

**Great Hearts Academies**  
**Student Mobile Device Use Agreement**



**A. Overview**

Great Hearts Academies (the “School”) has initiated a mobile device checkout program for students in Kindergarten – 12th grades (AZ) and 2nd grade – 12th grade (TX) to support distance learning in response to the COVID-19 emergency mandates and school closures. All mobile devices issued to students are owned by and are the property of the School. Please use care when using, cleaning, or storing the devices.

**B. Use for Educational Purposes Only**

Mobile devices are issued for educational use only and use of a mobile device for any purpose other than educational use may result in consequences, up to and including loss of device privileges or other consequences as allowed by the Student Code of Conduct. The student’s privilege to possess and use a mobile device issued by the School is conditioned upon full and complete compliance with the applicable standards for acceptable use of a device set out in this Student Mobile Device Use Agreement, as well as the School’s Acceptable Use Policy, Student Handbook, and/or Student Code of Conduct.

Mobile devices may be checked periodically to ensure that no new software has been added, and software that is no longer needed has been removed. Students may also be selected at random to provide their mobile device for inspection by a systems administrator.

**C. Mobile Device Distribution and Identification**

The following School issued mobile devices are covered in this agreement:

- Laptop
  - Tablet
  - Chargers and power cords for both the Tablets and Laptops
- Identification methods:
- Serial numbers and asset tag
  - Individual user account name and password
  - Device name

**D. Limits on Use and Prohibited Uses**

Mobile devices are to be treated as if you were in the school classroom.

Students may **not**:

1. Leave their mobile device in any unsupervised area, including a car.
2. Keep or store food or drink next to a mobile device when in use or in a backpack.
3. Carry the mobile device while the screen is open.
4. Place any writing, stickers, or labels on the mobile device that are not provided or

**Great Hearts Academies**  
**Student Mobile Device Use Agreement**

directed by the School.

5. Reconfigure or change the hardware of the mobile device in any way.
6. Add software, programs or apps not specifically approved in writing by the School.
7. Allow any person to fix, change or adapt the device in any way.
8. Loan their device to anyone or borrow a device from another student.
9. Use VPN or proxies.
10. Download or save music on the mobile device.
11. Play Internet games on the mobile device.
12. Download, save, or install any games or non-school related applications or programs on the mobile device.
13. Enter chat rooms or send chain e-mails on school devices without *written* permission of a teacher or administrator.
14. Open an e-mail or any attachment from a sender that the student does not recognize, without first consulting and receiving permission from a teacher or administrator.
15. Open, use, or change computer files that do not belong to the student.

**E. Mobile Device Security**

- Student must lock the device when not in use to minimize non-authorized individuals having access to the student's device or account.
- Students must password protect their assigned mobile device.
- Students are expected to promptly provide the passwords to the system administrator upon request.
- Students may not loan a mobile device to other students or borrow a mobile device from another student or share passwords or usernames with others.
- Students may not plagiarize the work others and must give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the School.
- Student use of mobile devices must comply with trademark and copyright laws and all license agreements. If you are unsure, ask a systems administration, teacher, network administrator, or the principal.

**F. Lost, Stolen, or Damaged Mobile Device**

If a student loses an assigned mobile device, the mobile device is stolen, or the mobile device is damaged, *the student must immediately notify a staff member or the Headmaster*. If a police report is filed, the student is expected to cooperate and provide truthful information. A student whose mobile device is lost, stolen, or damaged due to a violation of this Student Mobile Device Use Agreement, purposeful action, and/or negligence is subject to consequences as outlined in this Agreement.

If a lost or stolen mobile device is not recovered or if a mobile device is otherwise damaged, the student and the student's parent(s) or guardian(s) are financially responsible for the mobile device. The cost of a lost, damaged, or stolen device is \$300.00 per device.

**Great Hearts Academies**  
**Student Mobile Device Use Agreement**

**G. Software**

- Each assigned mobile device will have software pre-installed. Students may not remove or alter the originally installed software unless specifically instructed to do so by a teacher or systems administrator. Students may not download or install any additional software unless specifically instructed to do so by a teacher or systems administrator.
- Students may select a screensaver and desktop image from those pre-loaded on the mobile device.

**H. Privacy and Safety**

1. All mobile devices are equipped with anti-virus protection software. This software will scan for known viruses on boot up. *If a virus is found upon scanning, the student must immediately report the virus to a systems administrator.*
2. All mobile devices will have software installed to meet the requirements of the Children’s Internet Protection Act (CIPA) that filters the Internet in accordance with the CIPA. *Students may not remove or attempt to disable this software either by attempting to delete filters or by the use of a virtual private network (VPN) and proxies.*
3. Students are expected to take precautions to protect their privacy and security when using an assigned mobile device.

**Students may not:**

- Enter chat rooms or send chain e-mails without *written* permission of a teacher or administrator.
  - Open an e-mail or any attachment from a sender that the student does not recognize, without first consulting and receiving permission from a teacher or administrator.
  - Open, use, or change computer files that do not belong to the student.
  - Reveal their full name, phone number, home address, social security number, credit card numbers, password(s), or any identifying personal information through use of a mobile device.
4. Remember that virtual storage of any form (e.g. images, documents) on the mobile device or any network provided or maintained by the School is not private or confidential. Students have NO EXPECTATION OF PRIVACY on the assigned mobile device.
  5. Students should never reveal their full name, phone number, home address, social security number, credit card numbers, password(s), or any identifying personal information through use of a school mobile device.

**I. Email Use**

When sending and receiving e-mail communications using an assigned mobile device, students must comply with the following rules:

**Great Hearts Academies  
Student Mobile Device Use Agreement**

- Use appropriate language.
- Do not transmit any language or other material that is profane, lewd, obscene, abusive, bullying, or offensive to others.
- Do not send mass or chain e-mails, or spam e-mails.
- Do not engage in private chatting or e-mailing during class without express permission from the teacher.

All e-mail sent and received on a mobile device belonging to the School is subject to inspection by the School at any time.

**J. Consequences**

If a student fails to timely and fully comply with all terms of this Student Mobile Device Use Agreement, Student Code of Conduct, School Handbook and related Policies, including timely return of an assigned mobile device, consequences consistent with the infraction, the policy violated, and disciplinary consequences under the Student Code of Conduct shall apply.

Please note that consequences may not necessarily be followed in order, and that progressive consequences are not required depending on the circumstances and/or severity of any particular violation of policy.

---

*The Student Mobile Device Agreement was reviewed and approved for publication by Great Hearts Academies' Superintendents Daniel Scoggin and Erik Twist on the 25<sup>th</sup> Day of March, 2020.*



Daniel Scoggin  
Great Hearts Texas



Erik Twist  
Great Hearts Arizona

*Policy pending approval by the Great Hearts Arizona Governing Board.*