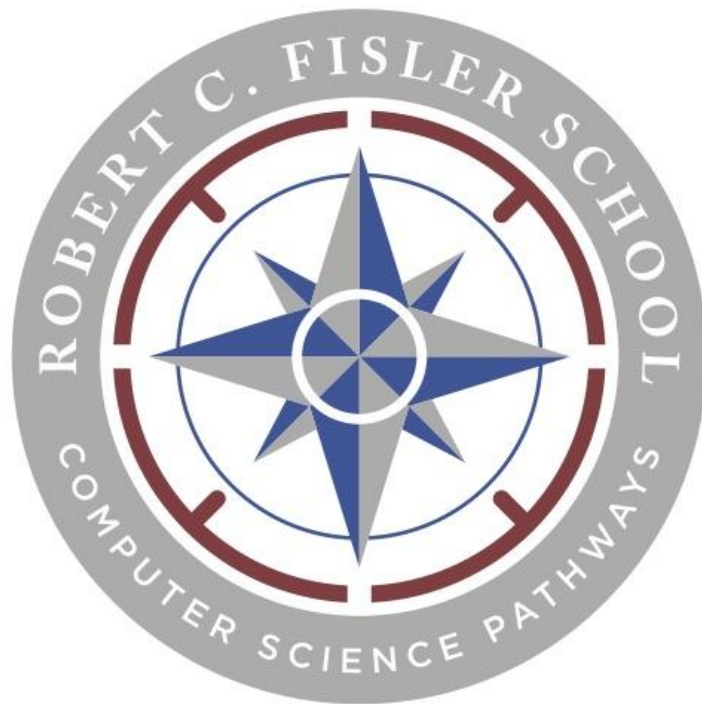


Mobile Devices Manual



Revised August 2021
Robert C. Fisler School

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Mobile Devices for Learning Overview

The iPad and MacBook for Learning program at Robert C. Fidler School provides tools and resources to our students that will provide engaging learning opportunities now and skills for their careers in the future. Fidler's technology-rich environment provides excellence in education that is recognized around the globe. Access to these mobile devices empowers the individual student to maximize their full potential and to prepare them for high school, college and future careers.

Powerful learning occurs when students, educators, and parents work collaboratively together to extend the learning beyond the walls of the classroom. Students benefit when technology devices support and extend "just-in-time" learning to anytime, anyplace.

The policies, procedures and information within this document apply to all mobile devices used at Robert C. Fidler School including any device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

In this document, mobile devices refer to iPads, MacBooks, and any additional devices Administration considers to fall under this policy.

Distribution and Return

Mobile Device Distribution Fisler's laptops and/or tablets will be distributed to students during the first two weeks of school. If devices are taken home, students are expected to handle and use the device appropriately. Parents and students must sign and return the [Acceptable Use Policy](#) before Fisler mobile devices will be issued to the student.

Mobile Devices Return Fisler's mobile devices will be returned before the second to the last week of school so they can be checked for functionality and damages. Students who promote early, withdraw, get suspended, or are separated from the school for any reason must return their mobile device on the date of termination. Individual school mobile devices and accessories must be returned at the end of each school year. If a student fails to return the mobile device and related accessories at the end of the school year, the school site will follow up to retrieve school property.

Damage If damage occurs to district property, the school will contact the family to determine next steps. Students should always be consistent and follow the school's [Acceptable Use Policy](#) and must return the mobile device and accessories in satisfactory condition.

Mobile Device Care - Tablet

Tablet Identification Student tablet (iPad) will be labeled in the manner specified by the school. iPads can be identified in the following ways:

- Record of serial number
- District asset tag on device
- School-appropriate lock screen image with name
- School-issued protective case

General Precautions Fisler tablets are school property and all users will follow this policy and the Acceptable Use Policy for technology:

- Tablets should always be within a protective case.
- Student should report malfunctions, damage or loss of device to a teacher as soon as possible.
- Only use a clean, soft cloth to clean the screen. No cleansers of any type.
- Cords and cables must be inserted carefully into the tablet to prevent damage. Remove cables from the device by the connector, not by pulling the cable.
- Tablet must remain free of any writing, drawing, stickers, or labels.
- Tablet must never be left in an unauthorized or unsafe area.
- Device should be promptly delivered to the next class before nutrition, lunch or any other breaks.
- Do not erase history from the web browser or any program.

General Usage Tablets (iPads) are intended for school-related activities each day. In addition to teacher expectations for tablet use, school messages, announcements, calendars and schedules may be accessed using the tablet. Students are responsible for bringing their tablet to all classes everyday, unless otherwise directed.

Storing Tablets When the school decides to send tablets home, students will be expected to take their tablets home every day after school, regardless of whether or not they are needed. Tablets must be brought to school each day in a fully charged condition. Students need to charge their tablets each evening.

Passcodes Passcodes are prohibited on tablets. If a passcode is used, the only solution will be to restore the tablets to factory defaults, thereby erasing data.

Tablet Undergoing Repair Loaner tablets may be issued to students when tablets are being repaired. Every effort is made to ensure students have a tablet at all times, but there may be a delay in distribution should the school not have a loaner tablet available.

Home Access Students may utilize their home wireless networks or public networks on their tablets. They may not synchronize their tablet with any computer at home. Tablets must be charged while at home.

Mobile Device Care - Laptop

Laptop Identification Student laptops will be labeled in the manner specified by the school. Laptops can be identified in the following ways:

- Record of serial number
- District asset tag on bottom of the device
- School-applied label with student name and grade

General Usage Laptops are intended for school-related activities each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars and schedules may be accessed using the laptop. Students are responsible for bringing their laptop to all classes everyday, unless otherwise directed.

General Precautions Laptops are used to be a tool for school. All users will follow this policy and the Acceptable Use Policy for technology:

- Always carry a laptop in a district approved case.
- Charge your laptop without a case on a hard surface (not a soft surface like a bed, sofa, etc.),
- Hold the charger magnet by the cap when plugging in and removing
- Bring your fully charged laptop and charger daily to avoid detention
- NO liquids should be near your laptop at school or at home.
- Do not touch your LCD screen.
- Do not open your laptop beyond a 90 degree angle, and close it gently.
- Do not erase history from the web browser or any other program.
- Laptop charger cables must be wrapped properly, ensuring that the cable is not bent or pulled too tightly to prevent cable breakage.
- Computers are not allowed out at lunch, nutrition, recess, and before school.
- No locking screens on desktop except as set up by Fisler School.

- No stickers or skins on the laptop
- Downloading non-educational games, cartoons, and movies is forbidden.
- Accessing and/or downloading inappropriate material on the Internet will result in a detention or Saturday school.
- Personal music may be downloaded only if purchased.
- Backing up documents is your responsibility and should be done regularly (weekly is best).
- Cyberbullying is not allowed and will result in a meeting with parents and the administration. All students will be held accountable to the FSD Bullying Contract.
- Keep your laptop password to yourself and your parents.
- Technology usage in class will be directed by the teacher.
- Do not change district settings (e.g. Internet browser, invisible folders, screensavers).

Laptop Undergoing Repair Loaner laptops may be issued to students when laptops are being repaired. Every effort is made to ensure students have a laptop at all times, but there may be a delay in distribution should the school not have a loaner laptop available.

Mobile Device Use

Mobile Device Policy In an effort to support student organization of the mobile devices program, Fisler School will teach students how to care for their device. Students who violate any policy described below will be assigned a Behavior Notice. Continued infractions can result in detentions or Saturday School. Additional violations will result in a check in/check out policy for the device for a period of three days or the loss of mobile device privileges for one week and a Behavior or Detention Notice. *Mobile devices include laptops and tablets (iPads).

The following are examples of violations that may earn a student a Behavior Notice:

- Mobile Device Storage: If a mobile device is found in an unauthorized area, it will be taken to the Front Office.
- Mobile Device Left at Home: If students leave their mobile device at home, they are responsible for getting the coursework completed as if they had their mobile device present.
- Mobile Device Battery: Mobile devices must be brought to school each day in fully charged condition. Students need to charge their mobile devices each evening.
- Mobile Device Behavior: Mobile devices are to be used as an instructional tool. Students who violate classroom/ instructor rules may receive a Behavior Notice. Appropriate and kind digital citizenship is expected at all times.

Managing Files and Saving Work

Saving to the mobile device Home Directory It is recommended that students save their work and documents to a storage location in their Google Drive. Storage space will be available on the tablet and laptop, BUT it will NOT be backed up in case of re-imaging. It is important to ensure sufficient storage for efficient use. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Mobile device malfunctions are NOT an acceptable excuse for not submitting work. Documents can also be saved via a flash drive for laptop users.

Network Connectivity In the case that the network is down, Robert C. Fisler School will not be responsible for lost or missing data.

Tablet Apps and Laptop Software The software/apps installed by Fisler School must remain on the Fisler mobile device in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. Periodic checks of mobile devices will be made to ensure that students have the required apps. Unless otherwise specified, students are not allowed to install additional software/apps on the Fisler mobile devices. Fisler School will ensure the tablets/laptops contain the necessary apps for schoolwork. Students are NOT allowed to synchronize tablets or add apps to their school-owned Fisler tablet.

If technical difficulties occur, illegal software or non-Fisler installed apps are discovered, the Fisler device will be restored to factory defaults. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and/or re-image.

Mobile Device Acceptable Use Policy

The use of the Robert C Fisler School's technology policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. Fisler School reserves the right to review, monitor, and restrict information stored on or transmitted via district owned equipment and to investigate inappropriate use of resources.

Games and other unauthorized software is not allowed on student laptops.

Laptops are to be used for school software and programs only. Laptops have limited room and games and unauthorized software may interfere with laptop storage and may make the laptop vulnerable to viruses.

Use of any information obtained via Fisler School's designated Internet System is at your own risk. Fisler School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Tips for Technology Use

Fullerton School District is committed to your safety and health. We have put together these tips to keep you healthy when using computers, tablets, laptops, and handheld electronic device for school work or if you use at home for fun:

- ★ Make sure you use good posture.
- ★ Try not to lie on your back or side, kneel, or sit cross legged when using mobile devices.
- ★ Try to sit upright whenever possible.
- ★ Stop looking down.
- ★ If you're lying down on the couch or the floor, prop up your knees and put the device up on them.
- ★ When using a tablet, work at a table and use a case, stand or prop on books to position the device up higher.
- ★ Keep your elbows in close but raise your hand to better see your device.
- ★ Straighten your neck; your chin should be level with the floor.
- ★ Change your position or take a break every 20 to 30 minutes.
- ★ Put the device down or pause and stretch.
- ★ Look away from the screen.
- ★ Stand up if you are sitting or sit down if you are standing.
- ★ At recess or breaks, do other activities instead of using a device. Keep your shoulders down - not hunched up - and your elbows close to your body.
- ★ Help your eyes out too. If you are outside, use your device in the shade to avoid screen glare which can make your eyes tired.
- ★ Plug it in to avoid the "energy save" mode, which makes the screen darker and harder to see.
- ★ When listening through headphones, you should not turn the volume to more than 60 percent of the maximum volume.