

Palmyra R-1
School
District

iPad Procedures,
Information,
and Agreement Handbook

2021-2022

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Palmyra R-1 School District Mission Statement:

The Palmyra R-1 School District recognizes individual student needs and provides the means for every student to reach his/her highest potential.

Technology Committee Mission Statement

To meet learning needs of 21st century students by effectively embedding current technology into instruction and exploring emerging technology tools, practices and resources that will continually transform the teaching and learning process and enable students to transfer their skills to be successful citizens after high school in college or a career.

Palmyra High School - Technology Vision

Palmyra High School believes to educate students for a technology-driven world, technology should be an essential and available component of the education process to ensure all students, through personalized learning, be prepared for college or a career after graduation.

The High School goals of the 1:1 program are:

- Increase student engagement
- Promote collaboration and communication
- Develop and increase critical thinking skills
- Promote positive digital citizenship

Palmyra Middle School - Technology Vision

In order to meet the needs of 21st Century learners, Palmyra Middle School dedicates itself to using collaborative practices that create an engaging environment for students that ensure continuous improvement and progress toward our vision. The collective expertise and passionate commitment to the teaching and learning process provides skills and opportunities for all students to become successful high school students. To attain this vision:

- Faculty and staff will communicate and collaborate regarding effective use of emerging technologies that offer the potential to dramatically improve the way students learn.
- Engaged students will persist despite challenges, demonstrate curiosity and originality, to apply knowledge and solve real-world problems.
- Students will take the initiative to evaluate and understand their learning needs, establish learning goals, identify learning resources, and implement learning strategies.

Palmyra Elementary School - Technology Vision

Priorities: Engagement, Personalized Learning, Communication and Collaboration

- Allow students to take risks, use talents, and show creativity through various resources such as ebooks, video, Apple resources, and instructional digital resources to demonstrate problem solving and critical thinking.
- Through interdisciplinary units, students will make real-life connections with the curriculum.
- Learning opportunities include both individualized instruction at their level and opportunities for peers to collaborate and work together to accomplish a task.
- The school culture encourages all levels of knowledge with technology use through open collaboration, coaching, and support.
- Staff and students will share their ideas, strategies, and new learning within the building, with parents, and with the community through digital means.

We believe....

Students should enjoy learning as they are prepared for post-secondary goals and opportunities to become productive citizens.

- Students should be empowered to become life-long learners and critical thinkers and to work to their highest potential.
- Open communication between all stakeholders fosters a safe, caring, respectful learning environment.
- High quality and differentiated instruction and assessment ensure that all students achieve a firm educational foundation.
- Students should demonstrate physical, social, and emotional well-being.
 - Students should learn and practice responsible behavior, integrity, and respect for others.

Goals for Student Users...

- To become more engaged in their learning by actively being involved in learning and thinking critically.
- To increase student productivity and organization both in and outside of the classroom when completing assignments, projects, and other activities assigned in all classes.
 - To take an active role in their learning.
- To encourage discussion and collaboration among both teachers and peers.

All users of the iPad will be required to review this document, as well as sign an agreement with the district to protect the hardware and software inherent with this technology. Participation in this initiative also requires frequent review with the administration and Technology Department to assess the included components and level of use through the course of the instructional day.

Acceptable Use of iPads

All iPad use shall be consistent with the District's goal of promoting educational excellence. These procedures do not attempt to state all required behavior by users; however, some specific examples are provided. Student conduct is always being evaluated by district staff, which includes, but is not limited to: administrators, teachers, paraprofessionals, coaches, chaperones, and bus drivers. All staff can make recommendations regarding whether or not a user has violated procedures. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Privileges

The use of the District's iPad is a privilege, not a right, and inappropriate use may result in those privileges being denied, revoked, or suspended at any time. The iPad is subject to routine monitoring by district staff. The district reserves the right to supervise all iPad use, or to confiscate and search a student's district-owned iPad to ensure compliance with the Acceptable Use Policy. In the event of disciplinary action, completion of all class work remains the responsibility of the student.

Cameras

The camera app will be available to students. The camera should not be used during the school day unless directed by the teacher. Misuse of the camera can result in loss of camera access.

Software Applications (Apps)

The apps and operating system originally installed must remain on the iPad in usable condition and be easily accessible at all times.

Disclaimer

Palmyra Schools makes no warranties of any kind, whether express or implied, for the service it is providing. The district will not be responsible for any damages the user suffers. This includes the loss of data or service interruptions. Use of any information obtained via the Internet is at the user's own risk.

Security

Network security is a high priority. If a user can identify a security problem, the user must notify the district technology staff immediately. Do not demonstrate the problem to others. Keep your account and passwords confidential at all times. Do not use another individual's account without permission from that individual and/or district staff. Any user identified as a security risk may be denied access to the iPads.

Vandalism

Vandalism is any attempt to harm or destroy hardware, software, or data of another user, the Internet, or any other network. This also includes modifying the iPad in any way other than instructed by district staff and applying any permanent marks, decorations, or modifications to the iPad. Vandalism may result in cancellation of privileges and other disciplinary action.

Unacceptable and Strictly Prohibited Use

The user is responsible for his or her own actions and activities involving the iPad. Some examples of unacceptable uses are as follows:

- Using the iPad for any illegal activity, including violation of copyright, or transmitting any material in violation of any state or federal law.
- Unauthorized downloading of Apps or any other media such as videos, music, or images.
- Hacking or gaining unauthorized access to files or resources.
- Invading the privacy of individuals, that includes the unauthorized access or disclosure of information about anyone that is of a personal nature including a photograph, video, or audio recording.
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
- Use of online resources selling term papers, book reports, and other forms of student work.
- Sending mass or inappropriate emails.

Receiving Your iPad (Check-Out)

1. In order to receive your district-owned iPad, all students will sign the School Student Pledge for iPad usage.
2. To receive an iPad the student and a parent/guardian must carefully read this student iPad handbook and sign the Parent/Student iPad User Agreement and complete all relevant paperwork. The insurance payment of \$10 for one student, or \$15 for a family, must be submitted and the Student iPad User Agreement must be signed and turned in in order for the student to be assigned an iPad.
3. All iPads remain the property of the Palmyra R-I School District. The district reserves the right to collect and/or inspect your device at any time and to delete any material or applications deemed inappropriate.

Returning Your iPad (Check-In)

The iPad and Case will be returned at the end of each school year in good condition for maintenance, cleaning, and software installations. Students will most likely receive the same device at the beginning of the next school year. If enrollment at Palmyra R-I School district is terminated for any reason (e.g., transfer, graduation, expulsion), all of these items must be returned on the date of termination or withdrawal. All iPads and Cases will be checked in prior to summer break. Failure to return the iPad will result in a theft report being filed. If an iPad is returned damaged beyond repair the student will be responsible for the full replacement cost of the iPad.

Replacement costs for damaged/missing items:

| | |
|----------------|----------|
| iPad..... | \$294.00 |
| iPad Case..... | \$35.00 |

Responsibilities

Parent/Guardian Responsibilities:

- Talk to your children about the values and standards of all media such as television, telephones, movies, music, and radio.
- Remind your children that misuse or damage to district-owned technology, including the iPad, is the financial responsibility of the family and that great care should be taken to treat the equipment properly and with respect.
- Review the Student iPad User Agreement with your child and make sure they understand fully the expectations on the use of the iPad at all times.

Student's Responsibilities:

- Using all technology devices, including the iPads, in a responsible, ethical, and safe manner.
- Proper care and maintenance for the iPad and all provided accessories.
- Obeying general school and district rules concerning behavior and communication.
- Helping Palmyra Schools protect its technology and systems by contacting a district staff member about any security problem they may encounter.
- If a student receives an email containing inappropriate or abusive language or if the subject matter is questionable, he/she should inform the school administration as soon as possible.
- Return their iPad to the school at the end of the school year or at time of withdraw/transfer to another school district. Students who withdraw, are suspended or expelled, or terminate enrollment in the Palmyra R-I school district for any other reason must return their district-owned iPad on the date of termination.

School/District Responsibilities:

- Provide iPads for students.
- Provide Internet and email access to students at school.
- Provide Internet blocking of inappropriate materials while on the district's network.
- Provide network data storage areas. These will be treated similar to school lockers. The school district reserves the right to review, monitor, and restrict information stored on or transmitted via school-owned equipment and to investigate inappropriate use of resources.
- Help ensure that any pictures, video, and audio recordings of any student or staff member are allowed only for school related purposes and with written consent.

Using the iPad In and Out of School

1. The iPad is the property of the Palmyra R-I School District and as a result may be seized and reviewed at any time. Students should have NO expectation of privacy of materials found on the iPad or a school supplied email account.
2. The Palmyra R-I School District assigned iPad is the only approved personal computer device allowed in class. All other computers/devices are not allowed in class and are subject to seizure
3. iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules may be accessed using the iPad. Students are responsible for bringing their iPad to all classes, unless specifically instructed not to do so by their teacher.
4. If students leave their iPad at home a loaner iPad **will not** be issued. They will still be responsible for getting their course work completed. Not having the iPad when it is necessary for completing coursework is not a valid excuse for not completing work on time. If a student repeatedly leaves their iPad at home, they will be required to meet with the building administration and may lose the privilege of taking the iPad home permanently or for a period of time.
5. If a student's iPad is being repaired, a loaner iPad may be issued, if one is available. The loaner iPad must be checked in at the end of the day.
6. Under no circumstances should an iPad be left in an unsupervised area. Unsupervised areas include the school grounds and campus, the lunchroom, computer labs, locker rooms, library, unlocked classrooms, and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the school office.
7. iPads must be brought to school each day fully charged. iPad batteries have life of 8-10 hours. Therefore, if it is fully charged at the beginning of the day, there should be sufficient charge to utilize the device all day.
8. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students may only use earbuds or headphones in the classroom with permission of the teacher and for instructional purposes.

9. Updates to Apps and the iPad software are updated periodically. These updates will be 'pushed' to each student iPad by the Technology Department. If an app does not update/download properly, it is the student's responsibility to contact the Technology Department.

10. The iPad affords limited electronic storage space, about 32 Gigabytes after operating system and core apps are installed. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space such as your Google Drive account.

11. The district assigned iPad is designed as a tool for school work; any uses of the iPad should be limited to school activities.

12. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.

13. Plagiarism is a violation of the Palmyra R-I school District code of conduct. Give credit to all sources used, whether quoted or in your own words. This includes all forms of media on the internet, such as pictures, videos, music, and text.

14. Whether at school or at home, your district-issued iPad is intended for instructional use.

15. Please express to your children the dangers of sharing personal information over the internet and they are prohibited from sharing that information. Student users shall not agree to meet with someone they meet online without parent approval and must promptly disclose to a teacher or other district employee any messages the user receives that is inappropriate.

Using the iPad at Home

1. Home Internet Access-- Students are encouraged to have wireless access at home.
2. Parents are responsible for student internet access at home.
3. If Wi-Fi access at home is unavailable, there will be locations throughout the school buildings where students can access the internet before and after school. The Palmyra Public Library will also provide internet access during regular library hours.

Personalization of the iPad

1. You may personalize your lock screen and home screen with appropriate media. The presence of guns, weapons, sexually explicit materials, inappropriate language, alcohol, drug, and gang symbols or pictures, or any image that is deemed inappropriate by any staff member are not permitted per school/district policies. We recommend you put a passcode on your iPad to protect your personal information. If you forget your passcode, see the Technology Department.
2. You may NOT install apps from your personal iTunes account. The iPads are managed by a school server and are not to be synced with any other iTunes account. If illegal software/apps are discovered, the iPad will be restored from backup or reset to factory defaults.
3. Each individual student will be responsible for setting up their Palmyra R-1 email account on the iPad. Students are also responsible for checking their school email daily.

Managing Your Files and Saving Your Work

Saving to the iPad:

Students should save work to the iPad and backup files via Google Drive. Storage space is available on the iPad, but it will not be backed up in case of resetting or restoring the iPad. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

Network Connectivity:

Palmyra Schools makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

Additional Software:

Students will not be able to load extra software/apps onto their iPads, as they will not have access to the App Store or iTunes. The Palmyra R-1 Technology Department will

synchronize the iPads so that they contain all necessary apps. Students should not sync their iPads to a personal computer.

Procedures for Reloading Software/Apps:

If technical difficulties occur from unauthorized software/apps, the iPad will be restored from backup. The district does not accept any responsibility for the loss of data or any software or documents that are deleted during this process

Jail-Breaking and Hacking

If one of the district's iPads is found to have been Jail-Broken, hacked, or in any other way deliberately altered to adjust or increase the level of access to otherwise restricted features or Internet privileges, immediate appropriate disciplinary action will be taken which may include an expense passed to the parents or guardians if it is deemed appropriate by district personnel to recover time/expenses to restore the iPad to usable condition as a result of the said Jail- breaking, hacking, or alteration.

iPad Care and Maintenance Guide

General information

- The iPad is the property of the Palmyra R-I School District and all users must follow all rules and regulations outlined in this policy. Students are responsible for the general care of the iPad and the charger they have been issued.
- Do not attempt to gain access to the internal electronics or repair your iPad. If you iPad fails to work or is damaged, report the problem to the Technology Department as soon as possible. The technology staff will determine iPad repair/ replacement options. You may be issued a temporary iPad, or other materials, until your iPad is working properly or replaced.
- Each iPad has the ability to be remotely located.
- Each iPad has a unique identification number, and at no time should the numbers or labels be modified or removed.
- Do NOT lend your iPad to another person. Each iPad is assigned to an individual, and the responsibility for the care of the iPad solely rests with that individual.
- Keep your iPad off of the floor where it could be stepped on or tripped over.
- Unless an assignment requires the iPad to be brought out in public, like at a store or at a restaurant, or at the park; iPads should only be used in school or at home. They should not be left out in plain sight or where they can easily be stolen or lost.
- Never leave your iPad unattended.

Battery and Charging

- Your iPad comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. A charger and charging cord will be issued to each student with his/her iPad.
- The iPad is designed for daily use; therefore, each iPad must be charged at home, using the provided wall charger, and brought to school ready for use each school day.
- Fully charged iPad batteries will typically last 8-10 hours of use. Waiting to charge the iPad until the charge is low (less than 20% battery life or red indicator light) will extend the battery life.
- iPads should never be left in a hot car or similar environments, as damage to the battery will result.

Cases

- Your iPad comes with a case. The protective case provides the iPad with sufficient padding to protect the case from normal treatment and provide a suitable means for carrying the device in and out of school. Leave the iPad in its case at all times.
- iPad cases furnished by the school must be returned with only normal wear and no alterations to avoid paying a replacement fee. New iPad cases are available for purchase for \$35.00 if lost or not returned.
- iPads and iPad cases must remain free of any writing, drawing, stickers, or labels. Only labels placed on the iPads by the Palmyra Technology Department are allowed.

Screens

- iPads do not respond well to liquids. Avoid applying liquids to the iPad. The iPad can be cleaned with a soft, slightly water-dampened, lint-free cloth. Avoid getting moisture in the openings.
- Do NOT use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad. Use of unapproved cleaners may remove the protective film covering the screen of the iPad.
- While the iPad is scratch resistant, it will scratch. Avoid using any sharp objects on the iPad.
- The iPad screen is glass and is vulnerable to cracking. Never place heavy objects on top of the iPad and avoid dropping your iPad. Careful placement in your backpack is important.

Storage and Carrying

- Never expose an iPad to long-term temperature extremes or direct sunlight. An automobile is NOT a good place to store an iPad. The iPad has been known to stop functioning outside when the temperature rises too high or too low.
- The iPad is an electronic device, and care must be exercised when handling the iPad. Do not throw or slide an iPad. Never throw a book bag that contains an iPad. Never place an iPad in a backpack that contains food, liquids, heavy, or sharp objects.
- iPads SHALL NOT be used outside on the playground, in the locker room, or in any bathrooms.

iPad Identification

- Each iPad is identified with a serial number which allows the school district to track school issued devices.
- Student iPads are labeled on the back of the iPad. School District and student name will be listed on the label. See the Tech Department for replacement labels.

Parents/Guardians' Guide to Safe Internet Use

The Palmyra R-I School district recognizes that with new technologies come new challenges to both teachers and parents. Below is a list of suggestions drawn from a wide variety of professional sources that may aid you in effectively guiding your child's use of the iPad.

1. Take extra steps to protect your child. Encourage your child to use and store the iPad in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your child to help develop safe surfing habits. Children often model adult behavior.
2. Go where your child goes online. Monitor the places that your child visits. Let your child know that you're there, and help teach him/her how to act as she/he works and socializes online.
3. Review your child's friends list. You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.
4. Understand sites' privacy policies. Internet sites should spell out your rights to review and delete your child's information.
5. Limit the time your student is on the iPad. While the iPad is an engaging device, it is a school device. Care and constant monitoring will reduce your exposure to excessive use.
6. Report unwelcome or malicious online threats. Report in a timely fashion to the school any online interactions that can be considered threatening.
7. Help your child develop a routine. Define a routine as to how the iPad is cared for and when and where its use is appropriate.

8. Take a look at the apps or programs. It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the iPad.
9. Please express to your children the dangers of sharing personal information over the internet and they are prohibited from sharing that information. Student users shall not agree to meet with someone they meet online without parent approval and must promptly disclose to a teacher or other district employee any messages the user receives that is inappropriate.

Read and share with your child the Palmyra R-1 School District iPad care and use policies. This can help create a clear set of expectations and limitations for you child.

iPad Insurance

The school district recognizes that with the implementation of the iPad initiative there is a need to protect the investment by both the school district and the parents/students. Therefore, we have put the following guidelines in place.

Insurance Fee

Each student is responsible for paying an insurance fee before he/she will be issued an iPad. The insurance fee should be paid to the Palmyra R-I School District. The insurance fees are listed below:

| | |
|----------------------------------|---------|
| One Student..... | \$10.00 |
| Family (2 or more students)..... | \$15.00 |

Deductible

If a student's iPad needs to be repaired, he/she will be responsible for paying a deductible of \$35.00. This is in addition to the insurance fee paid at the beginning of the school year. The deductible will cover minor repairs such as screen and/or button replacement. The deductible must be paid before the iPad will be allowed to go home again. A loaner iPad may be issued, if available, while the student's device is being repaired. Multiple repairs in a school year may result in the loss of privileges for the remainder of the year or beyond.

Device Replacement

In the event that an iPad is damaged beyond repair, the student will be responsible for paying the full replacement cost of the iPad. Students are also responsible for replacing the device if it is not returned at the end of the school year or at the time of withdraw. The replacement cost is \$294.

Palmyra R-I Schools Student Pledge for iPad Use

(To be read the first day of school, signed and turned in to homeroom/first period teacher before iPad will be issued)

- I will use my iPad in appropriate ways that meet Palmyra Schools expectations and only for educational benefits.
- I understand that the iPad is property of the Palmyra R-I School District and is subject to inspection at any time.
- I will not use my iPad to spread any harmful communication via emails, journals, blogs, web pages, or any other form of communication.
- I will always follow the policies of the Acceptable Use Policy and the iPad Usage Policy.
- I will take good care of the iPad to ensure it remains in good, working condition.
- I will never leave the iPad unattended.
- I will not alter the iPad with writings, marking, stickers, or any other form of defacing.
- I will charge and bring my iPad to all my classes on a daily basis. I understand failure to not have my iPad ready for all classes can result in disciplinary action.
- I will not attempt any repairs on the iPad, try to reassemble it in any way or alter any software/apps that are provided.
- I will file a police report in case of theft as is required by insurance.
- I will inform my teacher immediately of any issues with my iPad.
- I will be responsible for all damages to the iPad and ensure an iPad is returned with its charging cord/adaptor and protective case in good condition. This is an obligation for graduation.

I have read and agree to the terms of this handbook. Date: _____

Student Printed Name: _____ Grade: _____ ES Teacher: _____

Student Signature: _____