



empower
OKCPS



Oklahoma City Public Schools

Student/Parent Guide

empowerOKCPS



About empowerOKCPS



The vision is that every student has a digital learning device in order that they may learn more than what is provided between the two covers of a textbook, learn more than beyond the four walls of a classroom, and have extended learning opportunities beyond the 6-hour school day.

A handwritten signature in black ink that reads "Sean McDaniel".

Dr. Sean McDaniel
Superintendent of Schools



Using This Guide



This implementation guide provides general information and instructions on maintaining, storing, distributing, using, and caring for the mobile devices. The term “mobile device” will be used to refer to iPads or Chromebooks. As part of empowerOKCPS, all students will be assigned a mobile device to use at home and in school. Guidelines, instructions, and procedures have been provided to help schools in successfully implementing 1:1 digital learning environments.

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Chromebook (Grades 3-12)



The Chromebook is a personal computer designed to work through with Google Suite (GSuite) web-based applications. The District chose this device as the best fit for the needs of the students in terms of processing speed, ease of operation, productivity, and cost-effectiveness. The District will purchase and retain full ownership of the Chromebooks and will have in place measures to prevent the inappropriate use of the device and/or Internet.

iPad (Grades PreK-2)



An iPad is a powerful technology device that can be personalized to meet individual interests and learning styles. mobile devices include a camera, wireless internet, a word processor, and access to easy-to-use software applications (known as “apps”). mobile devices also come with built-in features that make learning easy and enjoyable for early learners. The District will purchase and retain full ownership of the iPads and will have in place measures to prevent the inappropriate use of the device and/or Internet.

District Responsibilities for the Use of the Mobile Device



The District will comply with the Children’s Internet Protection Act (CIPA) to prevent the inappropriate use of the mobile device and/or the Internet whether the device is being used at school or at home. Any malfunction of the mobile device that is not the result of negligence or inappropriate use will be repaired at the District’s expense. The District will have devices available that can be checked out to students whose devices are being repaired or replaced.

Parent and Student Responsibilities



Mobile devices can be a wonderful educational tool. OKCPS is proud to be able to provide each student with a mobile device for use for learning at school and at home. Responsibilities come with the privilege of mobile device use, and some uses are not allowed.



Students may use district technology resources to create files and projects for school-related work, research, and college and career planning.

Student will:

- Follow all district and classroom policies, procedures and guidelines when using technology.
- Keep usernames and passwords private.
- Treat others with respect and use appropriate language in all electronic interactions with others.
- Immediately tell a teacher or other adult staff member if they receive an electronic comment or communication that makes them feel uncomfortable, or if they accidentally access inappropriate materials, pictures, video, or websites.
- Respect the work and intellectual property rights of others, and will not intentionally copy, damage, or delete another user's work. Students will properly cite their sources when they use someone's information, pictures, media, or other work in their own projects and assignments.
- Respect the privacy of others. Students will limit all in-school photography, video and audio recording to educational use.

As with any District-owned property (for example, textbooks and library books), parents and students will be responsible for returning the mobile device in good working condition. The student and their parent/guardian will be responsible for replacing a lost mobile device or making repairs that were the result of inappropriate use or neglect of the device. <Insurance for the device will be offered to those parents who choose to purchase that coverage.

Because the mobile device is an Internet-based device, the student will need Internet access either at home or at public places that offer wi-fi access in order to use the web-based applications. At school or elsewhere, students are expected to observe all OKCPS technology policies as well as federal, state and local laws.



Parents and guardians are responsible for monitoring their child’s use of the Internet and access to district technology resources including the mobile device, district-issued email account, online learning spaces, collaboration tools, and educational resources. Parents and guardians need to set clear expectations on appropriate use of electronic devices and limit access to the device in non-school hours. If your child is not following your rules, you have the right to limit access to the device while at home. The information included below is meant to assist you in setting expectations and monitoring your child’s use of the device.





FOR PARENTS AND GUARDIANS

Set and communicate clear expectations for your child's use of the mobile device. The Common Sense Media Family Agreement provides an age-appropriate checklist that can be used to guide conversations with your child about responsible use of media and technology.

This is available at <http://goo.gl/Q9Ysbu>

More Common Sense Media Family Materials

- commonsensemedia.org

Student & Family Online Learning Support

- bit.ly/okcpsonlinelearning

Typing (Keyboarding) Lessons and Games

- typing.com

Monitor and Limit Screen Time

The mobile device is a great tool for learning, but it also has the potential to be a distraction. Adult supervision and clear expectations for appropriate use are critical.

- Have your child use the device in a central location in your home, such as the kitchen or living room, so that you can easily monitor and supervise their use.
- Set expectations that your child is to complete assignments and tasks before they use the device to access the internet, play games, or listen to music.



Manage Access

When the device is at school on the district network, Internet access is managed with industry standard content filtering tools, as required by the Children’s Internet Protection Act (CIPA), that limit access to undesirable content. While content filtering software cannot guarantee all undesirable content is blocked, teachers and staff make every effort to monitor online activity during school hours.

OKCPS will be implementing a new internet filtering software called Lightspeed, which blocks inappropriate content from OKCPS mobile devices even when they are on non-OKCPS networks, such as a home or public WiFi network. This limits student access to inappropriate content. All traffic to and from an OKCPS device is subject to monitoring and logging, but Lightspeed does not affect other devices on a home or public network. Parents should continue to monitor these other devices.

Monitor Student Progress

OKCPS encourages parents and guardians to use the mobile device to monitor their child’s academic progress and communicate electronically with their child’s teacher(s). Ask your students to show you what they have learned and created with the mobile device, and discuss how they use the device in school.

Infinite Campus Mobile App and Canvas App are available to parents for monitoring student assignments and grades. Please check with your child’s school for more information about using them.

General Care of the Mobile Device

- Always keep the Chromebook in the District-issued protective case. Although the case is reinforced to help protect the Chromebook, it is not guaranteed to prevent damage. It remains the student’s responsibility to care for and protect the device.
- Always keep the iPads in the district-issued case at all times which is designed to protect the device during normal daily use.



- Do not place food or drink near the device.
- Insert cords, cables and removable storage devices carefully.
- Do not deface the device with writing, drawings, stickers, labels, etc. that are not approved by the District.
- Do not place heavy objects on the device.
- Always carry the device with care; the screen should not be open when being carried.
 - To protect the screen while you are moving through the halls at school, carry the mobile device in front of your body and avoid bumping into other students.
- Do not lift the device by the screen.
- Do not store the device where other items can place pressure on the screen.
- Clean the screen only with a soft, dry microfiber cloth or anti-static cloth. DO NOT USE CLEANING SOLVENTS OR OTHER LIQUIDS ON THE SCREEN.
- Do not deface or remove any District labeling.
- Protect your mobile device from the weather. Avoid exposing your mobile device to extreme temperatures by keeping it in its case at all times.
 - Do not leave your mobile device in heat above 95 F.
 - Do not leave your mobile device in cold temperatures below 32 F.
 - Keep the mobile device away from water and extreme humidity.

Keeping the Mobile Device Safe

- Do not leave or store the mobile device in a vehicle.
- Do not lend the mobile device to another person. You are solely responsible for the care and security of your mobile device.
- Do not use the mobile device or allow it to be visible when waiting at a bus stop or train station; riding public transportation, such as a Metro Transit bus; or when walking in the community.
- Carry the mobile device to and from school in a school bag or backpack so that it is not visible.
- For mobile devices a passcode will be required to prevent unauthorized access to your personal information on the mobile device. Do not share your passcode with anyone else.
- Each mobile device has a unique identification number and district property control tag. Do not remove the tags or modify the numbers.



Guidelines for Appropriate Use

With the opportunity afforded by using District technology come the responsibilities to use that technology responsibly. Failure to use District devices, networks or other resources responsibly may result in disciplinary action.

Students Will:

- Use the mobile device and other district technology resources only for academic purposes.
- Use Web 2.0 tools as an extension of the classroom while they are at home.
- Use appropriate language and graphics, whether posting and publishing from home or school, when using blogs, podcasts, email or other communication tools.
- Use only assigned accounts.
- Maintain confidentiality about usernames and passwords.
- Communicate only in ways that are kind and respectful.
- Remember that making illegal copies of music, games, movies, and other copyrighted material is prohibited.
- Give credit when using the words or works of others.
- Prevent damage to the mobile device by following “General Care” guidelines provided in this handbook.
- Report the loss or damage of the device immediately to your school.
- Charge the device at home and have it ready to use every day.
- Keep the sound muted or use headphones or earbuds when the noise might disturb others.

Students Will Not

- Remove any identifying stickers or labels placed in or on the device by the District.
- Allow other people to use their assigned device.
- View, use, or copy passwords, data, or networks to which they are not authorized.
- Reveal personal information (telephone numbers, addresses, passwords, etc.) about themselves or others.
- Leave computers unsupervised or logged in to any District-managed system.
- Harass, bully or threaten anyone.



- Use offensive or inflammatory language of any kind.
- Misrepresent themselves or others.
- Destroy or damage data, programs, networks or any other system or component of a system owned or managed by the District.
- Attempt to override, bypass or otherwise change the Internet filtering software, Google Management, Apple Management, or other network configurations.
- Reset or wipe their device.





USING THE MOBILE DEVICE AT SCHOOL

Your assigned mobile device is intended for school use and must be brought to school every day with a fully charged battery. Students must bring their mobile device to all classes, unless a teacher specifically instructs them not to do so. Students are responsible for completing all course work, even if they leave their assigned mobile device at home.

How will I save the work I do on my mobile device?

Students in OKCPS will use online learning management and workflow systems to save and submit work. Students in grades 3-12 use Canvas, and students in grades PreK-2 use Seesaw. A learning management system (LMS) is an online tool that helps teachers, students and families organize and share information about instruction and learning. This system will help us use our mobile devices more efficiently and effectively.

For all other documents, we recommend that you email documents to yourself or upload the files to OKCPS Google Drive for storage. Limited storage space will be available on the mobile device, but it will not be backed up. It is your responsibility to ensure that work is not lost if your mobile device breaks or if you accidentally delete something. Mobile device malfunctions **are not an acceptable excuse for not submitting work.**

Can I print from the mobile device?

Printing will be unavailable on mobile devices. Rather, students are encouraged to use OKCPS Google Drive to share documents and files with their teachers whenever possible. This supports college/career readiness for students and will help schools save on paper/toner costs.

What if the mobile device is being repaired?

Students will receive a replacement mobile device when their assigned device is being repaired. If there is a delay in assigning a replacement device, the teacher will allow the student to complete required coursework without a mobile device.



Mobile Devices and Field Trips

Students may bring OKCPS mobile devices with them on field trips in the Metro area, with their teacher's permission. Students are restricted from bringing mobile devices on longer trips unless special permission has been granted. In such cases, students are responsible for the security and safe return of their mobile device.





What apps can I put on my iPad?

All installed apps must follow the Responsible Use Policy, as well as other district policies. Students are able to install apps from the custom OKCPS App Portal on the iPad. Students are not allowed to download and install apps from other websites or app stores. OKCPS reserves the right to remove an inappropriate app and/or student apps that may be using valuable space needed for educational activities.

Students who download apps from sources other than the OKCPS App Portal will receive behavior consequences in accordance with the OKCPS Student Code of Conduct.

The OKCPS App Portal - *How are apps selected for student use?*

OKCPS has provided access to hundreds of apps through our OKCPS App Portal:

- Provide a rich, engaging learning experience.
- Are appropriate for a PreK-2 school environment.
- Have controls and navigation that are user-friendly.
- Have limited advertising
- Are supportive of OKCPS racial equity practices.
- Have data privacy policies that restrict the use of student information.

For a complete list of apps or questions contact **OKCPS Client Services** at **587-HELP**



MOBILE DEVICE SOFTWARE SETTINGS

Occasionally, apps and the operating system require updates to keep the mobile devices and apps functioning properly and securely. Students are expected to follow district directions on installing any app and operating system updates.

Additionally, All OKCPS mobile devices are scanned remotely on a regular basis to ensure that security settings have not been changed or deleted. If a student has accessed the internal parts of the mobile device, installed an app that changes device settings, or manually changed the settings, they will be assigned behavior consequences in accordance with this document and the OKCPS Student Code of Conduct.

Is content private on mobile devices?

Mobile Devices are district property. OKCPS staff members can access the internet history, photos, and other information on the mobile device at any time. Students are required to unlock the mobile device upon request of district staff. If you don't unlock the mobile device when asked, you may receive behavior consequences in accordance with the OKCPS Student Code of Conduct.

Cameras and Microphones

The iPad has cameras on the front and back and a built-in microphone, so students can take pictures and record audio and video. The Chromebook also has a front-facing camera and a built-in microphone. All recordings and pictures created with the mobile device are subject to OKCPS policies as well as state and federal laws. Only take photographs or record audio or video during the school day if a teacher or administrator tells you to do it for schoolwork. Never photograph, record video, or create an audio recording of another person without that person's knowledge or permission.



Use of electronic devices and cameras are strictly prohibited in locker rooms and bathrooms.

- Do not use the camera to take inappropriate or sexually explicit photos or videos.
- Do not use the camera to take pictures or share the personal information of yourself or another individual.
- Do not use the camera or microphones to embarrass, bully, or harass anyone in any way, including students, staff or other individuals.
- Do not email, post to the internet, or electronically send images, video, or audio recordings of other individuals without their written permission.

Sound, Music, and Games

The sound on your mobile device must be muted at all times unless your teacher tells you it is okay to turn the sound on for a class activity. Your teacher might also give you permission to use earbuds or earphones. If this happens, be sure the volume is low enough that the iPad cannot be heard by anyone nearby.





DAMAGED, LOST OR STOLEN MOBILE DEVICES AND ACCESSORIES

Damaged Devices and Technical Problems

Do not attempt to gain access to internal electronics or repair your mobile device. If the mobile device fails to work or is damaged, contact your teacher or school staff to report the problem to the Service Desk as soon as possible. Mobile device repair/replacement options will be determined by the Service Desk staff. If the mobile device is experiencing technical difficulties outside of school hours, you will need to wait until you return to school to report it.

Lost or Stolen Mobile Devices and Accessories

If your assigned device is lost or stolen, report it to the main office of your school as soon as possible. School staff will assist with submitting a report to the Service Desk. You will also need to submit a police report and a copy of the report given to the school.

Students who graduate early, withdraw, are expelled, or who terminate enrollment in OKCPS for any reason must return the district mobile device, case, power adapter, and cable in working condition to the main office of their school on or before the date of withdrawal. Failure to return district property or pay for lost, stolen, or damaged equipment may result in legal action.

If the mobile device, case, charger, and/or cord are lost, students and families may be requested to contribute to the replacement cost



CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR INVOLVING MOBILE DEVICES

The OKCPS Student Code of Conduct provides guidelines for interventions and consequences when students behave inappropriately. These guidelines also apply to incidents involving mobile devices.

All students have the opportunity to use a mobile device in support of personalized learning during school hours. Students who use their mobile devices in ways that are counter to OKCPS guidelines may have their mobile device privileges restricted and may face other consequences relevant to the situation, including additional instruction in appropriate mobile device use.

According to the OKCPS Student Code of Conduct, the unacceptable use of the district technology resources, including e-mail and the Internet, may result in one or more of the following consequences: suspension or cancellation of take home privileges, discipline under applicable district policies and procedures, or civil or criminal liability under applicable laws.

Tier 1 Violations

Tier 1 intervention will generally be addressed by school staff members when a student has minimal or no prior violations. The staff's response teaches correct, alternative behavior so students can learn and demonstrate safe and respectful behavior.

Examples of Tier 1 violations include:

- being off-task, using apps/websites other than what the learning activity requires;
- treating mobile devices carelessly;
- using the camera to take another's picture without their permission;
- for iPads, Airdropping material without permission; or
- cheating or plagiarizing by using the work of others accessed digitally.



Tier 2 Violations

Tier 2 violations will generally result in interventions or disciplinary responses that involve the school administration. These actions aim to correct behavior by stressing the seriousness of the behavior while keeping the student in school. Note: A severe occurrence or repeated instances of a violation may be treated as a violation at a higher level.

Examples of Tier 2 violations include:

- repeated violation following a previous intervention;
- sending or posting inappropriate or harmful text or images;
- making unauthorized modifications to the mobile device operating system.

Tier 3 Violations

Tier 3 violations may result in a suspension from school for part of a day or an entire school day. Note: A severe occurrence or repeated instances of a violation may be treated as a violation at a higher level.

Examples of Tier 3 violations include:

intentional damage to a mobile device;

repeatedly using a mobile device to bully, cheating; or

other actions which violate the district technology responsible use policy.

Tier 4 Violations

Tier 4 violations will result in the suspension of a student and possible notification of the police. A suspension is a removal from school for more than one day. Note: A severe occurrence or repeated instances of a violation may be treated as a violation at a higher level. An example of a level 4 mobile device violation is willful access and damage to District technology systems or records.

Consequences for multiple lost, stolen, or intentional damage to a mobile device.

When a student's mobile device is lost on multiple occasions, stolen, or willfully damaged, the



consequences may include loss of the privilege to take home a mobile device, additional instruction in appropriate mobile device use, or other restitution based on the OKCPS Student Code of Conduct. These consequences will be applied in cases of broken screens caused by intentionally throwing or dropping the device; swinging a bag or backpack with a device inside; stepping on the device; intentionally spilling a liquid on the device; hitting another person or object with the device; damage caused to a device that was not in the district-issued case; tampering with the internal components of the mobile device; or making unauthorized modifications to the operating system, known as hacking the device. It also includes the loss or damage to the charging cable, power adapter, and case.

Consequences for not returning a mobile device, accessories or returning damaged items.

If a student fails to return the mobile device upon withdrawal, the student's family may be held liable for the replacement cost of the mobile device. You must return the district-provided power adapter, charging cable, and case when you return your mobile device. If you do not return the mobile device, case, cord, and/or charger, or return any of these items in a damaged condition, you may be requested to contribute to the replacement costs. Please work with your child's school for replacement amounts or other appropriate consequences.

Sources Consulted:

During the creation of this handbook, Oklahoma City Public Schools consulted websites, handbooks, and staff from the following districts:

- St. Paul Public Schools
- Miami-Dade County Public Schools
- Sand Springs Public Schools
- Jenks Public Schools
- Norman Public Schools
- Moore Public Schools
- Edmond Public Schools





Appendix A

OKCPS Student Mobile Device Agreement

In alignment with OKCPS Board of Education Policy F-26 and F-26-R1, students who are assigned mobile technology devices, including Chromebooks and iPads, must adhere to provisions outlined in the policy and may be fiscally responsible for lost, stolen or damaged devices.

Ownership:

OKCPS shall retain title to the equipment at all times, unless otherwise transferred. The student shall hold no security or ownership interest in the equipment or licenses to installed software.

Equipment can include the following:

- Chromebook - \$317.00
- Chromebook Case - \$19.00
- Chromebook Power adaptor - \$40.00
- iPad - \$397.00
- iPad Power adaptor - \$49.00
- WiFi Hotspot - \$84.00

Content Filtering:

All websites used for instruction are evaluated by staff for appropriateness. Families should note that when the OKCPS Chromebooks and iPads are connected to a personal home network they are not configured to filter the sites students may visit. Families should discuss the importance of being safe, responsible, and respectful online.

Chromebook Functions:

The Chromebook and iPad are both multifunction devices that allow for the following:

- Connection to any open or secured wireless network (if the password is known)



- Access to the Internet (e.g. access online accounts, surf the Internet, etc.)
- Taking pictures
- Recording audio and video
- Using various instructional apps

Responsible Use:

Users are responsible for securing and safeguarding data stored on OKCPS technology. When using OKCPS technology, this means that students should continue to use only approved OKCPS applications. If students choose to use digital tools or access online services that are not part of the OKCPS approved list, OKCPS cannot be responsible for any data privacy or security concerns that may arise.

Student/Parent Agreement:

We agree to use the device in accordance with *all* provisions of OKCPS Board Policy F-26 as it currently exists and as updated or modified.

We agree to report any objectionable content to a teacher and/or administrator.

We understand that OKCPS has the ability to monitor OKCPS device usage to ensure compliance with OKCPS policies. We understand that because of the need to monitor OKCPS devices, we have a limited expectation of data privacy while using OKCPS technology. We understand that students are to use only OKCPS approved digital tools in order to safeguard student data from unauthorized access. Furthermore, we are aware that the device may be randomly collected, inspected and searched.

We agree that the device is to be used exclusively by the OKCPS employees and the assigned student. Parent(s)/guardian(s) may use the device for purposes of assisting their child with educational studies.



We will obtain consent from participants before taking photos, recording audio or capturing video.

Ownership:

The equipment is a loan and remains the property of the OKCPS.

The term of this loan is for the course of the school year or as otherwise designated by the school administrator.

Upon request of an administrator or teacher, we will return the device, case (if provided) and power cords.

Proper Care:

To protect the device from damage, we will store this device in a protective case if one was supplied from OKCPS.

We are responsible for the safe handling, storage, and security of this device. We agree to take appropriate precautions to prevent damage, loss or theft.

We will secure the device when not in use.

We will not write, etch, scratch, mark or apply stickers to this device. Should student enrollment be terminated for any reason, the equipment must be returned within four (4) calendar days.

We will not alter any OKCPS markings and stickers applied on the device.

If the device is damaged, we will return the device. We will not attempt to repair the device or contact any other computer repair service facility directly.



Liability:

In the event that the device is damaged due to misuse, accidental care or handling, or neglect, and the damage is not covered under warranty, we agree to pay the cost of the repair or replacement of the device's equivalent replacement including the device and case.

In the event that we install a program or modify the device which impairs the functionality of the device, we are financially responsible for reimbursing the school system for the monetary cost.

If the device is lost, stolen or damaged, it is our responsibility to immediately notify the school's media specialist, teacher, principal or assistant principal.

If the device is not returned to the school system upon the teacher or school's request or when enrollment is terminated for any reason, we agree to pay the cost of a replacement device within 30 calendar days. Furthermore, we understand and accept that OKCPS may file a police report for stolen property should we fail to return or pay for the device and related items within 45 calendar days.



Student Pledge for Mobile Device Use

1. I will take good care of my mobile device.
2. I will never leave the mobile device unattended.
3. I will never loan out my mobile device to other individuals.
4. I will know where my mobile device is at all times.
5. I will charge my mobile device's battery daily.
6. I will keep food and beverages away from my mobile device since they may cause damage.
7. I will not disassemble any part of my mobile device or attempt any repairs.
8. I will not install programs or applications.
9. I will save work to Google Drive, Canvas, or Seesaw as directed by my teacher.
10. I will protect my mobile device by carrying it in the case provided.
11. I will use my mobile device in ways that are appropriate and educational.
12. I will not write, carve or put stickers on my mobile device.
13. I understand that my mobile device is the property of OKCPS.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to pay for the replacement of my power cords, battery, mobile device case, or any other District provided accessory in the event any of these items are lost or stolen.
16. I agree to return the mobile device, power cords, case, and any other District provided accessory in good working condition.

Student Name: _____ Date _____

Student Signature: _____



Parent/Guardian Name: _____ Date _____

Parent/Guardian Signature _____





 **Our Pledge**



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