



## MOBILE DEVICE GUIDELINES AND EXPECTATIONS

In an effort to ensure the best possible experience for your participation in this program, you are responsible for following these directions and expectations listed below, in addition to any specific usage and care guidelines distributed by your school.

- Mobile Devices will be distributed during the Mobile Device Orientation scheduled by your school.
- **Parents and students must sign and return the Mobile Device Agreement and before the Mobile Device can be issued to the student.**
- **Mobile Devices will only be issued to students during designated deployment times and when accompanied by a legal parent/guardian listed in Pinecrest Academy's student information system.**

### Returning a Mobile Device

- Individual school Mobile Devices and accessories (ie: charger, cover, etc) must be returned to the school at the end of each school year.
- Students who withdraw, are suspended or expelled, or terminate enrollment for any other reason must return their school Mobile Devices on the date of termination.
- Depending on the circumstances, a student who fails to return the Mobile Device may be subject to criminal prosecution and/or required to pay the replacement cost of the Mobile Device. Failure to return the Mobile Device will result in a report being filed with local law enforcement.
- Furthermore, students who return a damaged Mobile Device may be charged a fee for any needed repairs or missing accessories, not to exceed the replacement cost of the Mobile Device and accessories.

### Mobile Device Use

- Use of the Mobile Device is subject to Pinecrest Academy of Nevada's Acceptable Use Policy related to technology resources.
- The care of your Pinecrest Academy Mobile Device is your responsibility. Do not lend your Mobile Device to another person. Each Mobile Device is assigned to an individual student and the responsibility for the care of the Mobile Device solely rests with that student.
- **Do not alter or remove your Pinecrest Academy Mobile Device management software or any pre-installed apps or tools.**
- Never leave the Mobile Device unattended. When not in your possession, the Mobile Device should be in a secure, locked environment.
- The Mobile Device is an electronic device and you must handle it carefully. Never throw or slide the Mobile Device or a book bag that contains the Mobile Device. Never place the Mobile Device in a book bag that contains food, liquids or heavy/sharp objects. Avoid placing weight on the Mobile Device. Do not shut the cover if anything is lying on the Mobile Device screen.
- You are responsible for bringing the Mobile Device fully charged to school every day unless otherwise directed by your teacher. Failure to bring your Mobile Device or other class materials does not release you from your responsibility for class work. If you repeatedly fail to bring materials to class, including your Mobile Device, progressive discipline procedures will be followed.
- You must provide your own ear buds.
- The Mobile Device is the property of Pinecrest Academy of Nevada and may be collected and inspected at any time. You have no right to privacy for any material on a Pinecrest Academy Mobile Device.
- Each Mobile Device has a unique serial number and asset tag. Do not modify or remove the tag. Do not write on, draw



on, or add stickers or labels to the Mobile Device or its cover. No form of tampering will be tolerated.

- The Mobile Device has limited electronic storage space. It is your responsibility to regularly archive or backup content.
- If your Mobile Device is not working or is damaged, report the problem immediately to your teacher or designated site personnel. A limited number of Mobile Devices will be available for temporary use.
- If your Mobile Device is lost or stolen at school, report the loss immediately to your teacher and administration. If your Mobile Device is lost or stolen outside of school, report the loss immediately to the police and obtain a police report.
- You are responsible for using the Mobile Device according to Pinecrest Academy of Nevada policies and procedures.
- Do not download copyrighted software, material or content without permission of the copyright owner.

## **MOBILE DEVICE GUIDELINES AND EXPECTATIONS**

### **Care and Maintenance Use**

- Keep liquids away from the Mobile Device. Do not use cleaners, sprays, alcohol, ammonia, or abrasives on the Mobile Device. Clean the Mobile Device with a soft, lint-free cloth.
- While the Mobile Device is scratch resistant, it will scratch. Do not use any sharp objects on the Mobile Device or use the Mobile Device as a flat surface to write on with a pen or pencil.
- Do not expose the Mobile Device to extremes of hot or cold. Keep your Mobile Device at room temperature.
- Charge the Mobile Device battery by connecting to an electrical outlet. Take care in plugging in Mobile Device accessories and the power cord.
- Always keep the Mobile Device in the protective cover if applicable.

### **Mobile Device Parent Guide**

- To help your student gain the most from this opportunity to use a Mobile Device, please follow these guidelines:
- Monitor your student's home use of the Internet with the Mobile Device. While the Internet will be filtered for inappropriate material when used at school, it will not be filtered while connected to a home or public network.
- Provide a place in an open area of your home, such as the kitchen or family room, where the Mobile Device will be used.
- Use the Internet with your student to help develop safe surfing habits.
- Frequently ask to see your student's Mobile Device, and ask how it is being used.
- Look through the apps (programs) installed on the Mobile Device. Ask your student what each app does.
- Do not hesitate to contact your school's Digital Coach if you have any questions or concerns about the Mobile Device use.

#### **Google Chromebook Only Section:**

*Students will have a Google account through Pinecrest Academy of Nevada. The apps provided by the school belong to Pinecrest Academy and will not become the property of the student when the device is returned. Apps and music installed by your student belong to your student and do not become the property of Pinecrest Academy's when the device is returned. Pinecrest Academy of Nevada is not responsible for and cannot archive or replace personal apps or music accessed through Pinecrest Academy's network.*

#### **Google Account Information for Parents and Guardians**

An [pinecrestnv.org](http://pinecrestnv.org) account can connect to Google's Play Store. The Play Store allows the download of apps, movies, tv, music, books, and newsstand media. Some of this is free, and some must be purchased. The Play Store allows the



installation of applications that run on the Chrome browser. Again, some of these are free and some must be purchased. Teachers will only request that students download free music, apps, or resources as part of classroom activities and homework. Students will never be asked to pay for music, resources, & apps to be used in class.

**We suggest:**

1. Do not provide credit card information for the Play Store.
2. Monitor what your student downloads from Play Store.
3. Ask your student how he or she is using the different Apps.
4. Ask your school or one of the teachers if you have questions.

## **Pinecrest Academy of Nevada- Acceptable Use Policy**

### **ACCEPTABLE USE POLICY**

The use of computer network technology resources shall be consistent with all Pinecrest Academy of Nevada policies and regulations. Prior to receiving access to Pinecrest Academy's network resources, students, parents, and educators must submit a completed Network Access Form to the appropriate administrator or designee at their home school. Computer network resources, provided by Pinecrest Academy of Nevada, enable communication with electronic communities around the world. These computer network resources include Outlook, Internet, e-mail, and all other Internet service providers such as Cox Communications, when used in an educational setting.

The use of these electronic resources shall be consistent with the purpose, mission, and goals of Pinecrest Academy of Nevada and used for professional or educational purposes. The purpose in providing these services is to facilitate access to information and resources, promote educational excellence, and enhance communication between schools and the community.

The Internet is a network connecting thousands of computers throughout the world. The Internet can bring a wealth of educational material to the classroom, but may also contain material that is objectionable. Pinecrest Academy of Nevada filters web sites believed to be inappropriate for students. However, no filtering system is perfect. Pinecrest Academy of Nevada cannot and does not represent that inappropriate or objectionable material can be completely filtered. Parent(s) and guardian(s) must consider this in deciding whether to permit their children access to Pinecrest Academy's computer network resources.

This Acceptable Use Policy (AUP) is provided so that staff, students, and members of the community using Pinecrest Academy's computer network resources are aware of their responsibilities. The use of these network resources is a privilege, not a right.



## **Pincrest Academy of Nevada- Acceptable Use Policy**

### **TERMS AND CONDITIONS**

#### **A. Access to Pincrest Academy of Nevada's Network Resources**

1. Staff, students, and members of the community may be given access to Pincrest Academy's computer network resources. This access, including account and password, must not be shared, assigned, or transferred to another individual.
2. Pincrest Academy will periodically require new registration and account information from its' school, staff, and community members. Adult users must notify the system administrators of any changes in account information (address, phone, name,etc.) within fifteen (15) business days.
3. Access to the Pincrest Academy's computer network resources may be suspended or terminated if terms and conditions of this AUP are violated. Prior to a termination of access to Pincrest Academy's computer network resources, the user will be informed of the suspected violation and given an opportunity to present an explanation. The user may request a review hearing with the Board of Directors within seven (7) days of notification if the user feels that such action is unjust. After the review, access may be terminated if the board denies the appeal.
4. Each student must have a signed Network Access Form before access is granted to Pincrest Academy's computer network resources. Upon entrance to a Pincrest Academy School, a student must have a completed form which should be on record at the school site. The parent(s) or legal guardian(s) can withdraw their approval at any time upon written request.



## **Cyberstalking**

Students have no need to search the internet with the intention of obtaining information on another student, a teacher or a faculty member. Any student who does so will be considered to be committing the act of cyber stalking.

Cyberstalking is a technologically-based "attack" on one person who has been targeted specifically for that attack for reasons of anger, revenge or control. Cyberstalking can take many forms, including:

1. Harassment, embarrassment and humiliation of the victim
2. Harassing family, friends and employers to isolate the victim
3. Scare tactics to instill fear and more.

NEVADA LAW NRS 200.575 § 3 Stalking: Definitions and Penalties A person who commits the crime of stalking with the use of an Internet or network site or electronic mail or any other similar means of communication to publish, display or distribute information in a manner that substantially increases the risk of harm or violence to the victim shall be punished for a category C felony as provided in NRS 193.130

FEDERAL LAW Department of Justice Reauthorization Act of 2005, H.R. 3402, titled "Preventing Cyber stalking" and numbered as § 113, §113(a)(3) provides that Section 223(a)(1)(C) applies to "any device or software that can be used to originate telecommunications or other types of communications that are transmitted, in whole or in part, by the Internet; Cyber-stalking and Cyber-harassment laws in violation of the Communications Act, 47 U.S.C. § 223(a)(1)(C) and § 223(h)(1)(B). (b) H.R. 3402 INCLUDES CYBER: Slander, Libel and Harassment.

“TROLLING” Dictionary.com defines TROLLING as posting inflammatory or inappropriate messages or comments on (the Internet, especially a message board) for the purpose of upsetting other users and provoking a response.



## Pinecrest Academy of Nevada Cost Table Sheet School Year 2020-2021

Chromebooks Lost/damaged power/sync cord OR charger/adapter	Up to \$20.00 each
Spare Battery	\$35.00
Spare AC Adapter	\$19.00
Replacement Keyboard	\$23.00
Replacement Panel	\$62.00
Replacement Mainboard/CPU/Mem	\$149.00
Stolen device	\$138.00 Plus required police report
Lost device	\$325

Multiple offenses require parent conference. *Se requiere conferencia con los padres por daños o reparaciones múltiples.*



## Pinecrest Academy of Nevada

### ***RULES OF ACCEPTABLE AND RESPONSIBLE USE STUDENTS AND PARENT SIGNATURE PAGE***

*I understand that it is a privilege to use the Pinecrest Academy's Network, Digital Resources and Communications Devices which include, but are not limited to networks and Internet access, computers, printers, servers, scanners, digital cameras, cell phones, camera phones, tablets, fax machines, telephones, Smartboards, copiers and document cameras. I understand and agree to the following: (Student and parent need to initial each agreement)*

1. The same acceptable use rules apply to personal electronic communication devices used on school property;
2. I will use Pinecrest Academy's Network, Digital Resources and Communication Devices only for educational purposes;
3. I am using any Network, Digital Resources and Communication Devices at my own risk. Although Pinecrest Academy makes reasonable efforts to comply with the Children's Internet Protection Act (CIPA), it is not able to monitor or control all information accessible through the network and cannot be held responsible for all content;
4. I will not attempt to modify or tamper with any District Network Digital Resources or Communication Devices, which includes, but is not limited to introducing viruses, or installing, downloading or using any unauthorized programs or peripherals; nor will I attempt to bypass blocked internet sites,
5. I will not transmit, or share pornographic/obscene, threatening, discriminating or harassing materials or language, nor will I engage in activities such as sexting or cyberbullying, nor will I advocate for or condone such activities;
6. I will not post chain letters or engage in spamming. I will not read, copy, or misappropriate, alter, misuse or destroy any unauthorized information or files;
7. I will not reveal the personal address, phone number, social security number or school site of myself or another;
8. If I am assigned access to online educational resources such as Infinite Campus, I will not attempt to obtain or share passwords or allow another user to utilize my account or attempt to access another user's account;
9. I will not attempt to gain unauthorized access to other computers or networks or violate the acceptable use policy of any network to which I connect;
10. I will use Pinecrest Academy's Network Digital Resources and Communication Devices for educational purposes only and will not attempt to clear the history on my device;
11. I will not use Pinecrest Academy's Network, Digital Resources or Communication Devices to conduct political lobbying, personal or commercial business, distribute commercial advertising, or represent myself as any other person;
12. I recognize that licensing agreements protect software and online resources; therefore, I will not make unauthorized copies of software, either by copying them onto a removable storage medium or onto other computers through Pinecrest Academy's Network, Digital Resources or Communication Devices;
13. I will not violate copyright laws or plagiarize any material;
14. I understand that at any time, my activities on Pinecrest Academy's Network and Communication devices may be monitored, and that Internet requests will be filtered for appropriateness;
15. I understand that my signature constitutes my agreement to abide by the above and will remain in effect as long as I am a student at any Pinecrest Academy school.

If I violate this agreement in any way, I understand that I may lose my privileges to access Pinecrest Academy's Network, Digital Resources, and Communication Devices (temporarily or permanently) and that I may be subject to disciplinary action.



I additionally understand that unlawful activities may results in civil or criminal legal action. I understand that I am responsible for all my actions in respect to the use of the Pinecrest Academy's Network, Digital Resources, and Communication Devices and that Pinecrest Academy assumes no responsibility to my violations. I understand that I will be held financially liable for any damage that I cause to the Pinecrest Academy's Network, Digital Resources, or Communication Devices.

My signature verifies that I have read and understand Pinecrest Academy School's Acceptable and Responsible Use Policy.

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Printed Signature My signature verifies that I have reviewed with my child Pinecrest Academy Schools' Acceptable and Responsible Use Policy and will comply with these rules. I further understand that the agreements in this document will remain in effect as long as my child attends a Pinecrest Academy School or until I submit a written request to have permission revoked.**

Parent Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



**2020/2021 Pinecrest Academy of Nevada AGREEMENT FOR USE OF MOBILE DEVICE**

**Agreement between the Pinecrest Academy of Nevada and its' mobile device users**

**Date:** \_\_\_\_\_

**Campus Name:** \_\_\_\_\_

**Name of Parent or Guardian:** \_\_\_\_\_

**Name of Student:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Parent or Guardian & Student, initial each line**

\_\_\_\_/ \_\_\_\_ I accept responsibility for the Mobile Device at school and outside of school hours.

\_\_\_\_/ \_\_\_\_ I have read, understand, and will follow the "Mobile Device Guidelines and Expectations document."

\_\_\_\_/ \_\_\_\_ I agree to keep this Mobile Device secure at all times. I will not give or lend it to anyone except my parents.

\_\_\_\_/ \_\_\_\_ I will return the Mobile Device to the school whenever I am asked to do so by my teacher or site administrators.

\_\_\_\_/ \_\_\_\_ I will carry the Mobile Device in a padded case or backpack to minimize the chances of damage.



## **Pinecrest Academy of Nevada AGREEMENT FOR USE OF MOBILE DEVICE**

\_\_\_\_ / \_\_\_\_ I will not use the Mobile Device, in or out of school, for inappropriate or unlawful purposes.

\_\_\_\_ / \_\_\_\_ I understand that if this Mobile Device is lost or stolen, I will immediately notify the police and my site administrator.

\_\_\_\_ / \_\_\_\_ I will not use the Mobile Device, in or out of school to cyberbully others and I understand that the meaning of cyber-bullying includes but is not limited to harassment, intimidation, cyber-stalking and “trolling” (or anonymously posting.)

\_\_\_\_ / \_\_\_\_ I agree to bring the Mobile Device charged to class every day

\_\_\_\_ / \_\_\_\_ I understand that failure to comply with any of the guidelines and policies may result in suspension of my use of the Mobile Device.

\_\_\_\_ / \_\_\_\_ I agree to return the Mobile Device, power cord, and cover in good working condition to the school at the conclusion of the school year or if I leave the school.

\_\_\_\_ / \_\_\_\_ I understand that my parents/guardians & I are responsible for costs associated with loss, damages, or theft of the Mobile Device. The cost for damage or replacement is listed on the separate Mobile Device Cost Table Sheet.

\_\_\_\_\_  
Name of Parent or Guardian

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Signature of Student