

## M.S.A.D. #4 Student & Parent MSAD 4 iPad Handbook

The following procedures have been developed based on M.S.A.D. #4 policies. In order that we can effectively fulfill our district's educational goals and objectives, it may become necessary to modify these procedures. Policies and procedures are reviewed and subject to change at any time. Appropriate notification will be issued as the procedures are updated. That notification may come in the form of email, an update on the school district's web site or an announcement in the schools.

The following procedures apply to the use of the equipment and Internet access in connection with M.S.A.D. #4 via district facilities and remotely, including but not limited to the Sangerville and Guilford public libraries. Policies concerning technology are available on the district's web site, [www.sad4.org](http://www.sad4.org)

### A. Personal Responsibility

1. The school district lends the equipment to district students consistent with the educational mission of SAD 4 Schools for the purpose of expanding the educational process. This is the sole intent for iPad use. Each student and family is responsible for the proper care and maintenance of the iPads and peripheral gear. iPads are provided in order to carry out and support the curriculum set forth by the M.S.A.D. #4 school board.
2. While it is the hope of the M.S.A.D. #4 that every student will participate by using the iPad for educational purposes, it is in no way mandatory that students take the iPads home. If a family should choose not to have the student take the iPad home, arrangements will be made for the student to leave the iPad to charge at school.
3. Students and families are responsible for upholding M.S.A.D. #4 policies and procedures governing the use of school equipment. No modifications of any kind to any of the software or hardware or to any of the equipment or services are permitted.
4. M.S.A.D. #4 holds the following expectations of the students and families:
  1. M.S.A.D. #4 will provide a low cost damage protection plan for families at the cost of \$40 per student. Each family is required to either participate in the protection plan or sign a waiver accepting full responsibility for the equipment before a student is able to use the equipment. Students who opt out of the damage protection plan will be offered the option to use the iPad at school once all other paperwork is signed.
  2. **Students are expected to come to school with their iPad batteries fully charged. Students are responsible for charging the batteries each day. Having a dead battery will not be accepted as an excuse for missing or late work unless due to maintenance issues.**
  3. iPads assigned to students are strictly for student and family use. Students may not loan their equipment or let it be used or leased by any person or business.
  4. M.S.A.D. #4 equipment will be properly stored, cared for and maintained. Students are required to transport iPads in the appropriate cases at all times.
  5. Making changes to the configuration of iPads, including adding or deleting software without the knowledge of the technology director is strictly prohibited. Changes to the base configuration can result in errors, which can be difficult and costly to fix. In the event that alternations are made, students will be charged the repair or re-imaging fees, which could be significant.

### **C. Inappropriate Language or Messages**

The following are strictly prohibited:

1. Using M.S.A.D. #4 computers or networks, or personal devices at school, to post obscene, profane, lewd, vulgar, rude, inflammatory, threatening, bullying, or disrespectful language in public or private messages or material.
2. Posting information that could cause danger or disruption or engaging in personal attacks, including prejudicial or discriminatory remarks.
3. Using the M.S.A.D. #4's computer systems, iPads, and/or Internet access to harass or bully others.

### **D. Rights**

1. Internet access via M.S.A.D. #4 facilities locally and remotely is considered a limited forum similar to the school newspaper; therefore the district may restrict any user's speech.
2. There should be no expectation of privacy regarding the contents of electronic files or communication undertaken by way of the M.S.A.D. #4 technology systems, networks, & devices, including personal devices used at school. Teachers and/or school district administration may conduct an individual search of a student's electronic files, email or other related items.
3. M.S.A.D. #4 will cooperate with local, state, or federal officials in any investigation related to suspected illegal activities conducted through M.S.A.D. #4 technology and Internet systems. Any discipline that may be imposed will be in accordance with M.S.A.D. #4 policy. M.S.A.D. #4 reserves the rights to place a wide range of restrictions on the use of the Internet accounts and M.S.A.D. #4 technology systems, to involve law enforcement officials and to file charges if warranted.
4. Penalties may be imposed, including but not limited to loss of technology system access, suspension, expulsion and termination of employment. Individuals may be held criminally and/or civilly liable for their misconduct.

### **E. Safety Rules**

1. Posting personal information on the Internet about himself or herself or any other person is strictly prohibited.
2. Giving a student, or any other person, his or her password is strictly prohibited.
3. Students must not share their iPads with others. Students are responsible for their individual accounts and must take all reasonable precautions to prevent others from being able to use them.
4. Students must notify a teacher immediately if they suspect a possible security problem. However, they must not look for security problems; this activity may be construed as an illegal attempt to gain unlawful access.
5. Both students and parents need to be aware that participating in or using chat rooms, blogs, instant messenger, social networks, email systems other than the school provided email account, or creating and posting to personal websites is prohibited, unless part of a class project and used with direct teacher supervision. These services can pose a real threat from online predators. Encourage students to use the filter between their ears when it comes to engaging in high-risk behavior such as sharing personal information and photos with strangers.

6. The iPads and equipment are on loan for education use. Defacing iPads or school equipment in any way, including the use of stickers or decorations is prohibited. In the event that school equipment is defaced, students will be charged for repair and replacement of the equipment.
7. Students will be required to produce their iPads for a periodic software audit to determine unauthorized software use. The iPads may be recalled at any time for software updates or changes. The summer months will be allocated for maintenance and upgrades to the iPads and equipment. Therefore equipment may be held to undergo configuration changes.
8. Students are required to bring their iPads to all classes unless specifically advised otherwise by their teachers. Classes require formal use of iPads and provide informal opportunities to use the technology. iPads must be available for use at the teacher's discretion.
9. Students are responsible for backing up all documents and files. Educational data files can be saved to iCloud or Google Apps. In the event that data become corrupt, individuals can use this backup to retrieve lost files. Failure to back up work will not be accepted as an excuse for late or missing work.
10. The Internet services are to be used for acceptable educational use only. Students and their family will be asked to sign an acceptable use policy. If inappropriate sites are located, they are to be reported to appropriate M.S.A.D. #4 personnel immediately, so they will not be recorded on the student's history of use. Students will receive login account information for school supported sites and services, they are expected to use those for school work.
11. M.S.A.D. #4 equipment such as, but not limited to, iPads, laptop computers, digital cameras, camcorders, software programs and district connection to the Internet may not be used for commercial purposes to offer, provide, or purchase product or services; nor may the system be used for political lobbying.
12. **Use of photographic equipment in the school is prohibited unless the school principal or his or her designee provides permission. Photographic equipment may be used only in places accepted by the building principal. No cameras, video cameras or other such recording devices are allowed in restrooms, locker rooms, dressing rooms or other areas deemed private.**

#### **B. Personal ISP's and Personally owned equipment**

Students may use the internet outside of school. By allowing your student to access the Internet from home, you are accepting all responsibility for monitoring your child's Internet use. Your child is still responsible for following all school rules for appropriate computer use while online at home.

If a student wants to use any personally owned technology device such as: laptops, tablets, digital phones, etc. on the school network, they must register it with the technology director and follow school rules for network use while the device is at school. Additionally, personal devices used at school are subject to search & seizure at any time. There is no expectation of privacy when using personal equipment at school.