



In addition to the provisions of the SAUSD Student Use of Technology Policy (AR 6163.4) signed during the registration process, the following additional items apply to students participating in a mobile device (Chrome books, iPads, iPods, Nooks, etc.) program at schools in the Santa Ana Unified School District.

**OVERVIEW:**

Technological resources, including mobile devices are provided for the purpose of supporting the educational experience and mission of the school. The school’s goal in providing these resources is to promote educational excellence by facilitating creative thinking, resource sharing, scholarship, research, and communication as we prepare our students for success in the 21<sup>st</sup> century. Use of these technologies is a privilege that carries responsibilities and behavioral expectations consistent with all school rules and policies. Students are expected to use the mobile devices provided them, along with all other technology devices in a respectful, responsible, and legal manner at all times.

**Parent Initial**                      **Student Initial**

**EXPECTATIONS:**

1. This Mobile Device Authorized Use Policy applies to students at all times, whether or not the students are on campus.
2. The device is the property of SAUSD. The technology resources shall only be used to access educational information and to promote learning activities both at school and home, including the facilitation of communication between the home and school. **It is only for the use of the student to whom it is assigned.**
3. The device will be issued to each student at the beginning of the school year and may be collected and returned during extended school holidays and at the end of the school year, depending on the discretion of the principal.
4. The technology device may be taken home or to other locations outside of school hours at the discretion of the principal. The student however, is responsible, at all times, for the care and appropriate use of the technology device. Proper use of the device’s case is required for all SAUSD owned devices.
5. Violations of any portion of this Mobile Device Authorized Use Policy, in conjunction with the District’s Technology Use Policy, California Education Code, and other local, state and federal laws and regulations governing the applicable matters may result in the school taking appropriate action against the student, up to and including suspension and/or expulsion.

**Parent Initial**                      **Student Initial**

**APPROPRIATE USE:**

6. Students are solely responsible for the care and safekeeping of their mobile devices. Students must report damage or loss, including theft, to the school’s Front Office immediately upon happening.
7. Any mobile device use, whether or not utilizing the District network, which poses a risk to the physical or mental harm to anyone or any property is prohibited.
8. Any viewing, sharing, or transmission of mobile device material containing inappropriate content, offensive language, derogatory rumors/gossip, or other content not in keeping with the District’s Technology Use Policy and this school’s mission is strictly prohibited.
9. Software or applications for personal use, such as games and entertainment, may not be installed on a district-owned technology device.
10. Copyright ©, Trademark <sup>TM</sup>, and/or Registered <sup>®</sup>, laws must be adhered to at all times. All materials from the Internet and other digital resources, including graphics, which are used in student projects or reports, must be properly cited. Copyrighted, Trademarked or Registered materials may not be placed on the Internet without the permission of the author.

**Parent Initial**                      **Student Initial**



**SECURITY:**

11. Students will not share their passwords, addresses, or other personal information on the Internet.
12. Students have no privacy rights in the use of District technology, including mobile devices. All mobile device activity, including Internet history, communications, or other uses, can be monitored by the school. School representatives may inspect, and if deemed necessary, may delete any content and/or confiscate any mobile device used by a student at any time without prior notice.
13. The device is configured to be used on the district wireless network. The district will not be able to assist you at your home in order to connect the device to other internet providers. Do not change the device configuration to render it unable to connect to the district wireless network.
14. Any attempt to connect a mobile device to external Internet connections while on the school's campus is prohibited.

**Parent Initial** \_\_\_\_\_ **Student Initial** \_\_\_\_\_

**EQUIPMENT CARE:**

15. Students may not repair, alter, modify, or replace mobile devices.
16. Proper use, care, and safekeeping of mobile devices includes, but is not limited to, the following:
  - Activating and maintaining the "Find my iPhone/iPad" function at all times, if appropriate.
  - Bringing the mobile device and necessary accessories to school each day.
  - Charging the mobile device battery on a daily basis.
  - Keeping the mobile device secure at all times.
  - Keeping the mobile device in the protective case as appropriate or in a backpack when transported.
  - Using a soft cloth to clean the screen.
  - Students will keep their mobile devices clean with no attached stickers or other items that might deface or damage the device's finish, screen, or other components.

**Parent Initial** \_\_\_\_\_ **Student Initial** \_\_\_\_\_

**SAFETY:**

17. Students will use web-based resources such as Google Apps in a responsible way and adhere to the rules regarding Internet safety in the SAUSD Technology Use Policy.
18. Students will complete instruction provided by the school on Internet safety and the ethical and appropriate use of information.
19. In consideration for receiving the mobile device from the school, each student and his/her parent or legal guardian agrees not to sue and hereby releases, waives, discharges, holds harmless, indemnifies, and defends the school and the Santa Ana Unified School District, as well as their employees, volunteers, agents, directors, affiliates, and representatives, from any and all liability, losses, damages, claims, actions, and causes of action of every nature for any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or any other loss, whether claimed by the student, parent, legal representative, or any third party, relating in any way to the use of the mobile device furnished by the school to the student.

**Parent Initial** \_\_\_\_\_ **Student Initial** \_\_\_\_\_



**Compliance with Children’s Internet Protection Act 2001 (CIPA)**

In accordance with the Children’s Internet Protection Act (CIPA) we will need parent permission for students under 13 to use some of the online tools including Google Docs and Edmodo. Both will be used for educational purposes only and all data will be private. Students may be using Edmodo or other online programs for turning in assignments, taking tests and participating in class discussions. Google Apps may be used by your student to create and collaborate on documents, spreadsheets, forms and presentations.

**Parent Initial                      Student Initial**

**STUDENT/PARENT RESPONSIBILITY:**

- While using SAUSD technology resources on or near school property, in vehicles and buses, at school-sponsored activities, as well as off-campus, each student must act in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology. All responsibilities acknowledged and accepted by the student must also be acknowledged and accepted by the student’s parent or guardian.
- The device must be at school during regularly scheduled work days in order to be utilized by the student, and used in the classroom for the purpose of accessing and completing school related work. The student will be responsible to transport the device to, and from, school in a safe and secure manner.
- Students using district- owned technology devices who travel outside the United States, will need permission from the school site principal and the district IT department before the device is permitted to leave the country.
- It is the student’s and parent or guardian’s responsibility to take every precaution and action to prevent the loss, theft or damage of the device. The student and their parent/guardian will be held responsible for costs to repair or replace the device if the damage or loss is due to negligence or intentional misconduct.
- Families can purchase an insurance plan to cover accidental damage, including screen breakage. Optional insurance coverage will be made available for parent purchase.

**Parent Initial                      Student Initial**

**RESTRICTED USE:**

Students who violate one or more of the conditions below, may at the Principal’s discretion, be placed on “Restricted Use” for a minimum of two weeks:

- Excessive damage to the mobile device, the case, and/or the protective screen cover (if provided)
- Inappropriate use of the mobile device during instruction/non-instruction time
- Inappropriate, defamatory, abusive, obscene, profane, or illegal material is found on the mobile device
- Repeated failure to bring the mobile device to class and/or bring the mobile device to school fully charged
- Not carrying the mobile device in a backpack to/from school
- Lack of minimum daily attendance if required by the school
- Excessive class tardies or tardies to school

Students who violate any part of this Authorized Use Policy may also be placed on “Restricted Use” for a minimum of two weeks. Students placed on “Restricted Use” will not be allowed to take their mobile device home. They must retrieve the mobile device at the beginning of the day and return it at the end of the school day.

**Parent Initial                      Student Initial**



Student: \_\_\_\_\_

Student ID#: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_

In addition to the provisions of the SAUSD Student Use of Technology Policy (AR 6163.4) signed during the registration process, the additional items on the preceding pages apply to students participating in a mobile device (Chrome books, iPads, iPods, Nooks, etc.) program at a school in the Santa Ana Unified School District

*I have read the SAUSD Mobile Device Authorized Use Policy and I agree to follow it at all times. I understand that if I fail to follow this policy that I will lose the right to use a mobile device provided by the school.*

Mobile device # \_\_\_\_\_

Model description: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Dear Parents, Please Choose One:

My child can bring the mobile device home, and I understand that I am responsible for the device.

I do not want my child bringing the mobile device home from school, and I understand that I can contact the school at any time to give my permission for my child to bring the device home.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Signature

\_\_\_\_\_  
Date