

## **MOBILE DEVICE GUIDELINES**

The purpose of the use of technology in a K-12 educational organization is to further the academic performance of our students and to equip the students, staff and administrators in performing the business and educational functions of the organization. Mobile Computing Devices are products that can help accomplish this objective.

The purchase and use of a Mobile Computing Device should be based on the following:

- a. The device is required to support a specific instructional and/or administrative requirement that can best be accomplished through this device;
- b. Broadband, and personal wireless content service providers and associated contracts will be approved by the Superintendent and Cabinet;
- c. Any organizationally purchased Mobile Computing Device must meet the Mobile Computing Device Standards that will be published annually by the Technology Department.

The definition of Mobile Computing Devices shall be: eReaders (Nook, Kindle), Laptops, Netbooks, Tablets, iPods, iPads and future devices as approved by the Superintendent or designee. In using Mobile Computing Devices all employees and students must abide by the district's Employee Use of Technology and Student Use of Technology policies.

Organizationally purchased Mobile Computing Devices are the property of the district. All organizationally purchased Mobile Computing Devices shall be tagged in accordance with inventory policies and procedures. Employees and students shall also follow district policy regarding use of organizationally purchased equipment off premises.

Annually the Technology Department shall set a standard for Mobile Computing Device purchases. These minimum requirements shall be posted on the district's web site for employee access at the start of each fiscal year. The Purchasing/Contracts Department shall purchase in accordance to these standards and follow all applicable Purchasing/Contracts policies and procedures.

Mobile Computing Devices and any associated applications (apps) purchased by the organization will be approved by the department/school site making the purchase. The organization's purchase the digital devices and apps will be through the regular requisition process. The requisition will clearly state a justification for the device or apps. Once the requisition has cleared the approval path, the designated volume purchaser(s) shall obtain the apps and notify the end user once redemption codes are issued. The downloading of organizationally purchased apps to personally owned devices shall be prohibited as it may constitute a gift of public funds.

## **MOBILE DEVICE GUIDELINES (continued)**

### **Security**

Organizationally purchased Mobile Computing Devices will be subjected to the same Acceptable Use Policies and network security policies that are in place for other networkable devices. As security enhancements are added or strengthened in the device's OS, then those features will be analyzed by technical staff and implemented accordingly. Organizationally purchased Mobile Computing Devices will be initially configured and managed by authorized staff. Employees are discouraged from loading personal data, and strictly prohibited from loading sensitive or confidential data onto the organizationally purchased mobile device unless instructed otherwise in writing. Personal Mobile Computing Devices used for business purposes will be subject to the same policies as organizationally purchased Mobile Computing Devices stated above.

### **Device Standards: Smartphones/PDAs by Carrier for Southern California Area**

Authorized employees requiring smart phone access to e-mail, calendar, and contact lists must have a phone which natively supports Microsoft Exchange accounts. The following is a list of acceptable devices:

IPhones: IOS 4.0 or greater

Windows Phones: WINDOWS MOBILE 6.0 or greater  
WINDOWS Phone 7 or greater

ANDROID Phones: OS 2.1 or greater

**IMPORTANT:** BLACKBERRY (RIM Technology) devices that do not natively support Microsoft Exchange without BIS integration are not supported by the Superintendent's network infrastructure and are not eligible for stipend reimbursements.