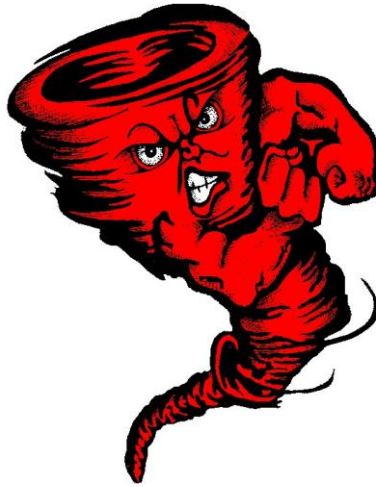# *Harlan Community School District*

Mobile Computing Handbook

Harlan Community School District Mobile Computing Program

The focus of the Harlan Community School District Mobile Computing Program is to allow Users to learn at their full potential and to prepare them for the real world. Increasing access to technology is essential to that focus, essential to federal and state mandates surrounding 21st century learning, and essential to our mission statement which reads "The Harlan Community School District will prepare life long learners and productive citizens."

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The policies, procedures and information within this document apply to all Mobile computing devices used within the Harlan Community School District, including any other device considered by the Harlan Community School District to fall under this policy.

Harlan Community School District may set additional requirements for computer use specific to each building.

A. Receiving Your Mobile computer
Mobile computers will be distributed to students each fall.

Parents must be present to sign forms at checkout. A student cannot pick up a computer without parental signed forms.

For those circumstances in which a parent does not agree to allow their student to be assigned a mobile computer for home use, a School Day Use Only Agreement will be available under which a user can check-out a computer from the technology department each day for use during the school day only. Users under this agreement must check-in their assigned mobile computer to the technology department each day before 4:00 pm. Failure to comply with these parameters will result in disciplinary action.

Mobile computers will be collected at the end of each school year for maintenance, cleaning and software installations. Unless overriding circumstances apply, Users will be reissued their original Mobile computer each year.

B. Taking Care of Your Mobile computer
Users are responsible for the general care of the Mobile computer they have been issued by the school. Mobile computers that are broken or fail to work properly must be reported to the Help Desk or taken to the technology office immediately.

General Precautions
1. Users are responsible for keeping their Mobile computer's battery charged for school each day.
2. No food or drink is allowed next to your Mobile computer while it is in use.
3. Cords, cables, and removable storage devices must be inserted into and carefully removed from the Mobile computer.
4. Only Harlan Community School District provided charging cords should be used to charge the mobile computing device. Use of charging cords other than those provided by the Harlan Community School District can result in damage to the mobile computing device.
5. Users should never carry their Mobile computers while the screen is open, unless directed to do so by a teacher.

6. Mobile computers should not be left powered on inside the provided carrying case for any extended period of time.
7. Mobile computers must remain free of any writing, drawing, stickers, or labels that are not the property of the Harlan Community School District or pre-approved by the school district.
8. Mobile computers must never be left in a car or any unsupervised area.

Carrying Mobile Computers
The Harlan Community School District will offer each Middle School student a carrying case during the fall of their 6th grade year, or at the time of entry into the Middle School for those students new to the District. High School students will be offered a carrying case during the fall of their 9th grade year, or at the time of entry into the High School for those students new to the District. With reasonable care, this carrying case should provide adequate protection for the assigned laptop during all three middle school years or all four high school years.

The carrying case provided with the mobile computers by the Harlan Community School District have sufficient padding to protect the Mobile computer from normal wear and tear and provide a suitable means for carrying the computer within the school. However, we understand that some students/parents would prefer to provide their own means of carrying their school assigned mobile computers. High School and Middle School students will be allowed to provide their own carrying device for their school assigned mobile computing device, provided the carrying case has a dedicated laptop compartment with a reinforced bottom and is suitable for a 15" laptop.

The guidelines below regarding the carrying of your school assigned mobile computing device should be followed:
1. Students must secure their mobile computers in the carrying case provided by the Harlan Community School District, or in a carrying case with a dedicated laptop compartment with a reinforced bottom that is suitable for a 15" laptop.
2. Mobile computers should always be secured within an approved carrying case when being transported.
3. The mobile computer must be turned off before placing it in the carrying case for an extended period of time.
4. Carrying cases should be used to carry the student's assigned laptop device along with a very limited number of classroom supplies in the pockets provided. Placing too many items in the provided pockets, or placing items in the area designated for the laptop device will cause excessive stress on the seams of the carrying case and will likely result in the tearing or ripping of the carrying case.

The Harlan Community School District will not provide a student with an additional carrying case. Additional carrying cases will be made available for purchase at Harlan Community School District cost should it be determined that a new case is necessary.

Screen Care

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

1. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, disks, headphones, etc.).
2. Do not lean on the top of the mobile computer when it is closed.
3. Do not place anything near the mobile computer that could put pressure on the screen.
4. Do not place anything in the carrying case that will press against the cover.
5. Do not poke the screen.
6. Do not "carry" your device by the screen.
7. Clean the screen with a soft, dry, antistatic, or microfiber cloth. Do not use cleaning solutions.

C. Using your mobile computer at school

Mobile computers are intended to be used at school each day. Along with instructional tasks, school messages, announcements, calendars and schedules will be accessed using the mobile computer.

Mobile Computers Left at Home
If Users leave their mobile computer at home, Users should execute all means possible to have it brought to school prior to the start of school. Loaner computers under such conditions will be allowed for the term of one day should one be available and if absolutely necessary. Repeat violations of this policy will result in disciplinary action.

Mobile Computer Undergoing Repair
Loaner mobile computers may be issued to Users if it becomes necessary to leave their assigned mobile computers with the Help Desk for repair.

Charging Your Mobile Computer's Battery
Mobile computers must be brought to school each day in a fully charged condition. It is essential for Users to charge their mobile computers each evening. AC adapters will not be loaned out to Users. If a User needs to charge their laptop during the school day they can bring it to the charging station in the Technology Room.

Sound
Sound should be muted at all times unless used for instructional purposes.

Printing
Users may use assigned school printers if printing is required during the school day. Users may also configure their mobile computer to print on a home printer. Your computer image will have many types of drivers preloaded. If you are not able to connect to your home printer, please bring your computer along with the following information to the technology department help desk: Printer Manufacturer, Printer Model.

Modifying Computer Programs and Settings
Users are prohibited from modifying computer settings or deleting or modifying any files that he/she did not create. Deletion or changes to certain files can affect your mobile computers performance. Programs deemed to be modified for malicious or illegal intent will result in disciplinary action.

Music, Games, or Programs
Music and games are not allowed on the Mobile computer during school hours in the classroom, unless approved by the classroom teacher. Users are prohibited from installing any games or programs on their mobile computing device. All software must be licensed and installed by Harlan Community School District technology personnel. A $25 Re-Image Fine will be assessed to the User should the technology department find that the mobile computer needs to be re-imaged to correct any problems determined to be malicious or against the district Acceptable Use Agreement.

Music files must not violate any copyright laws. It is the responsibility of the User to back up any music files stored on the mobile computing device. In the event that the mobile computing device needs to be re-imaged to correct any problems, the Harlan Community School District will not save or recover a User's music files, nor will the Harlan Community School District be responsible for any lost music files.

D. Managing Your Files and Saving Your Work
Saving Documents, Music, Pictures, Movies
You may save the following directly on your computer hard drive:
- Documents to your Document Folder
- Pictures to your Picture Folder (excluding explicit material)
- Movies to your Movie Folder (excluding explicit material)
- Music to your Music Folder (excluding explicit material)

File storage on the mobile computing device outside of the locations listed above is prohibited. As an alternative, Users have the option of saving files in the cloud, such as within Google Drive.

Backing Up Your Data
Students may store documents, pictures, movies and music in specified locations on the hard drive of the computer they are issued. <u>It is the student's responsibility to back up their files using removable media devices (example: USB flash drive, CD's, external hard drives, etc.) or cloud based storage such as Google Drive.</u>

It is the user's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

E. Software on Your Mobile Computer

Originally Installed Software

The software originally installed by the Technology Department must remain on the Mobile computer in usable condition and be easily accessible at all times. Licensed software provided with all new Mobile computers includes all applications generally required for most users. From time to time the school may add software applications for use in a particular course.

Personal software (software that is not owned and/or licensed by the Harlan Community School District) is not allowed. The Mobile computer is for school and work related purposes and does not constitute a replacement for a personal home computer.

Virus and Website Protection

The Mobile computer has antivirus protection and web content filtering software. This anitvirus software will scan the hard drive and removable media for known viruses. The antivirus software will be upgraded from the network. The web content filtering software will monitor and filter all internet activity from this mobile computer, regardless of whether the computer is within the Harlan Community School District wide area network or outside of the network. Tampering with the software configuration or uninstalling the antivirus or web content filtering software is prohibited. A $25 Re-Image Fine will be assessed to the User should the Harlan Community School District find that the mobile computer needs to be re-imaged to correct any problems determined to be malicious or against the district Acceptable Use Agreement.

Inspection

Users may be selected at random to provide their mobile computer for inspection.

F. Acceptable Use Guidelines

General Guidelines

Students and Parents recognize that non-school use of the mobile computing device done without the express consent of the school district is done so at the expense, liability, etc. of the students and parent.

Users of Harlan Community School District mobile computing devices are subject to the following Harlan Community School District Board of Education Policies and Administrative Regulations:
Policy 605.7 – Use of Information Resources
Policy 605.7 R1 – Use of Information Resources Regulation
Policy 605.6 – Technology - Appropriate Use
Policy 605.6 R1 –Internet Appropriate Use Regulation
Policy 605.6 E1 –Internet Access Permission Letter to Parents
Policy 605.6 E2 – Internet Appropriate Use Violation Notice

Privacy and Safety

Users of mobile computing devices must understand the following regarding privacy and safety:

1. Avoid chat rooms, instant messaging, social networking sites, or sending chain letters without permission.
2. Only open, use, or change computer files that belong to you.
3. Never reveal your, or others, full name, phone number, home address, social security number, credit card numbers, or passwords.
4. Remember that any documents, communications, music, movies etc. stored on or accessed by the school issued computer is not guaranteed to be private or confidential.
5. If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a staff member immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility and a requirement.

Legal Propriety

Users of mobile computing devices must understand the following regarding legal propriety:

1. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. This applies to computer software, music, and video files among others. If you are unsure, ask a staff member or a parent.
2. Plagiarism is a violation of the District Policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
3. Use or possession of hacking software is strictly prohibited and violators will be subject to consequences of the District Policy. Violation of applicable state or federal law, including the Iowa Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

Online Communication

Users of mobile computing devices must understand the following regarding online communication:

1. Always use appropriate language.
2. Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
3. Do not send mass emails, chain letters or spam.
4. Users should maintain high integrity with regard to their email or other communication content online. If you wouldn't want your teacher or parent to see the information; don't say it.
5. No private chatting during class without permission.
6. District email is subject to inspection and use of this email account should be school related. School provided email account passwords must not be modified.
7. Personal email accounts not provided by the district are not allowed on the mobile computer, unless approved by the building administrator.
8. All reports of bullying or harassment will be subject to the Harlan Community School District Harassment policies.

a. 104 - Anti-Bullying/Anti-Harassment Policy
b. 104 E1 - Anti-Bullying/Anti-Harassment Complaint Form
c. 104 E2 - Witness Disclosure Form
d. 104 E3 - Anti-Bullying/Anti-Harassment Disposition of Complaint Form
e. 104 R1 - Anti-Bullying/Anti-Harassment Investigation Procedures
f. 402.3 - Abuse of Students by School District Employees

Unauthorized Costs
If the user, in whose name a system account and/or computer hardware is issued, gains access to anything via the Internet which has a cost involved or if the user incurs other types of costs, including liability claims, the user accessing such a service will be responsible for those costs.

Consequences
The user, in whose name a system account and/or computer hardware is issued, will be responsible at all times for its appropriate use. Noncompliance with the policies of the mobile computer handbook or Acceptable Use policy will result in disciplinary action as outlined in the School handbooks.

Electronic mail, internet usage, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communications are governed by the Iowa Open Records Act; proper authorities will be given access to their content.

G. Protecting and Storing Your Mobile Computer
Mobile Computer Identification
Mobile computers will be labeled in the manner specified by the school. Mobile computers can be identified by the serial number and district asset tag, among other items including an individual user account name and password. Users should not in any way tamper with, modify, or deface any of the identification labels that have been applied to the mobile computers.

Password Protection
All mobile computers lock themselves with the active user account when not in use. Keep your password safe and do not share your password with others for any reason. Should your password become compromised contact the technology department help desk.

Storing Your Mobile Computer
When users are not monitoring mobile computers, they should be stored in a safe location. Users are encouraged to take their mobile computers home every day after school, regardless of whether or not they are needed. Mobile Computers should never be stored overnight in a vehicle for any reason as this may result in theft or damage

caused by extreme temperature variances. When not in use, power off and store your mobile computing device in the bag in an upright position.

Mobile Computers Left in Unsupervised Areas
Under no circumstances should mobile computers be left in unsecured or unsupervised areas. Unsupervised areas include the school grounds and campus, commons/cafeteria, locker rooms (if not secured in a locked locker), band room, library, unlocked classrooms and hallways. Any computer left in these areas is in danger of being stolen. Unsupervised mobile computers will be confiscated by staff and taken to the school office. Disciplinary action may be taken for leaving your mobile computer in an unsupervised location.

H.   Repairing or Replacing Your Mobile Computer
Mobile Computer Protection
The Harlan Community School District recognizes that with the implementation of the Mobile computer initiative there is a need to protect the investment by both the District and the end user. The following outlines the various areas of protection: manufacturer warranty, accidental damage protection, and repair/replacement fines.

Manufacturer Warranty
This coverage is purchased by the Harlan Community School District as part of the purchase price of the equipment. The computer vendor warrants the mobile computers from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the Mobile computer or Mobile computer replacement. The computer vendor warranty does **not** warrant against damage caused by fire, theft, misuse, abuse, accidents or computer viruses. Please report all mobile computer problems by contacting the technology department help desk.

Accidental Damage Protection
The Harlan Community School District has purchased coverage to protect the Mobile computers against accidental damage such as: accidental drops, power surges, and natural disasters. This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage, cosmetic damage, or damage caused by exposure to bodily fluids (urine, vomit, etc.). The hardware vendor (Hewlett Packard) will assess the Mobile computer damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines.

Intentional Damage
Users/Parents are responsible for full payment of repair cost caused by intentional damages to Mobile computers. Warranty or Accidental Damage Protection **DOES NOT** cover intentional damage of the Mobile computers. Harlan Community School District administration will hold the final determination on whether or not intentional damage was done to the system by the student.

Claims of Theft or Loss
In the event of theft, loss, or damage due to fire, Users/Parents are responsible for payment of the Harlan Community School District insurance deductible for the mobile computing device. Although subject to change, the current deductible for such claims is $250. All claims of theft or loss must be reported to the Harlan Community School District. If Harlan Community School District Administration determines that the theft or loss is NOT due to negligence on the part of the student, the school district may pay for a portion of the deductible. In the case of loss or damage due to fire or theft, users or parents must file a police or fire report and bring a copy of the report to the Harlan Community School District before a mobile computer can be replaced. Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action as deemed appropriate by Harlan Community School District Administration. The District will work with the local Police Department to alert pawnshops and police departments in the area to be aware of this District owned equipment.

Claims of Exposure to Bodily Fluid
In the event of exposure of the mobile computing device to bodily fluids (urine, vomit, etc.), Users/Parents are responsible for payment of the Harlan Community School District insurance deductible for the mobile computing device. Although subject to change, the current deductible for such claims is $250. All claims of exposure to bodily fluids must be reported to the Harlan Community School District. A student making a false report regarding the exposure of their assigned mobile computing device to bodily fluids will be subject to disciplinary action as deemed appropriate by Harlan Community School District Administration.

Damage Repair/Replacement Discipline or Fines
The User is responsible for ensuring that reasonable care is used with the mobile computing device so that damage does not occur. The Harlan Community School District has outlined the following annual schedule of repair/discipline/replacement fines in an effort to further protect the investment by the District and provide additional incentive for ensuring that proper care and handling of the mobile device occurs:

First Damage Incident (per year) – Verbal warning
Second Damage Incident Fine (per year) - Referral to respective office for discipline.
Third and any subsequent Damage Incident Fines (per year) –-Referral to respective office for discipline. Student will no longer have the option of taking machine home and will become a day user.
Re-imaging Fine - First offense will result in a verbal warning. Any subsequent offenses will result in a $25 reimaging fee.
Lost/stolen/damaged AC Adapter & power cord - $70.00

District technicians will service repairs and replacements for detective parts and acts of accidental damage. Please report all mobile computer problems to the technology department.

For more information regarding the Harlan Community School District fee waiver policy please refer to *Policy 503.3R1 Student Fee Waiver and Reduction Procedures.*

I.   Mobile computer Technical Support
The Technology Help Desk is available for repair work on school issued mobile computers. Users are expected to keep the mobile computers in good condition. Users who have a technical problem with their Mobile computer should use the help desk.

Mobile computer FAQ's

1. **Can I use the same Mobile computer and software throughout my career?**
   Yes, during the academic school year. Mobile computers will be replaced on a 4 year rotation schedule unless overriding circumstances apply.

2. **What if I already have another model or brand of Mobile computer?**
   You will be required to use the school district issued Mobile computer for school purposes. This is necessary to ensure that you have a computer that gives you network capability and the ability to run the software that you will need in your courses. The Harlan Community School District is also limited to provide maintenance service or assistance for only the district provided computer. *For these reasons, other Mobile computer or laptop computers will not be used on the Harlan Community School District network at school.*

3. **Can I have my Mobile computer in the summer?**
   All Mobile computers will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students taking summer school courses will be provided with a Harlan Community School District machine to be used on school property only for the duration of the summer school course. Summer school students will not be allowed to use their school assigned mobile computing device.

4. **What about insurance against theft or breakage through carelessness?**
   Your Mobile Computer is very portable and very valuable, making it an attractive target for thieves. You will be responsible for paying for all or part of the repair of the device should breakage occur due to carelessness, and the insurance deductible cost in the event of theft. **The best insurance is to take care of your Mobile computer. Do not leave your Mobile computer in an unlocked/insecure location. Always know where your Mobile computer is located!**

5. **Does the district provide maintenance on my Mobile Computer?**
   Yes. The Technology Department will coordinate maintenance for Users.
   Please consult the warranty agreement so that you understand what is and what is not covered.

6. **What will I do without a computer in my classes if my Mobile computer unit is being repaired or while I am replacing it if it is lost or stolen?**
   Harlan Community School District stocks a very limited number of Mobile Computers that can be loaned out on a first come, first served basis. You will be able to apply for a loaner device through the technology department. *If you are in possession of a loaner, treat it as if it were your own computer. You will be responsible for any damage to the unit or for its loss.*

7. **If the accessories to my Mobile computer are lost or stolen, how much will it cost to replace them?**
   In the event that Mobile computer accessories are stolen, you should report the lost items to the Help Desk. The cost to replace specific accessories is listed below:
   a) AC adapter & power cord: $70.00
   b) Laptop: Varies by model

8. **If I purchase software in addition to the available software provided through the district, will the Technology staff load it for me?**
   No, only district provided software will be loaded on the computer.

9. **Do I need a printer?**
   Printers are available at school. If you want to connect to a printer at home with the school Mobile computer, you will need to ensure that a printer driver is already loaded on your mobile computer (or a suitable substitute). If you are unable to connect to your printer at home, please bring your computer along with the following information to the help desk: Printer Manufacturer, Printer Model.

10. **How do I connect to the Internet at home?**
    You may connect to the Internet using a cabled Ethernet connection or wireless Ethernet connection. If you maintain a wireless home network, you must set the Mobile computer to connect to your wireless connection. If you have issues connecting at home please contact your internet service provider first before contacting the technology department.

11. **Will there be facilities to back up the files I create on my Mobile computer?**
    Yes. All documents may be uploaded to your Google Drive account. You may keep them in their original format (.docx, .xlsx, etc) or you may convert them to a Google Docs format. You can also back up files using a USB drive.

12. **What if I want to add options to my Mobile computer later?**
    Only Harlan Community School District technology personnel are authorized to add options and upgrades to your Mobile Computer.

13. **What if I want to run another operating system on my Mobile computer?**
    Only the operating system chosen by the Harlan Community School District will be authorized to run on a district provided Mobile Computer.

14. **Will I be given a new battery if mine goes bad?**
    The Mobile computer battery will be replaced by the manufacturer for defects in the first three years. You will be responsible for charging your battery and proper battery maintenance.

15. **What has the school done to help prevent Users from going to inappropriate sites?**

We have hardware and software products that are designed to help monitor all Internet sites that users attempt to access. The District firewall product is resident in the server room at the Harlan Community Middle School. Anyone using the school wireless network provided for public use from within any of the school district buildings will have all of their internet activity automatically directed through this hardware appliance. The appliance monitors all internet activity and blocks any internet sites that are deemed to be inappropriate based upon predefined keywords or site classifications. This filtering will occur whether you are using a Harlan Community School District device or your own personal device IF you are using the school's public wireless network.

In addition, each student device has a software client installed that redirects all internet traffic through an internet based filtering service configured specifically for our District, no matter where the mobile device is located. Any time a school district provided machine accesses the internet, no matter where that machine is located (at the student's home, using a public hotspot, at another school, in a vehicle using a cellular internet connection, etc.), the software makes a remote connection to the filtering service which monitors all internet activity and blocks any internet sites that are deemed to be inappropriate based upon predefined keywords or site classifications. This software not only blocks inappropriate sites, but also logs a history of every site that each user visits.

Please note, the internet is an ever-changing dynamic of information, and as a result it is not feasible to expect any web filtering device to block 100% of the inappropriate content on the internet.

16. **Are mobile computers subject to review by school personnel, as they are the property of the school district? What if a student brings their Mobile computer in for repairs and "objectionable data" is detected?**

Inappropriate material on Mobile computers should be immediately reported to the technology department or to the user's building principal. Users who have "objectionable data" on their Mobile computer but have failed or chosen not to report it will be referred for discipline.