

# Mobile Device Use Guidelines

Santa Monica Malibu Unified School District aims that all students graduate ready for college and careers from schools that are safe, socially responsive and academically rigorous. As a means to achieve this goal we support a one to one chromebook environment in grades 3-12. These devices will allow seamless integration of technology throughout the instructional program. This program is designed to provide additional access to technology for students within the school and home environment.

Students are expected to exercise responsible behavior with the assigned device. Students will:

- Bring the device, charged, to school every day.
- Problems with the device? Stop by the library or textbook office to swap out the device for a loaner while repairs are completed.
- Use the device in a responsible manner so as not to damage the device. Carry the device with two hands or like a book and make sure the lid or case cover is closed when transporting.
- Limit exposure to direct sunlight.
- Never leave device unattended, both in and out of the classroom.
- Keep the device away from water and other liquids, such as sprinklers, rain, puddles, and beverages.
- Not adhere stickers, ink, or other decorative items to the device.
- Maintain a clean device. Use only specified cleaners on device.

## **Chromebook Costs, Damage, Replacement:**

SMMUSD has purchased damage protection insurance for all chromebooks. Should a chromebook be lost, complete the Chromebook Incident Report. Lost chromebooks will be treated as lost textbooks. In the event of theft, chromebooks are equipped with tracking software that can relay information and render the device unusable by thieves. All stolen chromebooks must be reported to the police. A copy of the report must be submitted to the school site.

- [Santa Monica Police Department Online Police Report](#)
- [Malibu/LA County Sheriff's Department Online Police Report](#)
- [Los Angeles Police Department Online Police Report](#)

## **Acceptable Use:**

Students are expected to use the mobile devices provided to them, along with all other school technology devices in accordance to the [Student Acceptable Use Agreement \(E 6163.4 10/5/17\)](#) and [Mobile Device Guidelines \(Jan 2019\)](#). Students shall not have any expectation of privacy in any use of district technology [\(BP 6163.4 10/5/17\)](#).

I understand and will follow the rules of the SMMUSD Acceptable Use Policy. I will use my device productively and responsibly for school-related purposes. I understand that my school may, at any time, collect any school or district-owned device in my possession. I will not use my device in any way that would be disruptive or cause harm to other users. I understand that consequences of my actions could include school disciplinary action as stated in my school's Handbook and/or SMMUSD's Board Policies.

**Please write and sign your name below to acknowledge that you have read and understand this Mobile Device Guidelines:**

Student Name (please print): \_\_\_\_\_ Student Signature: \_\_\_\_\_

School site (please print): \_\_\_\_\_ Student ID: \_\_\_\_\_