Riverside Middle School 1:1 iPad Program
Student Tablet Regulations

The Riverside School District’s technology exists for the purpose of enhancing the educational opportunities and the achievement of district students. Starting in 2014-2015, every Middle school student will be assigned an iPad for use to complete assignments and projects in the classroom. Students will have access to this technology to help improve achievement and increase the engagement of students with their learning. Students will be involved in activities that are consistent with the educational objectives and goals of the district.

Prior to issuance of a iPad tablet, students and their parents/guardians must sign the acceptable use and user agreements that show their receipt and understanding of the use of the Riverside USD114 iPad, Internet and use rules. If a parent communicates a desire to restrict access to certain sites or information at home beyond what the school limits, the parent’s request shall be communicated to the school in writing and the student shall acknowledge the prohibition, and his/her agreement to comply in writing. The student will retain the same tablet throughout their attendance years at Riverside Middle School.

If an iPad is accidentally damaged, the parents/guardians are responsible for a $50 deductible per occurrence. In the case of negligent damage, intentional damage, or multiple occurrences of damage to the iPad, parents/guardians are responsible for the total cost of repair or replacement.

The iPads are school property. If you stop attending school you must return the tablet. A user’s right to use and possess the borrowed property terminates no later than the last day of the school year unless terminated sooner by the district for noncompliance or due to a change in schedule/attendance arrangement that no longer results in the user physically attending school in the district.

How We Use Technology

We believe technology can be transformative, and we encourage students to use technology to enhance their learning. Technology is used to develop in our students the skills they need to contribute in a connected world and to extend research and information fluency. We use technology to facilitate creativity and innovation, and to support communication and collaboration. We strive to develop in our students a sound understanding of technology operations and concepts in a controlled learning environment. We want our students to be active contributors in our connected world. We hope to instill in our students a strong sense of digital citizenship by guiding them to act safely, legally, and responsibly in their use of technology. Adult supervision and a filtering appliance are used to reduce the exposure to unwanted sites on our tablets. As a district, we configure the instructional experience toward the development of graduates who are ready for success when they graduate from our district.

IPad Guidelines:

The iPad tablet and case that will be issued to each Riverside Middle School student are the property of the USD 114 School District. This tablet is on loan to the student and must be used in accordance with the following guidelines:

1. Before a student is issued an iPad tablet, he or she and the parent/guardian must have signed the acceptable use agreement and user policies.
2. During the school day, students must have their tablets with them or locked in their lockers. Tablets must never be left unattended. Faculty will pick up and give unattended iPad tablets to the office.

3. Tablets must be kept in the case issued by the school.

4. The tablet should be left charging in the student’s homeroom each evening.

5. Remember that the iPad is not yours personally. It belongs to the school district. Files stored on your iPad will not be private. Keep nothing on it that you wouldn’t share with a teacher, the principal, the tech department, or your parents. Assume that your iPad can keep no secrets. Your iPad will be treated like a school locker—it can be searched. Authorized Riverside Unified School District personnel can review any and all files, data, messages, and email at any time with or without notice.

6. Students are responsible for any loss or damage that may occur to the iPad, regardless of whether loss/damage occurs at school or away and regardless of who is using it at the time of loss/damage.

Care:

DO

- Use the iPad on a flat, stable surface.
- Bring your iPad daily to class fully charged.
- Carry the iPad in the district provided case.
- Keep out of the reach of younger siblings, family pets, or anyone else capable of careless handling or inadvertent damage of the property.

DO NOT

- Eat or drink near the iPad.
- Mark the iPad in any way with markers, stickers, etc.
- Remove the district applied name label and asset tags.
- Insert objects into any openings of the iPad that are not intended to be inserted in the opening.
- Hold, lift, or suspend the iPad in the air.
- Throw, slide, drop, toss, etc. the iPad, even while in the case.
- Leave it in a school locker for overnight storage or store in extreme hot/cold.

Internet Use Rules: Be a Digital Citizen

We strive to show students the safe, legal, and responsible use of information and technology. We embrace the following conditions or facets of being a digital citizen.

- **Respect Yourself.** Select online names that are appropriate.
- **Protect Yourself.** Do not publish personal details, contact details, or schedules of activities for yourself or anyone else. Check with your teacher before registering at any website.
- **Respect Others.** Do not use technologies to bully, harass, or tease other people.
- **Protect Others.** Protect others by reporting abuse and not forwarding inappropriate materials or communications.
• **Respect Intellectual Property.** Suitably cite any and all use of websites, books, media, etc.

• **Protect Intellectual Property.** Request to use the software and media others produce.

**Safety Issues**

The Internet has great promise for sharing ideas and knowledge, it is also has the potential for misuse. The Riverside Unified School District does filter the Internet in an effort to block material that is not appropriate for students both at school and at home. Your iPad will tap into that same filtered Internet whether you are at school or at home. You will not be allowed to configure your iPad’s Internet access to bypass the filter. Your iPad will be filtered at a less restrictive level at home than at school. Parents, remember, even the best filter available will not stop someone who is intent on visiting inappropriate sites. Parents must accept full responsibility for supervising their child’s use when not in a school setting. Your child is still responsible for following all school rules for appropriate tablet use while online at home.

1. The district has a filtering system in place which filters Internet content both at school and at home in accordance with the Children’s Internet Protection Act (CIPA).
2. Students must sign and adhere to USD 114’s iPad, Internet, and home use policies.
3. Students must use the Internet in a way that complies with the school acceptable use policy and student handbook.
4. Realize that the iPad is district property and all content (software, email, Internet use) will be monitored. Messages and/or Internet content relating to or in support of illegal activities will be reported to the authorities.
5. Students are not allowed to try to bypass the district filter in any way, including but not limited to the use of proxy avoidance sites.
6. A user who accesses fee services of any sort is solely responsible for all charges incurred. District, school, and classroom-level software purchases must be acquired through the district’s process.
7. Do not reveal identifying information about yourself or others through email or the Internet. That information includes name, age, address, phone number, photographs, or parents’ names. Check with your teacher if something requires this information. It is better to be safe and guard your information. Identity theft is a growing problem.
8. The Internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work is to be properly documented. Students may not access web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal activity. If a student does accidentally access this type of information, he or she should immediately notify a teacher.
9. “Cyber-bullying” will not be tolerated. Cyber-bullying means bullying by use of any electronic communication device using, but not limited to e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, websites, etc.
10. Don’t access, send, create, or forward any materials, communications, files, or images that are defamatory, obscene, pornographic, harassing, threatening, or illegal. If you receive any of those items, report it to a school administrator. This includes creating a website or webpage (this includes blogs and social media sites), or adding to an existing
website or webpage in order to “bully”, intimidate, or harass another student or staff member even if you did not use district resources to create, modify, or access the site as this will be considered an interruption of the educational process at school.

11. Installation of peer-to-peer file-sharing programs is strictly forbidden. Copyright laws must be respected. If you have any questions about what constitutes a copyright violation, please contact an administrator, media specialist, or language arts department person.

12. Don’t use your iPad or the network for commercial, political, or other private purposes. Your iPad is for your schoolwork.

Email

• Students will have a cyclones114.org account from the school. It is very important that you keep you password secret. Someone else logging into your email and sending inappropriate messages will get you into trouble. You will be expected to use your school email for communicating with teachers and other staff.
• E-mail and all other forms of electronic communication are to be used in a responsible manner. Students may not use vulgar, derogatory, or obscene language. Students may not engage in personal attacks or harass others.

Email etiquette:

• Keep your communications school-appropriate.
• Don’t engage in personal attacks or harassment.
• Use clear, concise, and appropriate language. Think about what you have to say and how you say it. Email doesn’t show sarcasm or wit as well as you might think.
• Respect privacy (yours and everyone else's). Do not re-post a message without the permission of the person who sent it. Don’t share personal information.
• Your district email can and will be monitored. Please use it appropriately. Infractions may result in the loss of email use or other consequences.

Copyright Infringement and Plagiarism

• You must respect the rights of copyright owners. Copyright infringement happens when you copy someone else’s work that is protected by copyright. If you are unsure if something can be legally copied or not, request permission to copy from the copyright holder. You are responsible for any copyright penalties that you commit while using your iPad. You agree to abide by all patent, trademark, trade name, and copyright laws.
• Plagiarism is taking someone else’s work and presenting it as if it were your own. Plagiarism is not acceptable. All sources must be cited.

Software and Networking:

• Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district’s technology licenses and follow all copyright provisions.
• Copying for home use is prohibited unless permitted by the district’s license and approved by the district.
• If you have a specific need for additional software or you want to add personal software, you must request approval prior to the installation.
• Don’t use your iPad to gain access to the school’s or other tablet systems for any illegal activities, or go beyond their authorized access. This includes trying to login as another user or use another’s account.
• Riverside Middle School reserves the right to define inappropriate use of technology.
• School administrators reserve the right to remove student accounts on the network to prevent unauthorized activity.

Classroom use:
• Use of the tablet (including “Instant Messaging”) for anything other than a teacher-directed or approved activity is prohibited during instructional time.
• Internet tablet games are prohibited in classes, activity period, and the library during regular school hours.
• Tablets may not be used to make sound and video recordings without the consent of all those who are being recorded.
• Sound must be turned off at all times, except when being used as a part of a class. Students may use their own headphones to listen to music, etc., if they have the instructor’s permission.

Miscellaneous
• From time to time, the tech department may need to update your iPad. Your iPad can be remotely watched or even controlled.
• You will not be able to keep the iPad over the summer break.
• A school issued iPad must be used. Configuration issues, ownership issues, software licenses, and many other considerations prevent us from allowing other computing equipment to be used instead of the school issued equipment. The iPad you are issued your 5th grade year is intended to be used by you throughout your attendance years at Riverside MS. If the same iPad cannot be used throughout your time at Riverside such as from a theft, one will be issued that most closely resembles the model and features that your original iPad had when possible.
• iPad loaners are considered to be an extension of the originally issued iPad. This means that should a loaner suffer damage, the student who possesses it is responsible for the damages to the loaner iPad. Previous users of the loaner iPad are not considered in assessing damages to a loaner iPad.
• If your paper did not print, find out why rather than printing more and more copies.
• Should the need arise the Acceptable Use Policy may be modified by the Riverside Unified School District, preferably with notice.

Problems, Loss, and Damage:
• If the tablet is damaged or not working properly, it must be turned in to the District technology staff for repair. Parents/guardians.students are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the iPad tablet.
• If the student is having tablet problems the student should notify the office of the problem.
• The building tech staff will assess whether the issue requires a warranty repair. If a warranty repair is required, the student will receive a loaner while their tablet is being repaired.
• If the building technician determines negligence on the part of the student, the technician will follow the tablet damage procedures. The student is responsible for repairs or full replacement. The student must pay the fee before he/she will receive his/her device.

• The student may receive access to a loaner device to be used during the school day when a tablet is damaged. Loaner tablets will be distributed according to times specified by the school. The student is not allowed to take the loaner device home.

• The student will assume the risk of loss by theft, destruction, or damage. If, during the loan period, the tablet is damaged or returned with any accessories missing, USD 114 may charge the student the lesser of the repair or the $50 insurance deductible. If the iPad tablet is stolen or vandalized, the insurance will cover all but the deductible, providing that a police report is filed on the incident. By signing the loan agreement, the parent/guardian agrees to be responsible for the insurance deductible for each occurrence involving loss/damage to the iPad tablet, or the cost of repair for such damage, while in the student’s possession. Any tablet reported stolen without filing a police report will result in payment of full replacement cost of the tablet.

• If an iPad is stolen, the police and the school office (785-989-4426) should be notified immediately. A police report must be filed, in order for the district to file an insurance claim. If you fail to file a police report, you are responsible for the full value of the tablet. The student or parent/guardian should notify the building principal within 24 hours or the following Monday morning if incident occurs on a weekend. The student/parent/guardian, in cooperation with the building principal, should file a police report if they believe the device has been stolen. If a user issues false information in reporting a missing device, he/she will be held responsible for the loss of the device and may face further consequences associated with reporting false information. Full restitution is made by student/parent/guardian if tablet is not found. The student may check out a loaner tablet, which will remain at school until the original device is located or replacement cost is paid.

• If an iPad is lost, the school office (785-989-4426) must be notified as soon as possible and the student is responsible to replace the iPad. If it is discovered that the loss of a device is due to damage that has occurred in part because the student is not in complete compliance with the terms of agreement or the expectations detailed in the Student/Parent iPad Handbook as they relate to storage, security, handling, transporting, or reporting loss of the device, the student will remain responsible for the loss of the device.

• You are required to keep the same equipment as was originally issued, unless those parts fail or are stolen or damaged. If stolen, report theft immediately to the school administration and appropriate law enforcement authorities. Bring damaged or failed parts to the tech department for evaluation and disposition.

• The student is responsible for the iPad throughout the school day. The school will not be responsible for iPads that are left in classrooms, hallways or lockers.

• In the instance a student is unable to pay restitution, the building principal may assign student service hours to be completed in replacement of payment. These hours must be completed on district property at the discretion of the principal. For the purpose of this project, one community service hour equals $10.
We are excited to offer students this opportunity! Help us make this an excellent learning adventure for all students and staff.