

Mobile Device Agreement Form

Dear Student, Parent(s) and/or Guardian(s):

Congratulations! Portsmouth Public Schools (PPS) students will soon receive a mobile device. To promote “Anytime Learning”, Portsmouth Public Schools is providing mobile devices for students. The mobile device is an important part of your school’s curriculum, and you will use it in school almost every day. You can also take the device home when you and your parents/guardians read and agree to the terms listed on this form. If you and your parents/guardians do not agree, you will have access to use a device in school, but school building administrators reserve the right to limit your permission to take the mobile device home.

A. General Terms and Conditions of Use

1. Students will abide by all policies outlined in the Student Code of Conduct (School Board Policy JFC and JFC-R). You and your parents are required to sign this document at the beginning of each school year.
2. Portsmouth Public Schools (PPS) provides all students access to the Internet and other digital resources as a means to enhance their education. All secondary students are provided with mobile devices/ to enhance their education. All technology resources are provided under the expectations and restrictions delineated in this document.
3. The laptop that is issued for secondary student use is the property of Portsmouth Public Schools and must be returned as follows:
 - a. At the end of the academic school year;
 - b. Within three (3) school days of withdrawal from a Portsmouth school, when transferring to another school (either within **or** outside the Portsmouth Public School Division); or,
 - c. Immediately upon the request of a teacher or administrator.
4. Transmission or creation of any material in violation of Federal, State, or local law, ordinance, School Board policy, regulation or the *Code of Student Conduct* is prohibited.
5. The Internet filtering provided through PPS exceeds the Children’s Internet Protection Act (CIPA) requirements. Access to the Internet is filtered through a commercial filteringsystem.
6. Portsmouth Public Schools may provide students with access to online educational services and websites through contracts with educational companies and vendors. Students may be provided with a username and password to access educational content on these websites. Such websites may collect personally identifiable information from students including usernames and passwords. Specific website company/vendor privacy policies should be consulted regarding collection of information, including information for students under the age of 13. Please contact Portsmouth Public Schools at any time regarding privacy questions or concerns or to request to review what personally identifiable information has been provided by the school and/or division. As requested, Portsmouth Public Schools can also provide contact information for the educational companies and vendors for such websites for parents to contact directly. Parents can also contact Portsmouth Public

Schools (and/or the website company/vendor) at any time to request that they delete the personally identifiable information of their child and disallow further access. Please note that this removal could prevent the student from having access to critical instructional materials.

7. PPS has the right to inspect any provided computer or other electronic device and the contents contained therein on demand with or without notice to the user. Remote monitoring of computers on the network will occur at each school site.
8. Students will adhere to these terms and conditions of use each time the device is used, including while not on school grounds.
9. Students agree to transport their PPS-issued device in the school-approved carrying case or cover.
10. Students will bring their PPS-issued device, fully charged, with them to school each day.
11. Students will make available for inspection by any school administrator or teacher any messages or files sent or received on their PPS-issued device.

B. Acceptable Use and Internet Safety

1. Students will use technology with responsibility, integrity, and for educational purposes.
2. Students will take responsibility for the choices they make and the actions they take while using technology.
3. Students must manage the personal data on their computers. This includes backing up educational material regularly. Appropriate non-educational files are allowed, but should not negatively impact instructional use nor degrade device performance.
4. Students will report to responsible school personnel any incidents of inappropriate electronic communications transmitted in any form using PPS-owned technology.
5. Files and data on student computers must adhere to the following guidelines:
 - a. All files and data must be legally obtained and distributed under United States copyright laws.
 - b. All files and data sought, possessed, or distributed must be acceptable in a school setting. This forbidden content includes, but is not limited to: hacking tools, computer viruses, violent content, pornographic content, vulgar content, and obscene content.
6. Students will maintain the security and integrity of their usernames and passwords.
 - a. Students must keep their usernames and passwords confidential.
 - b. Students will only log in with their own usernames and passwords.
7. Students will maintain the integrity of the computer hardware and software.
 - a. Students will not dismantle or otherwise physically alter computers. This includes affixing stickers or other decorations.

- b. Students are prohibited from altering or deleting files that are not in their 'home' directory.
 - c. Students are prohibited from installing additional software or altering existing software in any way.
8. Students are responsible for obeying all PPS standards for conduct when communicating using technology.
- a. Students may use PPS or school approved communications mediums under teacher direction.
 - b. Communications will be clear and precise. Intentionally obscuring communication through code words or other means is not permissible.
 - c. Students will adhere to rules regarding cyber bullying, harassment, hate speech, and other forms of verbal assault.
 - d. Students must understand that content published online is public, visible, and representative of the author.
9. Students will respect the rights, privacy, property, and work of all users.
- a. Students will neither seek nor reveal personal information about others.
 - b. Students will not attempt to access, alter, or use another user's files without their permission.
10. Students will operate within established PPS filtering and security environments.
- a. Students will not attempt to evade or bypass PPS Internet filters.
 - b. Students will not attempt to conceal, disguise, or change their user information, nor the identity of their computer.
 - c. Students will not attempt to disable any security or monitoring software.
11. The use of PPS technology for commercial activities is prohibited unless explicitly permitted by the School Board. Commercial activity includes, but is not limited to, the following:
- a. Any activity that generates revenue for the user;
 - b. Product advertisement or political lobbying;
 - c. Any activity that requires entry into an area of services for which the school will be charged a fee.
- C. With Teacher and/or Administrator Approval and for Instructional Purposes, Students may:**
- 1. Use approved email, chat rooms, instant messaging, message boards, and other communication methods;
 - 2. Publish or edit web pages;
 - 3. Wear headphones;
 - 4. Share files;
 - 5. Play educational games/activities;
- D. Students are PROHIBITED from:**
- 1. Using technology for any illegal purpose;
 - 2. Creating unauthorized networks of any kind;
 - 3. Downloading, uploading, importing, or intentionally viewing material that promotes the use of illegal drugs, alcohol, pornography, or illegal and/or violent behavior;
 - 4. Introducing non-approved software, hardware, or resources into the PPS network or clients.

Approval can be sought through the building administrator;

5. Saving, transferring, or loading non-school related material on a school file server;
6. Running software applications from a USB device.

Failure to honor the above regulations may result in the restriction of Internet privileges and/or the restriction of other technology access in addition to disciplinary action up to and including criminal charges. Examples include: (i) Computer hacking or trespassing, (ii) harassment, threats, or cyber bullying via computer, and (iii) computer fraud (see Title 18.2 of the *Code of Virginia*).

E. Damage or Loss

If loss/stolen or damage occurs, students and their parent(s) or guardian(s) agree to any applicable charges outlined below. **The charges are intended to promote good habits and responsible handling of PPS-issued mobile devices.** Devices reported as stolen outside of school require that parents notify police and send an official police report to their school administration. Theft on school grounds is to be reported to school administration.

- I. First incident: No charge for accidental damage to mobile device; letter to parents. Full price of repair or replacement for an intentionally damaged mobile device and a parent/guardian meeting with administrator required. For stolen devices, a police report must be completed within 10 business days and a copy provided to the school administration.
- II. Second and subsequent incidents: No charge for accidental damage to mobile device; letter to parents. Full price of repair or replacement for an intentionally damaged mobile device and a parent/guardian meeting with administrator required. For stolen devices, a police report must be completed within 10 business days and a copy provided to the school administration. If school administration does not receive the police report as outlined above, a charge of \$100 will be assessed to the parent or guardian.