Elwood Public School

1:1 iPad Policies and Procedures 2018-19

Policies and Procedures for
1:1 iPad Program
Elwood Public School

Elwood Public School is proud to offer our Elwood High School Students Apple iPad devices for use at school and at home. The 1:1 iPad Program, which provides mobile computing and wireless technology to Elwood Public School Students, has been designed to enhance the delivery and individualization of instruction.

For students and parents/guardians, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving an iPad.

- Students will receive instruction from school staff on the proper use of the iPad.
- Students will be able to take the iPad home during the school year if the student signs and pays the required insurance premiums.
- Students are expected to treat the iPad as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the iPad unattended or in the passenger area of a car.
- Students must take precautions to prevent damage to the iPad; for example do not leave the iPad where there is danger of coming in contact with moisture or excessive heat. This would include protecting the machine from inclement weather.
- The iPad comes with preloaded apps. Students may not load additional apps onto the machine without the express permission of the school administration.
- Students are to use the iPad to access only socially and educationally appropriate materials and websites.
- Students must not use the iPad to purchase goods and services via the Internet. (Parents/students are charged with full responsibility for any financial obligations incurred from the inappropriate use of the iPad.)
- Students are to use the iPad in accordance with the Elwood Public School Acceptable Use Regulations and to maintain the iPad in accordance with the procedures and information provided.
- Students are expected to adhere to any additional requirements set forth by the classroom teacher.
- iPads are the property of Elwood Public School and must be returned at the end of the academic year, upon withdrawal from Elwood Public School, or at the request of a teacher or administrator. Willful failure to return the iPad in accordance with the stated conditions will result in criminal prosecution.
- Since the iPads are the property of Elwood Public School, officials of the school have the right to review all material stored on or accessed by any iPad. School officials may revoke a student's iPad use privileges for misuse or violation of policies.

The 1:1 iPad initiative, which has been adopted by Elwood Public School, will enhance learning for our students using 21st Century Skills. Learning results from continuous dynamic interaction among students, educators, parents, and the extended community. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

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1. Receiving Your iPad & Check-In

1.1 Receiving Your iPad

iPads will be distributed each fall during the first day of school. Parents and students must attend a yearly Information Session. Before receiving an iPad, students and parents must sign and return copies of the following documents:

- iPad Insurance Agreement Form, page 13
- Student Pledge for iPad Use, page 14
- Acceptable Use Policy (part of the High School Student Handbook)

If a student wishes to take the iPad out of the building they will be required to pay a fee for insurance. Any student that needs assistance with iPad insurance fees should contact the principal.

1.2 iPad Check-In

iPads will be returned during the final week of school during student checkout so they can be examined for serviceability. If a student transfers out of the Elwood Public School District during the school year, their iPad will be returned at that time.

1.3 Check-In Fines

Individual school iPads and accessories must be returned to Elwood Public School at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at Elwood Public School for any other reason must return their iPad on the date of termination. If a student fails to return the iPad at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student will also pay the cost of the iPad, or if applicable, any insurance deductible. **Failure to return the iPad will result in a theft report being filed with the Gosper County Sheriff Department**.

The student will be responsible for any damage to the iPad, consistent with the District's Insurance Agreement Form and must return the iPad and accessories in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

2. Taking Care of Your iPad

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the Principal's office for an evaluation of the equipment.

2.1 General Precautions

- The iPad is school property and all users will follow this policy and the Acceptable Use Policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.

- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPad and case must remain free of any writing, drawing, stickers, or labels that are not the property of Elwood Public School.
- iPads must never be left in an unattended or unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day.
- Students must keep their iPad in the protective case, provided by the school, at all times; or a protective case approved by the administration.

2.2 Carrying iPads

The protective case provided with the iPads has sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- iPads must always be within the protective case.
- Limit the number of items carried within a backpack with the iPad to limit the amount of pressure applied to the iPad screen.
- Avoid bumping the iPad against any surface.

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 when it is open or closed.
- Do not place anything near the iPad that could put pressure on the screen
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.
- Do not "bump" the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

3. Using Your iPad at School

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 must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher. The iPad is the property of Elwood Public School. Therefore, school staff and administration have the right to check any material stored on a student's iPad at anytime.

3.1 iPads Left at Home

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. If a student repeatedly (three or more times as determined by any staff member) leaves their iPad at home, they will be required to "check out" their iPad from the office for three (3) weeks.

3.2 iPad Undergoing Repair

Loaner iPads may be issued to students when they leave their iPads for repair in the office. There may be a delay in getting an iPad should the school not have enough to loan.

3.3 Charging Your iPad's Battery

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. Only charge your iPad with the school provided charger.

3.4 Screensavers and Backgrounds

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in disciplinary actions. If you have questions about your iPad background please check with the administration.
- Passwords are not to be used.

3.5 Sound, Music, Games or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the iPad and can be used at the discretion of the teacher.
- Internet games are not allowed on the iPads. If game apps are installed, it will be with Elwood Public School staff approval.
- All software/apps must be district provided. Data storage will be through apps on the iPad and email to a server location.

3.6 Printing

Printing will not be available from the iPad. If students need to print anything from their iPad, they will need to email the document to themselves or their teachers to print from the email.

3.7 Home Internet Access

Students are allowed to set up wireless networks on the iPads. This will assist them with iPad use while at home. Printing at home will require the student to follow the same steps as if printing at school.

4. Managing Your Files & Saving Your Work

4.1 Saving Your Work

Students may save work to the home directory on the iPad on a limited basis. It is recommended that students email documents to themselves for storage on a flash drive or District server. Storage space will be available on the iPad – but it will not be backed up in case of re-imaging. 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.

4.2 Network Connectivity

Elwood Public School makes no guarantee that the 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.

5. Software on iPads

5.1 Originally Installed Software

The software/apps originally installed by Elwood Public School must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school

may add software applications for use in a particular course. The licenses for this software require that the software be deleted from iPads at the completion of the course. Periodic checks of iPads will be made to ensure that students have not removed required apps.

5.2 Additional Software

Students are not allowed to load extra software/apps on their iPads. Elwood Public School will synchronize the iPads so that they contain the necessary apps for school work. Students will not synchronize iPads or add apps to their assigned iPad to include home synching accounts.

5.3 Inspection

Students may be selected at random to provide their iPad for inspection. These inspections may include an inspection of all material saved on the iPad.

5.4 Procedure for Re-loading Software

If technical difficulties occur or illegal software or non-Elwood Public School installed apps are discovered, the iPad will be restored from backup to its original state. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

5.5 Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students will be required to check in their iPads for periodic updates and syncing.

6. Acceptable Use

The use of Elwood Public School's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the District 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 Elwood Public School. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User 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 Elwood Public School's Acceptable Use Policy, as well as the Student Handbook, shall be applied to student infractions.

Violations may result in disciplinary actions up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 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.
- Should you want your student to opt out of having an iPad, you will need to sign a letter indicating this, stating the reason(s) why, and understand that your student is still responsible for meeting the course requirements.

6.2 School Responsibilities

- School will provide Internet and email access to its students.
- School will provide Internet blocking of inappropriate materials as able.
- School will provide network data storage areas. These will be treated similar to school lockers. Elwood Public School reserves the right to review, monitor, and restrict information stored on or transmitted via Elwood Public School owned equipment and to investigate inappropriate use of resources.
- School will provide training on how to appropriately use the iPad.
- School will provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

6.3 Student Responsibilities

- Students will use iPads/computers in a responsible and ethical manner.
- Students will obey general school rules concerning behavior and communication that apply to iPad/computer use.
- Students will use all technology resources in an appropriate manner so as not to damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions cause by the student's own negligence, errors or omissions. Use of any information obtained via Elwood Public School's designated Internet system is at your own risk. Elwood Public School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Students will help the Elwood Public School protect its computer system/devices by contacting an administrator about any security problems they may encounter.
- Students will monitor 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.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he or she is asked to print a copy and turn it into the administration.
- Students will return their iPad to the office at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at Elwood Public School for any other reason must return their individual school iPad on the date of termination.

6.4 Student Activities Strictly Prohibited

- Illegal installation or transmission of copyright materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Messaging services (i.e. MSN Messenger, ICQ, etc.)
- Internet/computer games.
- Use of outside data disks or external attachments without prior approval from the Administration.
- Changing of iPad setting (exceptions include personal setting such as font size, brightness, etc.)
- Downloading apps.
- Spamming – sending mass or inappropriate emails.

- Gaining access to another student's accounts, files, and/or data.
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications such as MSM Messenger, Yahoo Messenger.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc.
- 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.
- Use of the iPad camera to take and/or distribute inappropriate or unethical material.
- Bypassing the Elwood Public School web filter through a web proxy.

6.5 iPad Care

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

- iPad batteries must be charged and ready for school each day.
- Only labels or stickers applied by Elwood Public School may be applied to the iPad.
- iPad cases furnished by the school District must be returned with only normal wear and no alterations to avoid paying a sleeve replacement fee.
- iPads that malfunction or are damaged must be reported to the office. The school District will be responsible for repairing iPads that malfunction. iPads that have been intentionally damaged from student misuse or neglect will be repaired with the cost being borne by the student. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally or will be responsible for full replacement cost.
- iPads that are stolen or lost must be reported immediately to the office and the Gosper County Sheriff Department.

6.6 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is viewed as a form of cheating thus is a violation of the Elwood Public School Student Handbook. 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 or hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

6.7 Student Discipline

If a student violates any part of the above policy, he or she will be subject to

consequences as listed in the Acceptable Use Policy and Elwood Public School Student Handbook.

7. Protecting & Storing Your iPad

7.1 iPad Identification

Student iPads will be labeled in the manner specified by the school. iPads can be identified in the following ways:

- Record of serial numbers and correlated asset tag.
- Elwood Public School Label.

7.2 Storing Your iPad

When students are not using their iPads, they should be locked in their locker or kept with the student. Nothing should be placed on top of the iPad when stored in student lockers. iPads should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store their iPad, they may check it in for storage in the office.

Do NOT leave your iPad in a place that is experiencing extreme hot or cold conditions (i.e. car in summer or winter). Extreme heat will damage the unit itself and extreme cold will cause severe screen damage.

7.3 iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds, lunchroom, computer lab, locker rooms, unlocked classrooms and lockers, busses, and hallways. Any iPad left in these areas is in danger of being stolen or damaged. If an iPad is found in an unsupervised area, it will be taken to the office. Violations may result in loss of iPad privileges and/or other privileges.

8. Repairing or Replacing Your iPad Computer

Students will be responsible for damages to their iPads including, but not limited to, broken screens, cracked plastic pieces, inoperability, etc. Depending on the damage and whether or not the damage was accidental or due to a malfunction of maintenance issue, the Elwood Public School District Protection Plan would be used to determine the cost of the repairs. In the case of intentional damage and/or neglect, the student will pay the full repair or replacement cost of the device.

8.1 School District Protection Plan

At this time NO insurance coverage through the school is necessary. Costs for claims/damage to iPads is listed in the table below:

Claims	You Pay	Without Insurance (iPad stays in school building)
Lost iPad	$300	NA
Destroyed iPad (total loss)	$200	NA
Stolen iPad (Police Report Required)	$200	NA
iPad Repairs – More than $100	$100	NA

iPad Repairs – Less than $100	Covered	NA
*__Power adapter, cover or any school-owned accessories are not included__. __These items require a full replacement cost with the exact same item.__		

8.2 Claims

All protection plan claims for accidental damage or maintenance must be reported and filed with the office. In cases of theft or loss, students or parents must file a police or fire report and bring a copy of the report to the office before an iPad can be replaced with the Elwood Public School District Protection Plan.

9. Consequences for Irresponsible iPad Handling

If an iPad is found unattended for a significant amount of time it will be confiscated by staff and turned into administration.

The first offense will be a warning

The second offense will be loss of the iPad for two days.

The third offense will be loss of the iPad for two weeks.

The fourth offense will be the loss of the iPad for four weeks.

The fifth offense will be at the discretion of the administration.

10. Management app / software

Consequences for taking Meraki (the management app) or any other management app off the computer without permission will be the loss of the device for 1 week for the first offense, 4 weeks for the second offense, and any other offense will be left up to the discretion of the administration.

11. Banned Apps from Elwood Public School iPads

Elwood Public School reserves the right to ban certain apps from being on the school owned iPads. Each case will be left up to Administrative discretion on what will be done in regards to punishment for having the banned app on the device.

Summer iPad use

All iPads will be turned in at the end of the school year. Students will not have their iPads over the summer unless it is specifically listed in their IEP.

Elwood Public School

iPad Insurance Agreement Form
2018-19

I, _____, agree that my student and I have read and will
(parent/guardian)

comply with all policies and procedures within the "1:1 iPad Policies and Procedures" document. We wish to purchase the school-provided non-refundable insurance policy for a $35 fee. I understand that this policy covers one (1) Apple iPad device that is the property of Elwood Public School described within for one student. I also understand that by purchasing this insurance, my child is allowed to take their school issued iPad out of the building.

Parent/Guardian (Please print first & last name):_____

Parent/Guardian Signature: _____ Date: _____

Student Name (Please print first & last name):_____

Student Signature: _____ Date: _____

Student Grade: _____

Phone Number: __(_____) _____

I, _____, agree that my student and I do not wish to
(parent/guardian)

purchase the school-provided non-refundable insurance policy for a $35 fee. I understand that my student and I are responsible for the costs incurred to one (1) Apple iPad device that is property of Elwood Public School described within for the prescribed student. I also understand that the iPad will not be allowed to leave the school building.

Parent/Guardian Signature: _____

Elwood Public School
Student Pledge for iPad Use 2018-19

- I will use my iPad in ways that are appropriate, meet Elwood School expectations, and are educational.
- I will use appropriate language when using e-mails, journals, wikis, blogs, or other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in activity that is harmful to other persons.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of Elwood Public School.
- 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.
- I will take good care of my iPad.
- I will never leave my iPad unattended.
- I will never loan out my iPad to other individuals.
- I will know where my iPad is at all times.
- I will charge my iPad's battery daily.
- I will keep food and beverages away from my iPad since they may cause damage to the device.
- I will not use of the iPad camera to take and/or distribute inappropriate or unethical material.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will protect my iPad by only carrying it while in the case provided. I will not remove my iPad from the case provided by Elwood Public School without teacher or administration approval.
- I will not place decorations (such as stickers, markers, etc.) on my iPad or provided case.
- I will not deface the serial number on any iPad.
- I will file a police report in case of theft, vandalism, and other acts covered by insurance as well as report to the administration of Elwood Public School.
- I will be responsible for all damages or loss caused by neglect or abuse.
- I agree to return the iPad, case, and power cords in good working condition.

I agree to the stipulations set forth in the above documents including the *1:1 Policies and Procedures*, the *Acceptable Use Policy,* the *iPad Insurance Agreement Form,* and the *Student Pledge for iPad Use.*

Student Name (please print first and last name): _____

Student Signature: _____ Date: _____

Parent Name (please print first and last name): _____

Parent Signature: _____ Date: _____

Individual school iPads and accessories must be returned to Elwood Public School at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at Elwood Public School for any reason must return their individual school iPad on the date of termination.