



The attachments to this Administrative Regulation are an integral part of this Administrative Regulation and the rules and restrictions set forth in the attachments are considered part of this Administrative Regulation.

Attachment A - Agreement for Mobile Device Use

For students in grades 6 through 12 who pay the annual Device Protection Fee (unless waived in accordance with this Administrative Regulation) and sign the **Agreement for Mobile Device Use** (Attachment A), Mobile Devices will be distributed to students at the beginning of each year school and returned to the District at the end of the school year and upon request of the District.

Prior to a Mobile Device being issued to a student for the first time, being permitted to take a Mobile Device off campus, the student/family must sign the **Agreement for Mobile Device Use** (Attachment A). The signing of the Agreement for Mobile Device Use obviates the need for a separate Acceptable Use Consent Form to be issued.

Attachment B - Best Practice Guidelines for Use of Mobile Devices

Attachment B constitutes the **Best Practice Guidelines for Use of Mobile Devices** required by Policy No. 236 to provide information to students and parent/guardians to encourage and facilitate responsible use of District-issued Mobile Devices. This document shall be posted on the District's website and updated on an annual basis.

Annual Written Notification to Parents/Guardians

The District shall provide annual written notification to District parents/guardians whose child is eligible to be issued a Mobile Device before the beginning of the school year containing information relating to the Mobile Device Initiative and how it works. This document will be prepared annually by the building principals for approval by the Superintendent.

Procedure for Reporting Mobile Devices Missing or Stolen

To report a Mobile Device missing or stolen on campus during the school day, the student must contact the building Principal, Assistant Principal or School Police Officer by phone, electronic mail, or by visiting the main office of their school building. To report a Mobile Device missing or stolen after school hours, the student must email the SASD Technology Department at missingdevices@soudertonsd.org.

Notice Regarding Filtering

Mobile Devices will be automatically routed through the District's technology protection measures referenced in Policy No. 815.1, *Acceptable Use of the Computers, Network, Internet, Electronic Communications and Information Systems*. Notwithstanding the fact that the technology protection measures are in place, parents/guardians are encouraged to monitor students' web usage when the Mobile Device is used off campus. The **Best Practice Guidelines for Use of Mobile Devices** (Attachment B) is a good reference.

Fees

The Device Protection Fee referenced in Policy No. 236 is set at \$40.00 per year. The maximum amount charged for a family is \$160.00 per year. The Superintendent or designee may increase or decrease the annual fee or family maximum at his/her discretion. Notice of changes to the fee structure shall be published annually in the **Best Practice Guidelines for Use of Mobile Devices** (Attachment B).

Fee Waivers -

Families experiencing economic hardship may request a partial reduction or waiver from the Device Protection Fee. This will require a brief, confidential meeting with the building Principal, Assistant Principal or School Counselor. Students that qualify for waiver from the Device Protection Fee are not waived from any fees associated with damage or loss defined below.

Damage or Loss -

Parents/Guardians and students will be held financially responsible for all uninsured damage, loss, or theft of the Mobile Device while the Mobile Device is in the possession, custody or control of student. For students who intentionally damage a Mobile Device or repeatedly damage or lose a Mobile Device, in addition to fees, the District may prohibit the student from taking the Mobile Device off campus or may require the student to use alternative technology in the classroom.

For issues covered by the manufacturer's warranty or the accidental damage protection ("ADP") plans purchased by the District, no additional fee will be charged.

For accidental damage not covered by the warranty or ADP plans, or intentional damage, the student and parents/guardians will be charged the cost of repair or replacement and the matter may be reported to the School Police Officer or law enforcement.

For a lost device, the student and the parents/guardian will be charged the replacement cost of the device.

For a stolen device, if the theft is reported to the District, a report is filed with the appropriate law enforcement officials, including the School Police Officer, and provides the District with a copy of the police report regarding the theft (if the report is obtained from a municipal police department), then no fee will be charged to replace the device.

For loss or damage to power cords or other District-provided accessories, the student and the parents/guardians will be charged the actual cost of repair or replacement, as determined by the SASD Technology Department.