

# POUNCE



# PA<sup>2</sup>N<sup>T</sup>HER

# Learning

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Dear Students, Parents, and Guardians:

The Knob Noster R-VIII School District is dedicated to ensuring that our students are digitally literate and engaged 21st century learners. Our mission is student success and graduates who are highly successful and well equipped to pursue their goals and contribute as global citizens. In providing students with the tools and training that will enable them to think critically and creatively, communicate effectively, and participate in problem-based and collaborative learning, we are giving them the life skills they need to become productive adults and leaders in our local and global communities.

One important step in achieving this goal is teaching the skill and proper use of technology. College and career readiness requires that our students be proficient in the use of mobile technologies. More and more, employers expect potential employees to have digital literacy skills before they enter the workplace. Today's students are already avid consumers of technology and do not know what it was like to live without an iPhone, internet, or mobile world. We must now instruct them to be equally adept at using these technologies to learn, produce, and collaborate ideas.

With this in mind, we, at the Knob Noster R-VIII School District, are excited to continue our 1:1 initiative by going District wide with "Pounce," a 1 to Anytime, Anywhere Learning initiative. This program will provide all students Kindergarten through 12th grade with a mobile device. It is our vision that learners have the opportunities and experiences needed while in school to prepare them to perform at the highest level in their chosen career paths. We strive to provide these experiences in a learning environment that is safe, secure, nurturing, and engaging.

Mobile learning devices greatly increase opportunities for student learning to take place, providing support to both students and teachers as the classroom is transformed and learning moves beyond the textbook and school walls. These devices will ensure our vision of Anytime, Anywhere Learning is capable. A<sup>2</sup> Learning gives students constant access to information and educational tools. Learning no longer ends when a student walks from the classroom. Students now have the ability to continue their inquiry and pursue their interests outside of the school day.

We realize that this 1: Anytime, Anywhere Learning environment would not be possible without the support and encouragement of our board of education and school community. On behalf of our students and staff, we want to thank you for partnering with us as we move to make our vision of anytime, anywhere learning a reality. You are helping to build on a proud past and ensure a bright future for our students.

Sincerely,

Jerrod Wheeler, Ed.D.

Superintendent

## **OVERVIEW**

Knob Noster R-VIII School District is committed to preparing students to be successful citizens in a global community. By providing a mobile device to all students in Kindergarten – 12th grade.

1: Anytime, Anywhere Learning allows students to access information, think critically, problem solve, collaborate, and create while learning to safely, ethically, and effectively utilize 21st century tools. Many students in grades 3-12 have the opportunity to continue learning outside of school by taking their mobile device home each day. K-2 devices will be sent home at a later date. This provides access to instructional programs, files, and schoolwork both at school and home. This handbook outlines the expectations for student use while providing both students and parents/guardians with procedures for appropriate use, care of, and security of the mobile device.

## **RECEIVING A MOBILE DEVICE**

Knob Noster R-VIII School District will issue each student a mobile device when the Mobile Device Agreement Form is signed by both the student and the parent/guardian.

## **RETURNING A MOBILE DEVICE**

- At the completion of the school year, students are required to return their mobile device, charging equipment, and any other district-issued accessories on or before the date designated by school administration.
- If a student withdraws from or transfers to another school within the district, the device and all accessories must be returned to the current school no later than the student's last day at that school.
- If a student does not return his/her mobile device prior to leaving school, at the completion of the school year, or at any time designated by school or district administration, they may be subject to legal action or criminal prosecution. Additionally, the student may be held liable for replacement costs of the device and accessories.

## **MOBILE DEVICE IDENTIFICATION**

Only district-applied identification labels (i.e., Knob Noster R-VIII School District asset number/serial number) are permitted on mobile devices, and accessories. Students may not remove or cover the district labels or identifying stickers on the mobile device and/or accessories. Writings, drawings, stickers, labels, or any other form of personalization on the device is prohibited.

## **GENERAL CARE OF THE MOBILE DEVICE:**

Each student is responsible for the general care of his/her assigned mobile device.

- No mobile device casing is 100% effective in preventing damage; students should take proper care of the device at all times. The case on the mobile device is not to be removed by anyone other than school technology personnel. Students may elect to purchase their own device carrying bag. However, carrying bags must be designed specifically for tablet/laptop use.

- Screen damage often occurs when pressure is applied to the screen. When in transition, the devices should be closed and not carried by their screen.
- If the mobile device screen requires cleaning, only a clean, dry, microfiber cloth should be used. The use of cleansers of any type is prohibited. The device must be turned in to the school technology staff if additional cleaning is required.
- Cords and cables should be carefully inserted/removed from device to prevent damage.
- Mobile devices should not be used in areas which may lead to damage or theft.
- When using the power cord, the cord should not be left in areas that may be a tripping hazard.
- Students should never attempt to repair, reconfigure or reset the device. Any attempt to tamper with the internal components of the device will be considered damage.
- Student mobile devices in need of repair must be reported to the technology staff immediately. Technical support is only available during school hours.
- Mobile devices may need updating throughout the school year. Students are required to turn in their mobile devices when requested by school administration or technology staff. Students are responsible for making sure files are backed up.

### **SECURITY OF THE MOBILE DEVICE**

Students are responsible for the security of their mobile device at all times, both on and off district property. Devices should never be left unsecured. All unsecured mobile devices will be confiscated by staff and disciplinary actions may be taken.

### **GENERAL USE OF THE MOBILE DEVICE**

- Students are required to bring their mobile devices to school each day fully charged. Students who leave mobile devices at home will be required to complete alternate assignments as determined by the teacher. Students may be subject to disciplinary action for repeatedly failing to bring the mobile device to school.
- Each student is responsible for all usage of and content stored on the device issued to them.
- Students are not permitted to lend their device or accessories to anyone or borrow another student's mobile device or accessories.
- Student devices are subject to routine monitoring by teachers, administrators, and technology staff. Users shall have no expectation of privacy while using the mobile device. Teachers, school administration and/or technology staff may conduct an individual search of a student's mobile device, including any content stored on or communication conducted using the device.
- Students are responsible for maintaining the security of all usernames and passwords issued to them. Account usernames and passwords are never to be shared with anyone other than a teacher, school administrator, or technology staff. This includes network, software, and web based application usernames and passwords.

## **DAMAGE, LOSS, AND THEFT**

- If the mobile device is lost or stolen during the school day, the student is required to contact a teacher or school administrator immediately.
- If a mobile device is stolen outside of school, the student or parent/guardian is required to file a police report immediately. After filing a police report, the student or parent/guardian shall notify school administration and submit a copy of the police report. Failure to report a lost or stolen device within one week may result in a student being held financially responsible for replacement of device.
- If a mobile device is lost outside of school, the student or parent/guardian is required to notify school administration immediately. Failure to report a lost or stolen device within one week may result in a student being held financially responsible for replacement of device.
- All attempts to recover a lost or stolen device will be done by school administration or law enforcement. Students or parents shall never attempt to recover a stolen device.
- The student and/or parent/guardian is responsible for compensating the school district for repairs or replacement costs due to damage, loss, negligence, misuse and/or violating the Mobile Device Student/Parent Handbook or Acceptable Use Policy for Technology.
- A list of replacement costs is included in Appendix B of this handbook. (For Damage or AUP violations)

## **STUDENT EXPECTATIONS FOR RESPONSIBLE AND ETHICAL USE**

Students should understand the rules and expectations that apply to non-technology related conduct and communication also govern the student use of technology.

Students are expected to:

- Understand that they are responsible for the care, content, and usage of the mobile device and all accessories issued to them.
- Bring the mobile device to school fully charged each day.
- Follow all procedures of enrollment and security setup for identification of the mobile device.
- Use the mobile device in ways that are appropriate and educational.
- Understand that the mobile device is the property of Knob Noster R-VIII School District and is subject to inspection at any time without notice.
- Keep the mobile device away from food, beverages, sinks, water fountains or any other area that may cause damage to the device.
- When in transition, the device must be closed and not carried by the screen.
- Follow all procedures for reporting a lost, stolen, or damaged device as outlined in this handbook.
- Engage in positive discussions while using communicative and collaborative technology.
- Alert a teacher if he/she sees threatening, inappropriate, or harmful content online.
- Be cautious to protect the safety of themselves and others.
- Return the mobile device and accessories to school when requested by the school or district.

- Understand that they are responsible for the repair and replacement costs due to damage, loss, negligence, misuse and/or violating Mobile Device Student/Parent Handbook or Acceptable Use Policy for Technology.
- Understand that the use of the mobile device is a privilege and can be taken away at any time

Students may NOT:

- Use school technologies in a way that could be personally, emotionally, or physically harmful.
- Lend their mobile device or accessories to anyone or borrow another student's mobile device or accessories.
- Remove any district labels or identifying stickers on the mobile device and/or accessories.
- Attempt to repair, reconfigure or reset the mobile device.
- Modify or change settings on the device in an effort to circumvent the district's content filters; this includes proxy software and websites.
- Attempt to install any software that is not approved by the Knob Noster R-VIII School District.
- Place drawings, stickers, labels, or any other forms of personalization on the device.
- Share their network or application usernames or passwords with anyone other than a teacher, school administrator, or technology staff.
- Attempt to photograph or find inappropriate or dangerous images or content including drugs, alcohol, gangs, weapons, and/or pornography (real or cartoon).
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Post personally-identifying information about themselves or others.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for their use.
- Use the mobile device to cheat on any assignments.
- Engage in inappropriate communications with others online

### **VIOLATIONS OF THIS POLICY**

Violations of this policy will be handled in accordance with Knob Noster R-VIII School District's Student Discipline Code of Conduct. Disciplinary repercussions include but are not limited to:

- Suspension of network, technology, or mobile device privileges
- Notification to parents
- Detention, suspension, or expulsion from school and school-related activities
- Legal action and/or prosecution

### **PARENT/GUARDIAN EXPECTATIONS**

In order for students to experience the benefits of 1:Anytime, Anywhere Learning, the Knob Noster R-VIII School District encourages each parent/guardian to:

- Understand that attempts to recover a stolen device will be done by school administration or law enforcement. Students or parents shall never attempt to recover a stolen device.
- Ensure their child is following the guidelines in the Mobile Device Student/Parent Handbook and Acceptable Use Policy for Technology.
- Ensure that their child returns all equipment on or before the date specified by the school administration or upon leaving the district.

When a student is using a mobile device at home:

- Monitor the child’s internet use and adherence to the Acceptable Use Policy for Technology at home and school when using his/her mobile device.
- Ensure that only the student will use his/her mobile device for school-related purposes.

#### **TITLE**

Legal title to the property is with the district and shall, at all times, remain with the district. A student’s right of possession and use is limited to and conditioned upon his/her full and complete compliance with Knob Noster R-VIII School District’s Mobile Device Student/Parent Handbook and Acceptable Use Policy for Technology. The student is responsible for the care, use, and security of the mobile device and accessories at all times.

#### **REPOSSESSION**

Knob Noster R-VIII School District reserves the right to repossess a mobile device at any time if the student does not comply with all terms of Knob Noster R-VIII School District’s Mobile Device Student/Parent Handbook and Acceptable Use Policy for Technology.

#### **APPROPRIATION**

Failure to return the property in a timely manner, as requested by school administration, will be referred to local law enforcement.

#### **MODIFICATION TO PROGRAM**

Knob Noster R-VIII School District reserves the right to modify this program or its terms at any time.

#### **INTERNET ACCESS/FILTERING**

- It is the responsibility of each student to adhere to the Mobile Device Student/Parent Handbook and Acceptable Use Policy for Technology while at home and school.
- Important note for parents: The content filtering follows the device no matter where it goes. Whether at school on our network, at home, at McDonald’s, or on an airplane, access on the device is channeled back through our network filtering to ensure our students are protected.
- While this filtering solution is very effective, the district cannot guarantee that access to all inappropriate sites will be blocked.



- Knob Noster R-VIII School District is not responsible for problems suffered while on the network or internet. Use of information obtained through the internet is at the user's risk.
- Students are prohibited from modifying or changing settings on the mobile device in an effort to circumvent the district's content filter; this includes proxy software and websites.
- Knob Noster R-VIII School District will not serve as the internet service provider for student home use. For students to access the internet at home, the parent/guardian must subscribe through an internet service provider. If students do not have home internet access, there are a variety of options for connecting to the internet including, but not limited to, public libraries and public businesses that provide free Wi-Fi access to patrons. Additionally, information about low-cost broadband internet programs is outlined in Appendix C of this handbook.

#### **LIMITATION OF LIABILITY**

- While Knob Noster R-VIII School District employs filtering, safety and security mechanisms and attempts to ensure their proper function, it makes no guarantee as to its effectiveness.
- Knob Noster R-VIII School District will not be responsible, financially or otherwise, for unauthorized transactions conducted using the mobile device.

#### **DIGITAL CITIZENSHIP CURRICULUM**

- Navigating cyberbullying, privacy, safety, and other digital dilemmas are a real challenge for parents and teachers. But technology also provides incredible opportunities for students to learn, connect, create, and collaborate in ways never before imagined.
- Knob Noster Public Schools uses and encourages parents to use Common Sense Media resources to build a positive culture of digital citizenship at home and at school. Knob Noster Public Schools supports the safe and responsible use of technology with Common Sense Education's K-12 Digital Citizenship Curriculum. Teachers embed this curriculum into daily instruction to help students build skills around critical thinking, ethical discussion, and decision making.
- The Common Sense curriculum includes comprehensive resources for students, like lesson plans, student digital interactives, and assessments, as well as professional development for teachers and materials for parents to use at home with the family.
- Common Sense Media continues to expand its resources for parents, students, and educators. For more information, visit: <https://www.commonsensemedia.org/>

#### **APPENDIX A: TECHNOLOGY USAGE FEE**

Beginning January 1, 2017 Knob Noster Public Schools will no longer charge a technology usage fee in exchange for use of district technology, including student personal devices. The Board of Education reserves the right to reinstate a fee if, in the future, funds are needed to help sustain the program.

## **APPENDIX B: REPLACEMENT/REPAIR PRICING**

### **Lenovo N22 80S6 Replacement Pricing**

Item Price:

Lenovo N22 80S6 \$138.00

Screen Replacement \$30.00

Keyboard \$20.00

Charging Adapter \$15.00

USB Charging Cord \$5.00

Camera Damage \$25.00

### **iPad Replacement Pricing**

Item Price:

Apple iPad Air \$399.00

Screen Replacement \$75.00

Cover (missing) 20.00

iPad Charging Adapter \$21.00

iPad USB Cable \$21.00

### **Acer Laptop Replacement Pricing**

Item Price:

Laptop \$330.00

Touch Screen replacement \$90.00

Keyboard \$20.00

Charger \$20.00

## **APPENDIX C: LOW-COST INTERNET PROGRAMS**

Various internet service providers who service the residents of Knob Noster offer low-cost broadband internet service for qualifying families. Information about the low-cost programs offered by these service providers is listed below. Please note that Knob Noster R-VIII School District is not affiliated with any of these programs. We are simply including this information to make families aware of the various

low-cost internet solutions that are available. All questions should be directed to the internet service provider and not Knob Noster R-VIII School District.

**iLand Internet**

1-800-526-8302

<http://www.iland.net/>

**Charter Spectrum Internet Basics**

855-757-7328

<https://www.charter.com/browse/content/internet>

You may also check with your Dish or Direct TV providers

**APPENDIX D: MOBILE DEVICE AGREEMENT FORM**

**1: Anytime, Anywhere Learning**

**Mobile Device Agreement Form**

PLEASE PRINT

Student's Full Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian Full Name \_\_\_\_\_

Parent Email Address(es) \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Parent Phone Numbers (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

In this agreement, "we", "us", and "our" means Knob Noster R-VIII School District. "You" and "your" means the student and parent/guardian enrolled in Knob Noster R-VIII School District. The "property" is a mobile device, including all accessories, owned by Knob Noster R-VIII School District.

Term of Agreement: You will comply, at all times, with Knob Noster R-VIII School District's Mobile Device Student/Parent Handbook and Acceptable Use Policy for Technology. Any failure to comply may terminate your rights of possession, effective immediately, and the district may repossess the property.

Title: Legal title to the property is with the Knob Noster R-VIII School District and shall at all times remain with the district.

Your right of possession and use is limited to and conditioned upon your full and complete compliance with the Knob Noster R-VIII School District's Mobile Device Student/Parent Handbook and Acceptable Use Policy for Technology. The student is responsible for the care, use, and security of the mobile device and all accessories at all times.

Damage: The student and/or parent/guardian is responsible for compensating Knob Noster R-VIII School District for repairs or replacement costs due to damage, loss, negligence, misuse and/or violating the Mobile Device Student/Parent Handbook or Acceptable Use Policy for Technology.

Loss or Theft: If the mobile device is lost or stolen during the school day, the student is required to contact a teacher or school administrator immediately. If a mobile device is stolen outside of school, the student or parent/guardian is required to file a police report immediately. After filing the police report, the student or parent/guardian shall notify school administration and submit a copy of the police report. If a mobile device is lost outside of school, the student or parent/guardian is required to notify school administration immediately. All attempts to recover a lost or stolen device will be done by school administration or law enforcement. Students or parents shall never attempt to recover a stolen device.

Repossession: Knob Noster R-VIII School District reserves the right to repossess the mobile device at any time if the student does not fully comply with all terms of Knob Noster R-VIII School District's Mobile Device Student/Parent Handbook and Acceptable Use Policy for Technology.

Appropriation: Failure to return the property in a timely manner, as requested by school administration, will be referred to local law enforcement.

Modification to Program: Knob Noster Schools reserves the right to modify this program at any time.

By signing below, you are agreeing to the terms and conditions listed above as well as the terms and conditions outlined in the Mobile Device Student/Parent Handbook.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_