

2. iPad HANDBOOK

The Arcola CUSD #306 Riding Innovation to Excellence 1:1 Digital Learning program was started in October of 2014 to help ensure excellence in education which requires technology to be seamlessly integrated throughout the school district. The adoption of our 1:1 digital learning program does not diminish the vital role of the teacher. Integrating technology into the curriculum by using iPads is made possible by effective teaching.

The information found in this document applies to all students of Arcola CUSD #306. All iPads are considered the property of the school and are to only be used in accordance with the information in this document. The district retains sole right of possession of the iPads and related equipment, thus school employees have the right to collect and/or inspect the iPads at any time and also have the right to alter, add, and delete software or hardware. The ability to use the iPads is a privilege and not a right.

Distribution and Return of iPads

iPads will be handed out within the first few weeks of the start of school each fall. Each student will receive an iPad, case, and charger. If a student does not turn in a charger at the end of the school year, they will not be given one the next school year. They have the option to purchase a replacement charger from Mrs. Hohlbauch, for \$15, to replace the charger that they lost. The equipment that students are issued will follow them through school until it is replaced. The equipment that students are issued will follow them through school until it is replaced.

iPads will be returned at some point in the last 2 weeks of school following a schedule to be determined. Any student that leaves the district, graduates early, or is expelled from school must turn in his/her iPad and other equipment by his/her last day of school so that all equipment may be inspected and fines be assessed if needed.

Fines, Damage, Loss, or Stolen iPads

Students must keep their iPads secure at all times and should never take the iPad to a place where there is risk of it being damaged or stolen. iPads must be left in their case at all times, without exception. Students are responsible for any damage to their school issued iPads, cases, chargers, bags, or other school issued equipment. The extent of the damage will be judged by Mrs. Hohlbauch, administrators, and the Tech Team. Fines will be applied based on the extent of damage found during the inspection process. Fines should be paid in the appropriate school office as soon as possible. Any fines not paid from the previous school year will be applied to the next school year's registration fees and must be paid at the time of registration. Students that have unpaid fines may not be allowed to take their iPads home until the fines are paid in full. Any unpaid fines may be turned into collections, and any iPad that is not turned in will result in a theft report being filed with the Arcola Police Department.

Damage/Loss/Stolen

With this privilege of the use of these iPads comes the risk of damage. Students should notify Mrs. Hohlbauch right away about any damage to their iPads or other equipment, even if the equipment is still working. For example, if an iPad has a small crack in the screen but can still be used without problem, it should still be reported right away. Should a student's iPad or other school issued equipment become damaged, the parent/guardian or student (if of the age of 18) will be responsible for the fines assessed with those damages. The responsible party may have the option to make monthly payments on the assessed fines if needed. Please contact the child's principal to discuss this option.

FINES:

Damage	Fine
Missing/Destroyed Jr. Sr. High Case/ Keyboard	\$129
Broken or Missing Charger	\$15
Missing or Non-Repairable iPad	\$295
Missing or Non-Repairable iPad Pro 10.5	\$594
*Jr. Sr. High Pencil	\$89

*the school will only issue one pencil per student. The school will not issue another pencil until replacement fee is paid.

Damage	1 st	2 nd	3 rd
Broken Screen, Charger Broken in Port, or Headphone broken in jack	Warning	\$25	\$50
Jr. Sr. High School *	\$25	\$50	\$100

*Parents/Guardians will have the option to purchase insurance for \$15 annually for four years. If the parent purchases insurance, they will NOT be charged the fine for accidental damage while the device is in the school-issued case. This insurance does NOT cover lost/stolen devices and intentional damage or damage that occurs when the device is NOT in the school-issued case. JH-HS students that purchase insurance will also be charged the Elementary Fee for missing or non-repairable iPads below.

1. After the third time a device needs to be repaired, students may be assigned an alternative device for a period of time to be determined by administration.
2. Fines for other types of damage will be determined on a case-by-case basis
3. Violations for broken screen, charger broken in port, or headphone broken in jack will continue from year to year.
4. The fee schedule for missing or non-repairable iPads will be prorated annually in the following manner. The following fee schedule will apply for full replacement:

Missing or Destroyed	2018-2019	2019-2020	2020-2021	2021-2022
Elementary	\$295	\$250	\$175	\$110
Jr. Sr. High	\$594	\$505	\$429	\$364

CARING FOR THE IPAD AND ACCESSORIES:

- Only use a clean, soft, dry cloth to clean the screen. Do not use any type of cleaners.
- Insert and remove charging cords and headphone cords carefully.

- DO NOT wrap your charging cord around the wall plug as this has been shown to cause breakage of the wires in the ends of the charging cord.
- DO NOT write, place stickers or labels on the iPads, the cases, or charging cords.
- Protect your iPad and accessories from liquid and extreme temperatures.
- NEVER remove your iPad from your school issued case.
- School-issued cases are the only cases that can be used.
- NEVER lean on, throw, or slide your iPad
- Never leave your iPad in an automobile.
- Avoid using sharp objects on the iPad.
- Use caution when placing your backpack down when your iPad is inside.
- Jr. Sr. High Students: ALWAYS close the cover to your iPad case before placing it in your backpack

USING THE iPad:

- Students should never leave their iPads unattended. If the iPad is not in the student's possession it should be locked in his/her school or PE locker. The iPad should be locked in a locker during practices and games.
- If a student takes an iPad to any extracurricular event, the student is responsible for keeping the iPad secure at all times. The iPad should only be used for school related purposes while at the event.
- Students are responsible for keeping their iPads locked in their P.E. locker during extracurricular practices.
- Students are responsible for bringing their iPads to school every day, and the devices must be at least 60% charged. Students who repeatedly leave their iPads at home or do not have at least a 60% charge on their devices may receive disciplinary consequences.
- A student will be issued a replacement device as soon as possible if his/her iPad has been damaged and sent in for repairs. If the district finds the student negligent for significant damages, it may be determined that the student will no longer have access to an iPad or at the very least he/she would not be allowed to take the device home.
- Students must use their first and last name during the setup process for naming the iPad. Students should not use "anonymous" or "unknown" as identification.
- Students are allowed to change their background and lock screens, but the use of inappropriate media is not allowed. Inappropriate media includes but is not limited to: guns, weapons, pornographic images, inappropriate language, drugs, tobacco, alcohol, and gang related symbols or pictures. The use of these materials will result in disciplinary action.
- Students are allowed to download personal music through the iTunes store. If storage becomes an issue on a student's device, he/she will be required to delete personal music.
- No personal apps will be allowed.
- Space may become an issue on the iPad so the school encourages students to use Google Drive, Dropbox, etc for storing files.
- Students are allowed to print from their iPads to designated student printers throughout the building. Students are to only print when instructed to by a teacher.
- Students should be responsible and protective of their personal information such as usernames and passwords and should not keep them where other students can see them or share them with others.
- Students should protect themselves when they are online. Reference the links at the end of this document for tips on this topic.

- Students are required to provide their own earbuds or headphones for use during the school day. The school will not be responsible for any lost, stolen, or damaged personal property.
- Students will only be allowed to wear one earbud during passing periods.
- Students should completely shut down their iPads every two or three days to allow for better functioning of the iPad.
- The school has purchased sets of keyboards for students to use at school when needed. Students will be allowed to bring their own keyboards if desired; however, the school will not be liable for lost, stolen, or damaged keyboard

Email Accounts:

Each student in the district will be given a school email that is required to be used on his/her iPad. Students will need to check their school email regularly and use it for all school related work and communication. If a student were to receive a questionable or inappropriate email he/she should report it to district staff immediately.

Students will be allowed to set up personal email accounts on their school issued iPad but need to be aware that if their personal email is on the device that account is subject to inspection as well, and they could receive consequences for any inappropriate behavior made through that personal email just as their school issued email.

Student Activities that are Strictly Prohibited:

- illegal installation or transmission of copyrighted materials
- never attempt to repair an iPad or take it for repair on your own. All damages must be reported to Mrs. Hohlbauch and repairs will be made by the schools contracted repair company.
- sharing or allowing siblings to use a student issued iPad
- any action that violates existing School Board policy or public law
- sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually-explicit materials
- use of the iPad for photographing or videoing any inappropriate content, including transfer of this content to another device for posting to social media.
- use of sites or apps selling term papers, book reports, and other forms of student work
- use of any type of social media on the device
- changing iPad settings
- Jailbreaking (downloading Apps, movies, music, etc. from any site other than iTunes or the Apple App Store.)
- sending mass email messages of any type unless directed by a staff member
- gaining access to the school's Wi-Fi network passwords
- hacking into another student's accounts, files, and/or data
- using the school's Internet or email for financial or commercial gain or for any illegal activity
- use of anonymous and/or false communications
- bypassing the district web filter
- any other activity deemed inappropriate by the Arcola CUSD #306 administrators
- loaning iPads or equipment to other students
- borrowing an iPad from another student
- sharing passwords, login information or usernames
- printing to any printer or copier that is not designated for student printing
- Air Playing to an Apple TV that is not in the room or without teacher approval.
- Airdropping to anyone unless directed to do so by a teacher. (NEVER Airdrop inappropriate material or use the feature for sending messages to other students.)

- sharing personal information online

Parent/Guardian Responsibilities:

Internet Access Away from School:

Students are allowed to set up wireless networks on their iPads. The use of the iPads on any other network other than the school's will require the parent/guardian to take responsibility for filtering content. Any direct attempts to access inappropriate content at or away from school is strictly prohibited.

Concerns and Safety:

Parents should communicate with the teacher any concerns they have with the technology their student is using in the classroom.

Share with your student how to be safe on the Internet. Talk to him/her about values and standards that he/she should follow while using the iPad. Here are a few sites that can provide you with some useful information.

- <http://www.nationalcac.org/prevention/internet-safety-kids.html>
- <https://www.staysafeonline.org/stop-think-connect/tips-and-advice>
- <http://www.safekids.com/kids-rules-for-online-safety/>
- http://www.isafe.org/outreach/media/media_tips