

**Claiborne County Board of Education  
Mobile Technology Agreement and Procedure  
Student, Educator, & Staff**

The Claiborne County Board of Education offers opportunity to access and utilize the vast range of applications available through the use of mobile technology. To maintain the utmost professional use of this equipment, all students must abide by School Board Policies and the following guidelines set by Claiborne County Schools.

**Terms of Use**

- Mobile technology is for instructional purposes only and should be used in a responsible and ethical manner.
- All apps or downloads must have educational purposes.
- All activity over the network or using district technologies will be monitored.
- Printing is a privilege and must be used for educational purposes
- Use of personal 3G, 4G, or other wireless connection is not allowed while on school property.
- Users of this or any other technology are expected to alert school/county administration immediately of any concerns for safety or security.
- Mobile technology will be returned during the final week of school so it can be checked for serviceability.
- If a student, educator, or staff member transfers, is suspended, or a student is sent to the Alternative School, the mobile device must be returned to the instructor/administrator who issued the device.
- Users may not use the devices to record, transmit or post photos or video of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher or administrator.
- Damages or neglect to the mobile technology will cause the Claiborne County Board of Education to charge the student replacement and repair costs(s) based on fair market value.
- All technology used on school property may be subject to inspection.
- The Claiborne County Board of Education reserves the right to repossess any mobile technology at any time if the user does not fully comply with all terms of this agreement.
- Security of the device is the responsibility of the user and must be in a secured location when not in use.
- All School Board Policies must be adhered to and include but not limited to:
  - “3.300” *Equipment and Supplies Management*
  - “4.406” *Use of the Internet*
  - “4.407” *Web Pages*
  - “5.610” *Staff and Student Relations*
  - “6.709” *Fees and fines*
- Additional guidelines may be added or changes may be made during the school year by Administration.

**Student Use of Device**

1. Devices are required to be brought to school each day with a fully charged battery. Students leaving devices at home will be required to complete alternate assignments at the discretion of the teacher.
2. A dead battery is not an excuse for late or missing work.
3. It is the student's responsibility to ensure work is not lost due to mechanical failure or accidental deletion. All work should be backed up.
4. Sound must be turned down unless necessary for the assignment.
5. Student-provided headphones or earbuds may be required for some assignments.
6. It is the responsibility of the student to ensure that the device is secured in a locker with a lock or other safe location when not being used.
7. Keep all passwords private. You are responsible for your own accounts.
8. DO NOT loan your iPad to anyone.
9. Printing will be on a limited basis as needed for educational purposes.

**Care of Device**

1. Never attempt to repair the device. Under no circumstances are you to attempt to open or tamper with the internal components of the device.
2. Never attempt to “jailbreak”, hack into, or reconfigure the device.
3. Devices should always be in the protective cases.
4. All devices should have a passcode or password for data protection
5. Devices in need of repair must be reported to the instructor who issued you the device.
6. Dimming the LCD brightness of your screen will extend the battery run time.