Miami-Dade County Public Schools

Mobile Device Project

Parent/Student Resource Guide

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1. OVERVIEW

One of the overriding goals of the Digital Convergence Initiative is to maximize the learning potential of all students in an effort to prepare them for a successful future as 21st century citizens. In an effort to do so, Miami-Dade County Public Schools (M-DCPS) wants to provide students with the experience of using various mobile devices. The use of 1:1 devices will aid in developing independent, self-initiated learners; provide for collaboration and communication between students and teachers; and extend student learning beyond the classroom.

The policies, procedures, and guidelines outlined in this document apply to all district-issued mobile devices (i.e., tablets, laptops) in the district. Information is also provided regarding personal devices (BYOD). Additional requirements are at the discretion of each school and/or classroom teacher.

Mobile Device Project Goals:
- Create rigorous, relevant, student-centered learning environments that better prepare all students for the global community
- Engage learners with transformative instruction enhanced by collaboration, problem solving, critical thinking, communication, and technological literacy
- Ensure equity and access to digital tools and resources
- Strengthen 21st century skills necessary for future success

Curriculum Integration Goals:
- **Authentic Connections**: the learning experience provides real world relevance and opportunity for students to apply their learning to create a product that has purpose and relevance
- **High Levels of Engagement**: students collaborate on tasks, process and/or solutions
- **Higher-Order Thinking**: the questions and tasks are designed to promote analyzing, evaluating, and creating
- **Technology Use**: devices are used in a seamless fashion to promote student learning, and students use self-selected digital resources to accomplish learning outcomes beyond traditional strategies

2. RECEIVING YOUR MOBILE DEVICE

Mobile devices will be distributed to students at designated school sites at the beginning of the school year. Schools will notify parents to inform them when devices will be distributed. Parents may be asked to attend a Parent Orientation Meeting to receive information and forms regarding the distribution of mobile devices. Attendance at these meetings may be mandatory in order for students to receive the mobile device. Additionally, parents will be informed as to when the devices will be collected at the end of the school year.

In order to receive a mobile device, students and their parents must do the following:

1. Sign the Student Mobile Device Agreement *(Required)*
2. Pay the Technology Fee for Ninth Grade Students *(Required)[See chart below.]*
3. Attend a Parent Orientation Meeting *(Optional –If required by school site.)*

Technology Fee

The Technology fee is for the ninth grade students who will be provided with the ElitePad 900 tablet. This technology fee covers repair of device **malfunction**. It does NOT cover repair from neglect or abuse, loss or damage of the accessories (i.e., charger, case, keyboard, etc.), or replacement of the device.

Annual Technology Fee for Ninth Grade Students Only	
The annual technology fee will be used for non-warranty repair and replacement of mobile devices and accessories. The technology fee is included in the Special Fees and Charges School Request form, FM-2396.	
Students on Regular Price Lunch	$20.00
Students on Reduced Price Lunch	$10.00
Students on Free Lunch	$5.00

Asset Tracking Management System (ATMS)

District schools will use the Asset Tracking Management System (ATMS) to check out mobile devices to students by assigning the mobile device serial number to the student ID number.

3. BROKEN, LOST, OR STOLEN DEVICES

Parent/Student Responsibilities Regarding Broken, Lost, or Stolen Devices

Students and parents are obligated to report immediately to the Designated Site Person at the school any incidence of a broken, lost, or stolen device issued by the District. A Student Financial Obligation will be issued to the student, either in the amount of the cost to repair the District-issued device, or in the amount of the cost to replace the District-issued device, if it is lost or stolen.

Broken Devices

Students are expected to report any damage to their district-issued mobile device as soon as possible. If a District-issued device is broken, the school will re-issue another device to the student provided that the student has no outstanding student obligations for a previous

device. If the student has an outstanding financial obligation for another device, the student will be issued a textbook. If the School Technician is able to repair the student's broken device by doing a restore of the device software or if the repair is covered under the manufacturer's warranty, then the student will <u>not</u> be issued a financial obligation. Otherwise, upon return of the device from service, the student will be issued a financial obligation in the amount of the cost to repair the device, or the cost to replace the device if it was a total loss.

Lost Devices

If the District-issued device has been *lost*, the student and parents must report the loss to the school. The school will update the student record in the District's Asset Tracking Management System (ATMS) to indicate the device was lost. The school will issue a Student Financial Obligation to the student for the full replacement cost of the device.

Stolen Devices

If the District-issued device has been *stolen*, the student and parents must report the suspected theft to either the school police or the municipal police department, depending on where the device was stolen on school grounds or off campus. If the device was stolen off campus, then a copy of the police report, including case number, must be turned in to the school administration. Failure to provide a police report from the appropriate police department will result in the student being issued a textbook in place of the missing District-issued device. However, if a police report is provided by the student or parents to the school, <u>and</u> the student does not have an outstanding financial obligation for a previous device, then the school will provide the student with a replacement District-issued device. The student is still responsible for the full-replacement cost of the stolen device, and the school will issue a Student Financial Obligation to the student for the full replacement cost of the device.

4. TURNING IN YOUR MOBILE DEVICE

End-of-Year

At the end of the school year, students will be notified as to when they must turn in the devices. Failure of a student to turn in the device will result in the student being charged the full replacement cost.

Students Transferring Schools within the District

Students transferring from one school to another must turn in the device at the school they are leaving. Students will be issued a new device upon enrolling in their new school. Students who do not turn in the device before transferring will not be issued a device at the new school.

Students Withdrawing from Miami-Dade County Public Schools
Students withdrawing from Miami-Dade County Public Schools or transferring to a Charter school must turn in their student mobile devices before their last day of attendance. Failure to do so will result in the student being charged the full replacement cost. M-DCPS may also file a report of stolen property with the local law enforcement agency. Students do not need to pay the technology fee at their new school, if they paid the technology fee at their previous school, **for the current school year.** Students need to show the receipt for the technology fee at their school and/or would have to wait until the current school confirms (with the previous school) that the technology fee was paid.

5. STUDENT/PARENT/GUARDIAN RESPONSIBILITIES

Every effort is being made to equip families with the information they need to ensure the safe use of mobile devices in the home. Once devices go home with students, parents/guardians are responsible for monitoring student use at home and away from school. The best way to keep students safe and on-task is to have parents/guardians present and involved. The following are suggestions for parents or guardians for mobile device use at home and away from school.

Parent/Guardian Responsibilities

- Develop a set of rules/expectations for the mobile device use at home
- Allow mobile device use only in common rooms of the home, such as living room or kitchen
- Demonstrate interest in, and monitoring of, what your child is doing on the mobile device
- Remind your child to treat the equipment properly and with respect
- Review the District's Acceptable Use Policy with your child

Student Responsibilities

- Charge and maintain the battery daily, ensuring it is ready for school the next day
- Do not loan your device or any accessory to other students, friends, or family members
- Follow the Acceptable Use Policy when using the device
- Follow copyright laws and guidelines when completing assignments
- Use and maintain the device in the manner prescribed by the District, the school, and the teacher

Student Mobile Device Use & Network Netiquette

Students should follow netiquette rules when communicating on the Internet and using the mobile devices provided by the district. The rules of Network Netiquette can be found in the

District's Acceptable Use Policy (AUP), located at http://www.neola.com/miamidade-fl/search/policies/po7540.03.htm.

6. APPS & SOFTWARE

- 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.
- Students are not to download content or install new apps/software on devices or attempt to update currently installed software.

7. STUDENT USE OF MOBILE DEVICES

Using Mobile Devices in School

Mobile devices are intended to be used at school each day. Students are responsible for bringing their devices fully-charged to classes on a daily basis, unless specifically instructed not to do so by their teacher. If a student does not bring a mobile device to school, it is up to the discretion of the teacher if the student will be given a loaner device for the duration of the class period, or provided with an alternate assignment. If a student is provided with a device to use during class time, the teacher must collect the device prior to the end of class. The student is not to be given a second device to take home. Students who have multiple occurrences of forgetting their mobile devices or not bringing their mobile devices fully charged may face disciplinary action.

Charging Mobile Devices to Use in School

Students are expected to bring their devices fully charged to school. Students should be instructed to keep the chargers that came with the device at home to avoid losing them. In cases where students don't charge their devices the previous night or the use of the mobile device has caused batteries to become discharged, there may be a limited number of charging stations or outlets available to students on a first come, first served basis.

Logging into Student Mobile Devices

Students will log into their student mobile devices with their district-issued passwords. Students should never share their passwords with others.

Managing Student Work on Devices

Students must save all their work in the district-provided cloud applications such as OneDrive or My Big Campus, depending on teacher directions. It is the student's responsibility to save and manage their files. If a device has to be restored due to a malfunction or repair, data stored on the device could be lost. Additionally, it is the student's responsibility to ensure work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

Sound

Students are expected to use their own headphones, when permitted by the teacher. In-class use of headphones or sound is at the discretion of the teacher. Sound must not interfere with instructional activities; therefore, sound must be muted at all times during class unless otherwise directed by the teacher.

Black Screen and Logout Periods

In an attempt to preserve battery life and ensure student privacy, all student devices have been configured to go to black screen and to log off user automatically after a period of inactivity. Below are the timeframes for the device going to black screen or logging off user:

- Black Screen – after 4 minutes of inactivity
- Logs Out User – after 5 minutes of inactivity

Camera

Each mobile device is equipped with a camera, videorecording, and audio recording capabilities. 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, such as recording videos or taking pictures to include in a school project or recording a student performance and playing it back for rehearsal and improvement.

Using the Mobile Device Outside of School

Students have been provided with mobile devices with the intent that they take them home and use them outside of school. Wi-Fi is required for student mobile devices to access the Internet and certain applications; however, student digital textbooks have been preloaded into the device. In the event that Wi-Fi is not available, students can still access their digital textbooks.

When connecting to the Internet outside of school, students must understand they are still using school equipment and the rules and policies still apply. Students are expected to follow all M-DCPS policies wherever they use their district-issued mobile devices. Additionally, students are responsible for taking care of the devices they are issued.

BYOD

Bring Your Own Device allows students, parents, staff and guests to use their own technology during the day to enhance the learning experience. Examples of the types of technology that can be used are Windows laptops/tablets, Mac laptops, Android tablets, and iPads. In order for students to participate in the BYOD program, students and their parents must complete and sign the District's BYOD agreement (FM-7523, *Personally Owned Computing/Network Device Acceptance of Responsibility and Device Use Agreement Permission Form*).

BYOD Wi-Fi Access
Students who choose to participate in the BYOD program will be allowed to access the district's network and Internet connection by providing Free Wi-Fi access. This Wi-Fi access is intended **only for** registered students to access only classroom materials specified by each teacher including Teachers' classroom pages, web links and homework and project research. It is **not intended** for online gaming, Netflix, or any other non-educational website. High Bandwidth Video streaming and big downloads will be monitored and subject to regulation. For additional information on the Bring Your Own Device Program visit the District's BYOD website at http://wifi.dadeschools.net.

7. CARE OF MOBILE DEVICE

Students are responsible for the general care of the mobile devices (laptops and tablets) and the accessories they have been issued by the District. Below are some guidelines for caring for the mobile devices:

General Care

- No food or drink is allowed near the device. Spills incur costly repairs.
- Accessories that insert into the device such as charger cords, keyboards, etc. must be inserted and removed carefully to prevent damage.
- Never lift devices (laptops) by the screen or carry the device with the screen open.
- Devices must remain free of any writing, drawing, etching, stickers, or labels that are not the property of Miami-Dade County Public Schools.
- Mobile device repair/replacement will be done by the school technician or UDT staff. Students are not to attempt to repair devices.
- Each mobile device has a unique identification serial number. All devices have been configured to display the serial number on the startup screen; and that number is contained in the unique QR code for the device. At no time are students to change the device number or tamper with the QR code.
- Mobile devices should never be placed in extreme conditions (e.g. extreme hot or cold, rain, damp locations, etc.)

At School

- Do not leave the device unattended.
- Do not pile things or heavy objects on top of the device.
- In a locker or backpack, the device should be placed in a vertical position.
- Do not loan your device to another student.

At Home

- Keep the device and the accessories (charging unit, keyboard, etc.) together.
- Do not leave the device in unsafe or unstable locations, such as a stool, chair, or on the floor.

- Keep the device away from pets.
- Do not loan your device to relatives or friends.

Traveling to and from School

- Device should be placed in book bag/backpack and kept out of view.
- It is recommended that students transport their mobile devices in the protective cases issued with the device.
- To conserve battery life, devices should be shut down while being transported between school and home.
- Check surroundings when exiting a vehicle (car, school bus, etc.) to ensure the device has not been left behind.

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. Fully charged mobile device batteries will typically last 8-10 hours of use.
- Batteries should be charged every night. There is no need to wait until the charge is low to charge the battery.
- In order to preserve battery life, it is recommended that the screen brightness be kept at medium level.

Case

- Each mobile device comes with a protective case providing sufficient protection for the device under normal treatment; device should be kept in the protective case at all times, when in use or when transporting.
- Device should be kept in its case, even when inside a book bag, backpack, or briefcase. The ruggedized case provides sufficient padding to protect the device from damage if it is dropped.
- Mobile device cases furnished by the school must be returned with only normal wear. Students should not mark or alter the case with skins, decals, stickers, writing, etc.

Screen

- The mobile device screen can be damaged if subjected to rough treatment. The mobile device should only be cleaned with a soft, lint-free, dry cloth. Do not use liquids or cleansers to clean the screen.
- Avoid using any sharp objects on or near the mobile device, or placing heavy objects on top of the screen as they can scratch or damage the screen or the case.

- Hold the mobile device with care, avoiding drops, crashes, and placing under heavy objects.
- Do not lean on top of the device.

8. INSPECTION

Students may be selected at random to provide their device for inspection for restricted images and settings, as well as the overall care and condition of the device, charger parts and other accessories. Students have no rights to privacy on a district-issued device. The mobile device can be inspected by the classroom teacher, the school Designated Site Person (DSP), school administration, or District staff.

9. THEFT PROTECTION

All devices are etched to identify them as property of Miami-Dade County Public Schools. Additionally, the desktop wallpaper contains the M-DCPS logo and the QR code containing the device serial number. Students are not to remove or alter any marks or images identifying the device as M-DCPS property.
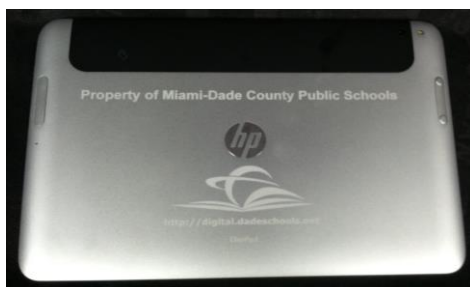

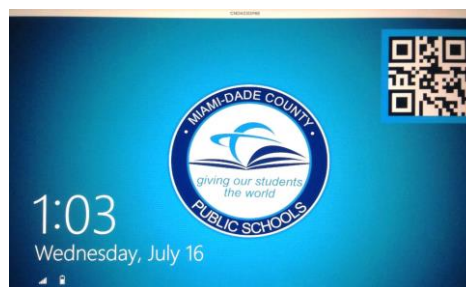*Figure 1: Back of Device with Etching*

Figure 2: Home Screen with QR Code and Seal

Student mobile devices have been configured to lock if unauthorized users attempt to hack into the device. Attempts to use the device without the proper password authorization will render it unusable, locking all software applications and operating system.

10. INTERNET CONTENT FILTERING

All student devices have been configured to pass through the District's internet content filter whenever and wherever the student accesses the internet – even while off campus. Even when working at home, students must adhere to the district's Acceptable Use Policy; they must not attempt to disable or sidestep the filtering software. To the extent possible, the filter monitors all internet sites that students attempt to access and blocks inappropriate sites; however, it must be noted that no filtering software is 100% accurate and may not block all information that may be deemed offensive or unsuitable by parents. Filtering software is not a substitute for parental judgment and oversight; parents are still urged to monitor their child's internet access while at home.