Acceptable Use Agreement and Mobile Learning Device Handbook

 The purpose of the GCCC Mobile Learning Device (MLD) Program is to provide students with an opportunity to be engaged in the learning process twenty-four hours a day in a world in which digital learning is becoming more prevalent. With the use of the Schoology platform to help facilitate the learning process, teachers are better able to provide students with a higher level of thinking, more frequent and meaningful interaction with the curriculum, and a learning experience similar to that which they may experience in postsecondary education settings. Through the dynamic connection between teacher and student, the teacher becomes more of a facilitator of the learning process and is able to present students with a more fulfilling educational experience in which remediation and enrichment can occur both in the classroom and independently, away from school.

With access to this vast amount of information comes the availability of some material that may be considered to be of little or no educational value within the context of the school setting. GCCC has taken precautions to regulate and filter (where appropriate) student and staff access to the Internet. However, it recognizes that it is not possible to guarantee that users will not be able to find Internet resources, which are offensive, profane, or otherwise objectionable in an educational setting.

GCCC does not make any guarantee that the functions or service provided by or through the network, e-mail, or the Internet provider will be error free or without defect. Further, GCCC is not responsible for the accuracy or quality of the information obtained through or stored on the network, e-mail, or Internet. The ultimate responsibility for appropriate use lies with the user.

Educational Use
GCCC will expect teachers to use school networks and computer resources to support the instructional objectives and to provide guidance and supervision for all Internet activities. All computers connected to the school's network including classrooms, labs, and media centers are to be used exclusively for educational purposes.

Privileges
The use of GCCC's computer network, e-mail, and Internet provider is a privilege, not a right, and inappropriate usage will result in the cancellation of privileges and/or disciplinary or legal action by school officials.

Contents

1. RECEIVING YOUR MOBILE LEARNING DEVICE

MLDs will be distributed at the beginning of the school year. Parents and students must sign and return all student documents before the MLD can be issued to the student.

MLDs will be collected at the end of each school year for maintenance, cleaning and software installations.

Legal title to the MLD is in the District and shall at all times remain in the District. Your possession and use is limited to and conditioned upon your full and complete compliance with the MLD Handbook and GCCC Acceptable Use Policy.

2. TAKING CARE OF YOUR MOBILE LEARNING DEVICE

Students are responsible for the general care of the MLD they have been issued by GCCC. MLDs that are broken or fail to work properly must be taken to the GCCC Main Office or GCCC Repair Center as appropriate. GCCC will repair all MLDs.

There are no reimbursements or payments made for repairs completed by individuals, or for repairs completed by any other organization, unless approved by the GCCC technology staff.

2.1 General Precautions
- No food or drink is allowed next to your MLD while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the MLD.
- Students should never carry their MLDs while the screen is open, unless directed to do so by a teacher.
- MLDs should be shut down or placed in standby mode before moving them to conserve battery life.
- MLDs should never be left in a car or any unsupervised area.
- Students are responsible for keeping their MLD's battery charged for school each day.
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2.2 Carrying MLDs
The protective cases provided with MLDs have sufficient padding to protect the MLD during normal use and provides a suitable means for carrying the MLD within the school. The guidelines below should be followed:
- MLDs will always be properly closed and placed within the protective case when carried.
- MLDs must be carried in the protective case provided by the school when being transported.
- Other cases that are designed to hold other objects may cause damage to the MLD and are not authorized.
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2.3 Screen Care
The MLD screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.
- Do not lean or put pressure on the top of the MLD when it is closed.
- Do not store the MLD with the screen in the open position if applicable.
- Do not place anything near the MLD that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the MLD.
- Do not poke the MLD with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth. Do not use chemicals to clean the screen.

3. USING YOUR MOBILE LEARNING DEVICE AT SCHOOL

MLDs are intended for use at school each day. In addition to teacher expectations for MLD use, school messages, announcements, calendars and schedules may be accessed using the MLD. Students must be responsible and bring their MLD to all classes, unless specifically advised not to do so by their teacher.

3.1 MLDs Left at Home

If students leave their MLD at home, they will be allowed to contact their parent/guardian to bring it to school. If unable to have the MLD brought to school, teacher classroom policy will determine further action. Repeat violations of this policy may result in discipline.

3.2 MLD Undergoing Repair

If the computer fails while in use, a determination will be made to determine if the failure was due to the equipment, or due to improper use. If the failure is due to improper use, the student or parent may be held liable for repairs. If available, loaner MLDs may be issued to students when they leave their MLD for repair.

3.3 Screensavers, Backgrounds and Passwords

- Inappropriate media (as defined in the Acceptable Use Policy) may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Screensaver passwords and locking the MLD are recommended as a method to maintain data security.
- Students will not set passwords or lock the device in a way that bypasses GCCC security. Students may be responsible for the cost of replacement hardware and/or disciplinary action.

3.4 Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones may be used at the discretion of the teacher.

3.5 Printing

Students may use printers with teachers' permission during class or breaks. It is highly encouraged to use the digital uploading options available on your MLD whenever possible to reduce the printing expenses incurred by GCCC.

4. MANAGING YOUR FILES & SAVING YOUR WORK

In addition to saving directly to the individual MLD, students may also upload to the cloud all of their work periodically using the web based storage associated with their e-mail account. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. MLD malfunctions are not an acceptable excuse for not submitting work. If a MLD is turned in to be serviced, the device may be completely erased. No work on the device will be recovered or protected. Please remember to save all work to the cloud. Student cloud storage accounts are deleted after program completion, so please remember to move your data from the GCCC cloud to one of your choosing after completing your program.

5. SOFTWARE ON MOBILE LEARNING DEVICES

5.1 Originally Installed Software

The software originally installed by GCCC must remain on the MLD in usable condition and be easily accessible at all times. The MLD is supplied with a locally customized version of an operating system and may include additional software.

All necessary software will be installed and provided with all new MLDs. From time to time the school may add software applications for use in a particular course. The licenses for this software may require that the software be deleted from the MLD at the completion of the course. Periodic checks of MLDs will be made to ensure software that is no longer required in class has been removed and that the school has not exceeded its allowable number of licenses. The school may remove the software as required through normal maintenance or through remote management systems.

5.2 Additional Software

It is the responsibility of individual students to be aware of additional software programs and files loaded onto their MLD. Students are responsible for maintaining the integrity of software required for facilitating academic activities. If additional or unknown software appears on the MLD, it must be reported by the student to the GCCC Main Office or Repair Center for removal as soon as possible as it may pose a security risk for the school and the student. District equipment is to be used for educational purposes only. All software must be district approved and installed.

5.3 Inspection

All MLDs are the property of GCCC. Students may be selected at random to provide their MLD for inspection. The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering technologies designed to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material that is inappropriate for minors.

5.4 Procedure for Reloading Software

If technical difficulties occur or illegal software is discovered, the MLD may be reformatted and only authorized software will be installed. The school is not responsible for the loss of any software deleted due to a re-format or re-image for any reason.

5.5 Software Upgrades

Upgrade versions of licensed software are available from time to time. Students may be instructed to upgrade their software from the school's network periodically, although most updates and upgrades will take place automatically.

6. ACCEPTABLE USE

Use of a GCCC MLD is a privilege which may be revoked at any time. Violation of these policies will be subject to normal disciplinary action. If you do not fully comply with all terms of Acceptable Use Agreement within this handbook, the District may declare you in default. If this occurs you will be required to remit the Mobile Learning Device to the school district.

6.1 General Guidelines

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of GCCC.
- Students are responsible for their ethical and educational use of the technology resources of GCCC.
- Each employee, student and/or parent will be required to follow the Acceptable Use Policy.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and MLD viruses.
- Any attempt to alter data, the configuration of a MLD, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies. Deletion of some files may also result in a computer failure and may interfere in the ability to complete classwork, directly impacting grades.

Unacceptable Use

The following actions constitute unacceptable use of GCCC's network, e-mail, and the Internet:

- Using impolite, abusive, threatening, or otherwise objectionable language
- Using the network, e-mail, or Internet for harassment, intimidation, or bullying
- Placing unlawful information on the network, e-mail, or Internet
- Using the network, e-mail, or Internet illegally, violating federal, state, or local laws or statute
- Using the network, e-mail, or Internet at school for non-school related activities
- Sending messages that are likely to result in the loss of the recipient's work or system
- Using the network, e-mail, or Internet for commercial or personal gain
- Using the network, e-mail, or Internet for political lobbying
- Changing any computer file that does not belong to the user
- Sending or receiving copyrighted materials without permission
- Knowingly giving one's password to others
- Using another user's password
- Using the network, e-mail, or Internet access for sending, viewing, or retrieving pornographic material, inappropriate files or otherwise offensive materials, including files dangerous to the integrity of the schools' computer network
- Circumventing or attempting to circumnavigate security measures on the schools' computer network
- Attempting to gain access to another user's resources, programs, or data
- Vandalizing, defined as any malicious intent to harm or destroy school equipment or data on the network or Internet. This includes the uploading of or creation of computer viruses
- Falsifying one's identity to others while using the network, e-mail, or Internet
- Downloading software or large files without receiving prior approval from an authorized school employee

6.2 Privacy and Safety

All communication and information transmitted via the school's computer network is considered public property. Users should not expect that information and data transmitted on the school's computer network will be private. Authorized administrators and teachers may review information and data at any time, without prior notice, to maintain system integrity and determine that users are acting responsibly or otherwise consistent with this policy. Information relating to, or in support of, illegal activities will be reported to the appropriate authorities.

Prior to posting any public Internet web page content that contains the name, identifiable image, or work of a student, the school must obtain the written permission of the child's parents/guardian. Local Intranet web pages that contain the above information may be used in the same manner as any other local student display of information.

Personally identifiable information concerning users may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change MLD files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
- Remember that any use of the MLD is not guaranteed to be private or confidential as all MLD equipment is the property of GCCC.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a Teacher or Director immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.
- All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.

6.3 Legal Propriety

Copyright

Almost all data and software is subject to the Federal copyright laws. Care should be exercised whenever accessing or copying any information that does not belong to you. Software which requires purchase or reimbursement for its use, such as shareware, requires strict adherence to the terms and conditions specified by the owner unless written permission for unrestricted use has been obtained. When in doubt consult the technology department.

All software placed on the school's computer network must have a valid license for each copy used. Copying the school's software or duplication of software for which there is no valid license violates the school's system policy and is deemed illegal.

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a Teacher or Parent.
- Plagiarism is a violation of GCCC 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.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline.

- Violation of applicable state or federal law, including the Ohio Revised Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.
- It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

6.4 Email/Electronic Communication
- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- E-mail & communications sent / received should be related to educational needs.
- All e-mail & communications may be subject to inspection by the school.

6.5 Consequences
The student in whose name a system account and/or MLD hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the MLD Handbook or Acceptable Use Policy will result in disciplinary action as outlined in the student handbook.

Electronic mail, 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 MLD crime laws.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects when appropriate.

The term "harmful to minors" as used above means any picture, image, graphic image file, or other visual depiction that:
- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- and taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

7. PROTECTING & STORING YOUR MOBILE LEARNING DEVICE
7.1 MLD Identification
Student MLDs will be labeled in the manner specified by the school. MLDs can be identified in several ways:
- Record of district asset tag and serial number
- Individual user account name and password

All MLDs will be checked out to the students to provide maximum asset accountability.

7.2 Password Protection

Students are required to use a domain user id and password to protect their MLD and are required to keep that password confidential. It is a good practice to use complex passwords and periodically change passwords to ensure they have not been compromised.

7.3 Storing Your MLD

When students are not using their MLD, they should be stored in their protective case preferably in their locker and be securely fastened. Nothing should ever be placed on top of the MLD.

Students are encouraged to take their MLDs home every day after school, regardless of whether or not they are needed. MLDs should not be stored in a student's vehicle at school or at home for security and temperature control measures.

7.4 MLDs Left in Unsupervised Areas

Under no circumstances should MLDs be left in unsupervised areas. Unsupervised areas include, but are not limited to, school grounds and campus, cafeteria, classrooms, and hallways. Any MLD left in these areas is in danger of being stolen. Unsupervised MLDs will be confiscated by staff and taken to the Director's Office. Disciplinary action may be taken for leaving your MLD in an unsupervised location.

8. REPAIRING / REPLACING YOUR MOBILE LEARNING DEVICE
8.1 Vendor Warranty

A limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the MLD or MLD replacement. The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or viruses. Please report all MLD problems to the Main Office.

8.2 Claims

All insurance claims must be reported to the Main Office. Students or parents/guardians must file a police or fire report and bring a copy of the report to the Director's office before a MLD can be repaired or replaced with School District Protection. 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 outlined in the student handbook. The District will work with the local police departments to alert pawn shops and police departments in the area to be aware of this district-owned equipment.

8.3 Repairs

Repairs that are not covered under warranty fall under the following rules for repairs.

1. If the damage was caused due to negligence or maliciousness, the Student is responsible for the repair or replacement cost of the MLD.
2. If the damage is accidental in nature or in some way not covered by warranty, and is neither negligent or malicious in nature, then at the discretion of the Director the following deductible plan may be implemented:
    a. 1st incident – $0 deductible
    b. 2nd incident - $50 deductible
    c. 3rd incident – Full Laptop Replacement Cost (approximately $500)

9. MOBILE LEARNING DEVICE PRIVILEGE LEVELS

All returning students with acceptable attendance records will begin the school year with Standard Privileges. Students who do not have acceptable attendance records will begin the year with suspended privileges. Student records will be reviewed regularly to determine if their privileges should be suspended or restored. All incidents will be handled on a case by case basis.

    Standard Privileges:
- MLD with all standard software installed
- Home use of MLD
- Assistance for home internet & printer set-ups

    Suspended Privileges:
- MLD use at school only

10. MOBILE LEARNING DEVICE PROTECTION PLAN

GCCC recognizes that with the implementation of the 1:1 MLD initiative there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection: warranty, accidental damage protection and insurance.

VENDOR WARRANTY: This coverage was purchased by GCCC as part of the purchase price of the equipment. The vendor warrants the MLD 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 MLD or MLD replacement. The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or viruses.

ACCIDENTAL DAMAGE PROTECTION: GCCC has procedures in place to repair the MLD against some accidental damage not covered by the standard warranty. This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage. GCCC technicians will service repairs and replacements for defective parts and acts of accidental damage. However, if the damages are negligence, misuse or maliciousness there will be charges accessed to the student who is assigned that MLD.

LOSS OR THEFT:
In case of theft, vandalism, and other criminal acts, a police report MUST be filed by the student or parent within 48 hours of the occurrence. Incidents happening off campus must be reported to the police by the parent and a copy of the report be brought to the school.

If the MLD is stolen:
1. File a police report within 48 hours of the occurrence, or if at school notify the Director immediately.
2. Notify the school Director immediately, (within one business day and/or the first day you return to school after the theft.)

If the MLD is lost or stolen, students/parents are responsible to pay for the replacement of the laptop. The replacement cost will be added to the student's school fees.

INTENTIONAL DAMAGE/ACCESSORY REPLACEMENT: Students/Parents are responsible for full payment of intentional damages to MLDs or replacement of lost or damaged accessories based upon the fair market value at the date of loss. Warranty, Accidental Damage Protection, or School District MLD Protection DOES NOT cover intentional damage of the MLD or accessories needing to be replaced due to damage or loss.

11. MOBILE LEARNING DEVICE FAQ'S

1. Can I have my MLD during the summer?
- No. All MLDs will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their MLDs again during their first week in the Fall to ensure that everyone receives complete information about the MLD, including its warranty, insurance coverage, software usage and GCCC's policy regarding the ethical use of MLDs.

2. Where do I find an authorized service technician for my MLD?
- All repairs and service must be done through GCCC. The district will either complete the warranty repair work or make arrangements to have that work done. If you have a question or a service need, take your MLD to the GCCC Main Office or Repair Center. Do not attempt to contact the manufacturer or complete the repair on your own.

3. What about insurance against theft or breakage through carelessness?
- Your MLD is very portable and very valuable, making it an attractive target for thieves. The best insurance is to take care of your MLD. Do not leave your MLD in the building, classroom, or car unattended. Always know where your MLD is located.

4. What will I do without a MLD in my classes if my MLD is being repaired or while I am replacing it if it is lost or stolen?
- GCCC stocks a limited number of MLDs that can be loaned out on a first come, first-served basis. You will be able to apply for a loaner unit at the GCCC Main Office or Repair Center, the same area where you will go for service on your MLD. If you are in possession of a "loaner," treat it as if it were your own MLD. You will be responsible for any damage to the unit or for its loss.

5. If I purchase software in addition to the available software provided through GCCC, will the Technical Help Staff load it for me?
- No. The MLDs will be loaded with the software necessary for the educational needs they will have at their GCCC program and are NOT allowed to install or attempt to install additional software on the MLD. Doing so may result in disciplinary action.

6. Do I need a printer?
- You need not own a printer since printers are located in the school.

7. How do I connect to the Internet at home?
- You may connect to the Internet using a cable Ethernet connection or wireless Ethernet connection. If you have service, you simply need to plug the Ethernet cable into the Ethernet port on the MLD (if available). If you maintain a wireless home network, you must set the MLD to connect to your wireless connection. GCCC does not and will not provide a user account or pay for the access any of these home services.

7. Will I be given a new battery if mine goes bad?
- The battery will be replaced by the manufacturer for defects covered under warranty. You will be responsible for charging your battery and proper battery maintenance.

8. What is done to help prevent students from going to inappropriate sites?
- All MLDs are attached to a GCCC content filter when on campus to prevent student access to inappropriate web sites.

9. Are student MLDs subject to school "snooping"; what if they bring their MLD in for repairs and "objectionable data" is detected?
- Yes. Inappropriate material on MLDs should be reported to the classroom teacher, Director, or Main Office immediately upon identification. Students who have "objectionable data" on their MLD, but have failed or chosen not to report it, will be referred to the Director's Office.

10. If the accessories to my MLD are lost, stolen or damaged, how much will it cost to replace them?
- In the event that this happens to your MLD, you should report the lost items to the Main Office. All MLDs will be inspected for damage or loss at the time of turn in at the end of the school year.

- The typical cost to replace specific accessories is listed below. Students will be responsible for the ACTUAL replacement cost.
  - AC adapter cord typically $50
  - Battery typically $125
  - Case typically $30
  - Screen replacement typically $150

*Other items not listed will be charged at the cost of replacement and installation fees

Student Acceptable Use Pledge For Mobile Learning Device

1. I will take good care of my MLD and know that I will be issued the same MLD each year.
2. I will never leave the MLD unattended.
3. I will never loan out my MLD to other individuals.
4. I will know where my MLD is at all times.
5. I will charge my MLD's battery every day. There is no guarantee that a charger will be available to borrow.
6. I will keep food and beverages away from my MLD since they may cause damage.
7. I will not disassemble any part of my MLD or attempt any repairs.
8. I will protect my MLD by only carrying it in the bag provided by GCCC. Other items will not be placed in the case as they may cause damage to the MLD and result in probationary status.
9. I will use my MLD in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, markers, etc.) on the MLD.
11. I understand that my MLD is subject to inspection at any time without notice and remains the property of the Greene County Career Center School District.
12. I will follow the policies outlined in the Acceptable Use Agreement and MLD Handbook.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect, abuse or theft.
15. I agree to pay for the replacement of my power cords, battery, case and other MLD components in the event any of these items are lost, stolen or damaged.
16. I agree to return all issued equipment, complete and in good working condition.

_____   _____
STUDENT SIGNATURE   DATE