Violations</b>
Email, instant messaging, internet surfing, computer games (off-task behavior)	Passing notes, looking at magazines, games (off-task behavior)
Cutting and pasting without citing sources (Plagiarism)	Plagiarism
Cyber-bullying	Bullying, harassment
Damaging, defacing, or endangering laptop or accessories	Vandalism, property damage
Using profanity, obscenity, racist terms	Inappropriate language
Accessing pornographic material, inappropriate files, or files dangerous to the integrity of the network	Bringing pornographic or other inappropriate content to school in print form
Using an electronic resources account authorized for another person	Breaking into or using some else's locker
Audio/Video recording without permission	Audio/Video recording without permission on personal devices

Behavior unique to the digital environment without a "traditional" equivalent:

- Using electronic resources for individual profit or gain; for product advertisement; for political action on political activities; or for excessive personal use
- Unauthorized downloading or installing software
- Attempts to defeat or bypass the district's Internet filter
- Modification to district browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity
- Willfully and maliciously damaging hardware and/or related peripherals

Any failure to comply may result in disciplinary action. NCS D may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity. NCS D reserves the right to confiscate the device at any time. Please refer to the Acceptable Use Policy/Responsible Use Guide for further discipline related information.

### 3) Using Your Device

Devices are intended to be used at school each day. In addition to teacher expectations for device use, school messages, announcements, calendars and schedules may be accessed using the mobile device. Students must be responsible for bringing their device to all classes, unless specifically instructed not to do so by their teacher.

#### 3.1 Troubleshooting

- Student tries to fix the problem.
- Always try restarting the device as the first step in troubleshooting.
- If appropriate, student may ask a classmate for help.

- Student may ask a teacher if the teacher is available to help for this purpose.
- Students are reminded not to waste too much time troubleshooting so they do not miss too much class time.
- Middle and High School students who are unable to resolve the problem, should visit the building library to receive a loaner device.

### **3.2 Device Undergoing Repair**

Loaner devices may be issued to students when their devices are being repaired. This process will happen via the building library check-in/out system.

### **3.3 Inappropriate Media**

Inappropriate media may not be stored or displayed on the device. The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures, or other potentially offensive representation will result in disciplinary actions. For more information, see Newark's Acceptable Use Policy/Responsible Use Guide.

### **3.4 Sound, Music, Games, or Programs**

Sound should be muted at all times unless permission has been granted by the teacher for instructional purposes. Games that are non-educational are not allowed on the devices during school hours. Do not save non-educational content to the hard drive, on OneDrive, or on Google Drive. All installed extensions, apps, and themes must be deemed appropriate for the educational setting.

### **3.5 Charging the Device Battery**

Students with devices in Middle and High School must bring their device to campus every morning in a fully charged condition. Students should plan to charge their devices overnight. In the event of a dead battery due to use during the school day, students may be able to connect their devices to an available power outlet in class or to a central charging location located throughout the building.

### **3.6 Accessing Non-District Networks**

Students are allowed and encouraged to access other Wi-Fi networks on their devices, however school personnel will not provide support for any network issues that occur while away from school. **Internet filtering and monitoring will still apply, regardless of the wireless network devices are connected to.**

## **4) Managing Your Digital Files**

### **4.1 Saving to the Device**

The devices have limited internal storage space so saving to the device's hard drive is not recommended. Instead, students should save documents and other items to their Microsoft OneDrive (1TB of cloud storage). Students using Microsoft Office 365 applications will find their work automatically stored on OneDrive whenever they have an internet connection. Students may also use these applications and many more offline, though they will not be backed-up to OneDrive until an internet connection is available.

## **4.2 Saving Data to Removable Storage Devices**

Students may also use removable file storage (USB drives or micro SD cards) as an alternative means of storage. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

## **4.3 Network Connectivity**

NCSD cannot guarantee that the school district network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

## **5) Device Software**

NCSD may require Office 365 apps or extensions for use in a particular course. Teachers and/or students may have capabilities to self-install educational content when needed. The district will only "whitelist" apps and websites that have been pre-approved by the school's administration and IT Department.

### **5.1 Inspection**

Students may be selected at random to provide their device for inspection. If technical difficulties occur or illegal software is discovered, the device will be re-imaged by a school IT technician.

### **5.2 Software Upgrades**

Upgrade versions of licensed software will be available from time to time. Students may be required to check-in their devices for periodic updates. Typically, a quick restart will install the latest available update.

## **Frequently Asked Questions (FAQ)**

### **1. What is a mobile device (as defined by NCSD)?**

A mobile device is a convertible 2-in-1 laptop (or iPad at the Primary School level) that typically stores its programs and files online "in the cloud" instead of on the device itself. These devices login quickly, are less prone to viruses, and align well with the Microsoft Office 365 platform that the district so heavily utilizes.

### **2. Which Device are we using?**

We are using 2-in-1 laptop devices (at Kelley School, Middle School, and High School) which are specifically built for student use within a school environment. They have special features such as an active stylus to take notes and a durable finish to help keep them protected. As technology changes and new products become available, the district will consider new manufacturers and models for the 1:1 program. Lincoln and Perkins school will utilize iPads.

### **3. What about damage?**

The District currently has a 2-year parts and labor manufacturer warranty on devices. While this may not cover any accidental damage, we will repair and/or replace devices that are not covered under the manufacturer's warranty. Students and their families may be liable for some or all of the replacement cost, if negligence is thought to be the cause of the damage.

**4. Will I have to pay repair fees if my child damages or loses their Device?**

If your device, stylus, protective case, and/or AC power adaptor has been defaced or damaged beyond the normal wear of a computer which has been handled safely and responsibly, building Administrators may contact individual families or investigate negligence. We understand that damage may occur accidentally, and that theft is possible, even under a watchful eye. In the case either of these happen, students should notify teachers or administration as soon as possible so an investigation may take place. If there is a suspected theft, a police report must be filed. As an additional option, we will offer students the ability to work at our Help Desk in exchange for repair fees.

**5. Can anyone login on a district-owned Device?**

Only Newarkcsd.org accounts issued to staff and students can be used when logging into the device. The “guest mode” capabilities and use of non-district accounts has been disabled. To help maintain student account security, the device will automatically log-off when the lid is closed and when the device goes into sleep/standby mode.

**6. What about battery life?**

Our 2-in-1 laptop devices typically hold an 6-hour charge when fully charged. The LED will illuminate red when charging and will turn blue once it reaches 100%. To help extend battery life when using the device, users can lower the screen brightness.

**7. What if a student forgets their Device at home?**

Students will be expected to bring fully charged devices to school every day in the same way that they are expected to bring other supplies to class. Chronically forgetting supplies may lead to disciplinary consequences including phone calls home.

**8. Is this program too expensive for our school?**

The devices we have selected are significantly less than a traditional desktop or laptop and are continually updated by Microsoft. This 1:1 program is primarily funded through the use of Smart School Bond Act funds. You can read more about this plan on the NYSED website: [\(http://www.p12.nysed.gov/mgtserv/smart\\_schools/\)](http://www.p12.nysed.gov/mgtserv/smart_schools/)

**9. Why not only use a BYOD (Bring Your Own Device) approach?**

While we understand that many students have their own laptops, tablets, and smartphones it is unlikely that our support staff is able to appropriately support so many different models. We also know that many families cannot afford devices that would be effective in a school environment. We want the device to be as easy to support as possible so that students and teachers can spend more time focusing on the content. We also want everyone to have equal access to high quality devices.

**10. Can our network support this many devices?**

Both our network core and wireless network infrastructure were updated in the 2017-2018 school year in anticipation of this project. Wireless access points were installed in every classroom and large instructional spaces. We also added higher capacity to our internal network bandwidth. Our internet bandwidth is provided by our regional BOCES, who constantly monitors usage and adjusts our capacity as needed.

**11. Can students get additional programs or apps themselves?**

In order to prevent malicious apps, themes or extensions from being installed, students may be restricted to installing content that has been “whitelisted” (approved) by district teachers, administrators, and the IT Department. This will ensure that devices are not running unnecessary apps or extensions that are not required for educational purposes. This procedure will continuously be evaluated to ensure that students have access to the content they need.

**12. Is there a camera built into the device?**

Our devices do have a webcam built into the top of the screen, which allows students to take pictures and video. They may also use this tool in videoconferencing situations with Microsoft Skype. There are also many screen casting apps that will allow for lesson recording and the ability to demonstrate specific functionality. The camera functionality will be enabled by default, though if distractions caused by cameras outweighs the benefit of having them, they can be disabled.

**13. Is virus protection software needed?**

Our District will employ the standard virus protection software on these devices. However, regardless of the security precautions the District takes, there could always be a risk of a security breach.

**14. What if parents refuse to allow their kids to bring devices home?**

This is certainly a possibility, as parents know their children best, however we strongly recommend that students have access to their devices and learning materials at all times. If parents choose not to permit their children to bring devices off campus, students will need to pick up their devices each morning from the library and turn them in at the end of the day. The responsibility lies on the student to ensure their device is returned each day to the designated location and plugged in to an available power outlet.

**15. What if a family has no home internet access?**

Devices can be used offline, however work created on them won't save until the student returns to an area with internet access. Teachers will instruct students on how to make specific Microsoft Office files available offline, so they can do so prior to leaving our school campus each day.

**16. Will internet use at home (or anywhere off the school campus) still be filtered?**

Yes, internet content will be filtered in compliance with CIPA regulations using iBoss, which works directly on the device regardless of where the student is obtaining their network connectivity.

**Lincoln School | Perkins School:**

**iPads Housed in Classroom**

**Kelley School:**

**2-in-1 Laptops Housed in Classroom**

**Middle School | High School:**

**2-in-1 Laptops Travel Between School and Home**

<b>Mobile Device Handbook Signature Page</b>	<b>Student Initials</b>	<b>Guardian Initials</b>
1.) I will not loan my device out to anyone or leave it unattended unless it is locked in a secure place.		
2.) I will report any damage immediately to my teacher. In the event of theft or damage by fire I will file a police report within five (5) days of the incident.		
3.) If I'm a Middle or High School student, I'm responsible for the safe transportation of my device. I'll also charge my device each night and bring my Device to school every day. If I'm an Elementary student, I'll charge and store my Device in my teacher's classroom, and only bring it home with my teacher's permission.		
4.) I understand that I have no expectation of privacy on the device and that my use and content is monitored. I also understand that my device will be filtered and managed while at home and at school and I will not try to access inappropriate material.		
5.) I have read and understand our School District Code of Conduct and Acceptable Use Policy/Responsible Use Guide as approved by our Board of Education and agree to follow them at all times. I will not attempt to go around existing security measures such as internet filters or firewalls (this includes proxies/proxy servers).		
6.) I agree to be a good digital citizen and not harass, bully, or be insensitive to others when I am online. This includes protecting my identity and passwords and not placing myself or others at risk by sharing personal information online. This includes not making an audio or video recording without permission of parties.		
7.) I understand that I need to return the device, stylus, and power adapter (and any other peripherals assigned to me) when leaving the Newark Central School District.		

**Student Name:** \_\_\_\_\_  
(please print clearly)

**Grade Level:** \_\_\_\_\_

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

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

**Parent/Guardian Name:** \_\_\_\_\_  
(please print clearly)

**Relation to student:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

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