



Parent/Guardian and Student iPad Handbook

2015-2016

SCCS 1:1 iPad Initiative

The focus of the 1:1 iPad initiative at the Silver Creek Central School District (SCCS) is to provide technological tools and resources to the 21st century learner. The use of these tools, will hopefully provide the impetus to improve student engagement and achievement. Ultimately, the iPad initiative will allow our students to be better prepared for their post-graduation plans by giving them the skills and confidence to integrate and use technology into their future endeavors.

In schools around the world, the iPad has extended student learning beyond the classroom. The iPads at SCCS may contain student textbooks, books for required reading, and learning apps, as well as multiple productivity, study, and assessment tools. Silver Creek students can expect to see technology integrated into the curriculum on a daily basis.

The policies, procedures, and information within this document apply to all iPads used at SCCS. Teachers may set additional requirements for use in their classroom.

1.) RECEIVING YOUR IPAD & IPAD CHECK-IN

1.1 Receiving Your iPad

iPads will be distributed at the beginning of each school year. **Parents and students must sign and return the “iPad Handbook Acknowledgement Form” before the iPad will be allowed to be taken home.** If this form is not signed, the student will still be assigned an iPad during the school day but will not be allowed to take the iPad home. These students will still be responsible for completing the assigned work on the iPad.

Cases have been provided for additional protection for these devices. Please recognize that if misuse, damage, or loss occurs to the iPad, the iPad case, or any iPad accessories the student will be assessed the replacement cost for which the parent/guardian will be held accountable, and the student may lose privileges for the remaining current school year.

Students will receive the following equipment:

- school-issued iPad
- iPad case and cover
- iPad charger / cable

1.2 Returning Your iPad

Student iPads plus any accessories must be returned during the final weeks of school so they can be serviced over the summer and prepared for the next school year. Students who graduate early, withdraw, transfer, or are expelled, or terminate enrollment at SCCS for any other reason must return their iPad and accessories on the date of departure. If a student fails to return the iPad and/or accessories at the end of the school year or upon termination of enrollment at SCCS, student will be charged replacement fees and may be subject to criminal prosecution or civil liability.

If it is determined that there have been damages to the iPad, or any iPad accessories, or if the device is not returned in satisfactory or better condition, the student will be held responsible for any necessary repairs, as outlined in section 8 of this handbook.



2.) TAKING CARE OF YOUR iPad

You are responsible for the general care of the iPad that has been issued to you by the Silver Creek Central School District. You are NOT to loan the device out to anyone. iPads that are broken or fail to work properly must be reported immediately to the library for an evaluation of the equipment.

2.1 General Precautions

The iPad is Silver Creek Central School property and is subject to the policies of the school district. By accepting and signing the “iPad Handbook Acknowledgement Form,” you are accepting responsibility for any damage to the device that you caused or could have controlled. You will be responsible for any repair costs if the device is damaged due to misuse, accidents, modifications, unsuitable physical or operating environments, or improper maintenance. This type of damage may include, but is not limited to: screen damage (cracks, scratches, etc.); liquid damage caused by spills; damage from foreign material inside the system; shock from misuse or drops; handling an iPad in a manner that can lead to damage of equipment (such as dropping the iPad onto a hard surface); pushing on the screen of an iPad; downloading or installing potentially hazardous files.

- No food or drink is allowed near, next to, or on your iPad.
- Cords, cables, and removable devices must be inserted carefully into the iPad.
- iPads and iPad cases must remain free of any writing, drawing, stickers, skins, or labels that are not the property of the school district.
- Protective cases, school labels, and ID stickers shall never be removed from the device.
- iPads must never be left in a car or any unsupervised area.
- Students are responsible for keeping their iPad’s battery charged for school each day.
- Problems with the iPad should be reported immediately.
- Students should not attempt to restore or fix the iPad.

2.2 Carrying iPads

The protective cases provided with the iPads have sufficient padding to protect them from normal day to day treatment and provide a suitable means for carrying the device and to and from school. The guidelines below should be followed:

- iPads should always be in the protective case. The cover should be on whenever the iPad is not in use.
- If using a carrying case or book bag, other objects (such as folders, workbooks, books, etc.) must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen.

2.3 Screen Care

The iPad screens can be damaged, if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad.
- Do not place items, such as books, on top of the iPad
- Do not place any items near the iPad that could spill on the screen.
- Do not place anything in a carrying case that will press against the screen.
- Do not poke, punch, or hit the screen.
- Only clean the screen with a soft, dry cloth or anti-static cloth. No cleaners of any type should be used.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc., as this will break the screen.
- Never place on the floor where someone may step on it.



3.) USING YOUR iPad AT SCHOOL

iPads are intended for use at school each day and should arrive in a fully-charged condition. In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules may be accessed using the device. Students are responsible for bringing their iPad to all classes, unless specifically instructed not to do so by their teacher.

3.1 iPads Left or Forgotten at Home

If a student leaves his or her iPad at home, he or she is still responsible for completing the required course work. If a student repeatedly leaves his or her iPad at home, he or she may be required to “check out” his or her iPad from the main office every day for a length of time to be determined by his or her principal.

3.2 iPad Repair

Students will visit the library when repair is needed to the iPad. Instructions will be available there on how to open a support ticket with the technology department. Loaner iPads may be issued if available from the library for the duration of repair.

3.3 Charging Your iPad's Battery

Students are required to charge their iPads each evening; the devices must be brought to school each day in a fully charged condition. If a charge is needed at some point throughout the day, students should see their teacher for instructions.

If a student repeatedly neglects to keep his or her device charged, he or she may be required to “check out” his or her iPad from the library every day for a length of time to be determined by his or her principal.

3.4 Personalizing Your School Owned iPad

Personalization of the school issued iPad is allowed but only under the conditions listed below. If a student fails to comply with these conditions disciplinary actions will be taken.

- Photos and video taken on the iPads should serve an instructional purpose. It is against school policy to photograph or video other persons without their written consent.
- Photos/Videos required for class work must be organized and stored in individual albums.
- Inappropriate media may not be used as a screensaver or background photo. Examples of inappropriate media include, but not limited to: presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related images.

3.5 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Internet games are not allowed on the iPads unless for instructional use or as directed by the teacher.
- All software/Apps must be district provided. Data storage will be available through Apps on the iPad, the school's network and through school provided email.

3.6 Printing

Printing will only be available from the iPad for school-related materials that are approved by a teacher. Abuses of this privilege may result in disciplinary action.

3.7 Off-Site Internet Access

Students are allowed to access home or public wireless networks on their iPads. This will assist them with iPad use while off campus.



3.8 Apps

- Students are NOT authorized to install any Apps onto the iPads. Their iPads will be updated at pre-determined intervals through-out the year by SCCS.
- Devices will be monitored for inappropriate Apps.
- Save all work to a location that can be accessed from home.

3.9 Email

- All district iPads are configured with individual school email accounts (username@silvercreekschools.org).
- For more information on student email please see “Student Acceptable Use Policy.”
- Do not set up or attempt to access any other email from the iPad.
- All emails are monitored and files are saved for school official’s review.

4.) SOFTWARE ON THE IPADS

4.1 Originally Installed Software/Apps

The software/Apps originally installed by SCCS must remain on the iPad in usable condition and be easily accessible at all times. From time to time or at pre-defined intervals, the school may add software applications for use in a particular course. Depending on the licensing for any added software, it may be required that the software will be deleted from the iPads at the completion of the course. Checks/audits of iPads will be made to ensure that students have not removed required apps.

4.2 Additional Software/Apps

SCCS will maintain and update the iPads so that they contain the necessary apps for schoolwork. Syncing iPads to personal accounts or devices is not allowed.

4.3 Inspection

Students may be selected at random to provide their iPad for inspection.

4.4 Procedure for restoring an iPad

If technical difficulties occur or illegal software, non-SCCS installed Apps, or inappropriate Apps are discovered, the iPad may be restored from the latest iPad image/build. The school does not accept responsibility for the loss of any software or documents deleted when this occurs.

4.5 Software upgrades

Upgrades for licensed software/Apps are available from time to time. Students may be required to leave their iPads with the technology department, the library, or the main office for periodic updates and syncing. At these times, the iPad will be unavailable to use.

5.) ACCEPTABLE USE

The use of the Silver Creek Central School District’s technology resources is a privilege, not a right. The privilege of using the technology resources provided by SCCS is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Silver Creek School District. All students are required to comply with the Silver Creek Acceptable Use Policy and this Handbook when using their iPads. If a student violates any of the terms and conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.



The SCCS School District's Student Code of Conduct shall be applied to student infractions. When applicable, law enforcement agencies may be involved.

5.1 Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Monitor the use of the iPad and internet when students are at home.

5.2 School Responsibilities are to:

- Provide Internet access to its students.
- Provide Internet Blocking of inappropriate materials as required by the Children's Internet Protection Act.
- Provide network data storage areas. These will be treated similar to school lockers. SCCS reserves the rights to review, monitor, and restrict information stored on or transmitted via SCCS District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

5.3 Students are Responsible for:

- Using the iPad in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to iPad use.
- Using all technology resources in an appropriate manner so as to not damage school equipment.
- Contacting a teacher or administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Students should always turn off and secure their iPad after they are done working to protect their work and information.
- When students are not using their iPads, they should be stored safely and securely. This means lockers (if assigned) must be locked appropriately. Nothing should be placed on top of the iPad when stored in the locker. Students are encouraged to take their iPads home every day after school. iPads should not be stored in a vehicle whether at school or at home. If a student needs a secure place to store his or her iPad, he or she may check it in for storage in the library.
- Never leave an iPad in direct sunlight or near a heat or cold source.
- Students should not share lockers and/or locker combinations in order to protect the security of the assigned iPad.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she should report it immediately to a teacher or administrator.

5.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board of Education policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Plagiarism, including accessing sites selling term papers, book reports, and other forms of student work.
- Copying any written, designed, photographed or recorded material and using it as the student's own.
- Unauthorized messaging services, or use of anonymous and/or false communications.
- Unauthorized Internet/Computer Games.
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc.).
- Downloading inappropriate Apps.



- Spamming (Sending mass or inappropriate emails).
- Gaining access to other student's accounts, files, data, and/or iPad settings.
- Use of the school's internet/email accounts for financial or commercial gain or for any illegal activity.
- Use or possession of hacking software.
- Students are not allowed to give out personal information, for any reason, over the Internet.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the SCCS web filter.
- The iPad camera (all photos and videos) must be used for required school work only.
- Do not take photographs, video recordings or audio recordings of any other person without written permission.
- Any harassing, threatening or degrading comment by email, comment, posting or any other form on the internet that could be considered bullying.

5.5 iPad Care

Students will be held responsible for maintaining their individual iPads and keeping them in good working order.

- iPad batteries must be charged and ready for school each day.
- Only labels or stickers approved by the SCCS School District may be applied to the device.
- iPad covers furnished by the school district must be returned with only normal wear and no alterations to avoid paying a cover replacement fee.
- iPads that malfunction or are damaged must be reported to the library. The school district will be responsible for repairing iPads that malfunction.
- iPads that have been damaged from student misuse, neglect or are accidentally damaged will be repaired. See Section 8 for associated costs.
- iPads that are stolen must be reported immediately to the library and a police report must be filed with the Chautauqua County Sheriff's Office or the school resource officer. iPads that have been stolen will be replaced pending a police report. The student/parent will be responsible under the terms covered in Section 8.
- iPads that are damaged due to fire, flood, or other natural disasters must be reported immediately to the main office. In this situation, iPads will be replaced pending an insurance claim. The student/parent will be responsible under the terms covered in Section 8.
- iPads that are misplaced or lost must be reported immediately to the library. Full replacement value will be due for lost iPads.

5.6 Legal Propriety

- Comply with trademark and copyright laws and all license agreements, including all Apple/iTunes license agreements (www.apple.com/legal). Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the SCCS Code of Conduct. 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 and violators will be subject to SCCS Code of Conduct. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.



5.7 Student Discipline

All disciplinary action will follow the same guidelines as described in the SCCS Code of Conduct. If a student violates any part of the above policy, additional disciplinary steps may be determined by the administration.

6.) STORING YOUR iPad

6.1 iPad Identification

Student iPads will be labeled in the manner specified by the school. iPads can be identified by the SCCS bar code and inventory number. This label must not be removed, damaged or defaced.

6.2 Storing Your iPad

When students are not using their iPads, they should be stored safely and securely. Nothing should be placed on top of the iPad when stored in the locker. Students are encouraged to take their iPads home every day after school. iPads should not be stored in a student's vehicle whether at school or at home. If a student needs a secure place to store their iPad, they may check it in for storage. Middle school students should take their iPad to the Main Office. High school students should check it in at the library.

7.) REPAIRING OR REPLACING YOUR iPad

The SCCS District recognizes that with the implementation of the iPad initiative there is a need to protect the investment by both the District and the Student/Parent/Guardian. The following outlines the various areas of protection: warranty, accidental damage protection and associated cost.

Any iPad that malfunctions due to any internal issues not caused by the student's usage, such as internal iPad issues or problems such as malfunctioning units, batteries, USB cable, and/or adapters, are covered by the AppleCare+ Protection Plan purchased by the district. These units will be replaced at no cost to the student.

Any unit that is damaged or destroyed by the student, including; accidental damage (drops and spills), cracked screens, liquid submersion, neglect or vandalism, will be covered by the Student/Parent/Guardian. For each incident that this occurs the price will be:

- 1st Time Damage: \$49.00
- 2nd Time Damage: \$49.00
- 3rd Time and beyond Damage: Cost of Unit, or repair including (whichever is lesser)
- Damage to a charger: \$8.00 for first offense only, full cost for each additional claim
- Lost iPads/ chargers: full replacement value of the device will be due.
- Stolen iPads: full replacement value of the device pending a Police report.
- Natural Disasters: no charge pending an insurance claim

All malfunctions and damage to any unit must be reported immediately to the library. The district will make a determination as to what the problem is and what the next recourse will be, including following the steps listed below.

ADDITIONAL INFORMATION: In cases of theft, vandalism, and other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the student or parent/guardian** for the protection coverage to take place. A copy of the police/fire report must be provided to the main office.



SCCS Student Pledge for iPad Use

1. I will take good care of my iPad.
2. I will never leave my iPad unattended.
3. I will never loan out my iPad to other individuals.
4. I will know where my iPad is at all times.
5. I will charge my iPad's battery daily.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will not disassemble any part of my iPad or attempt any repairs.
8. I will protect my iPad by only carrying it in the case provided.
9. I will use my iPad in ways that are appropriate, meet SCCS expectations, and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on my iPad or case.
11. I understand that my iPad is subject to inspection at any time without notice and remains the property of the SCCS District.
12. I will follow the policies outlined in the *iPad Handbook* and the *Acceptable Use Policy* while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, or for any other necessary reason.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return my District iPad and any accessories in good working condition at the end of the school year or upon leaving the Silver Creek Central School District.
16. I will be respectful of others and not use language or photographs that are threatening, bullying or insulting in any way.
17. I understand that all actions done on my iPad are monitored and may be retained and reviewed by school officials at any time.

