

Bangor Middle/High School iPad Procedures and Information Handbook

(Revised 1/2013)

Bangor Middle/High School iPad Program

The focus of the iPad program at Bangor Middle/High School is to provide current tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential, and *one* of the learning tools of twenty-first century students is the iPad. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for post-secondary education and the modern workplace. According to studies and school reports, students who use a computing device in a one-to-one education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas. The iPad is a “next generation” device that makes learning more engaging and accessible.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. However, technology immersion does not diminish the vital role of the teacher but transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

The procedures and information within this document apply to all iPads used at Bangor Middle/High School, as well as any other device considered by the administration to come under this plan. Teachers may set additional requirements for use in their classroom.

1. RECEIVING YOUR iPad & iPad CHECK-IN

1.1 Receiving Your iPad

iPads (with a cover and charger) will be distributed to students each fall. **Parents & students must sign and return the Computer Network/Internet Access Consent Form and Student Pledge documents before the iPad can be issued to their child.**

1.2 iPad Check-in

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

1.3 Check-in Fines

Individual school iPads and accessories must be returned to the Bangor School District through the grade-level facilitator at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at Bangor for any other reason must return their individual school 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 at Bangor, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement 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 Bangor Police Department.

Students must return the iPad and accessories in satisfactory condition. In cases of abuse, neglect or intentional damage, 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 given to the grade-level facilitator for an evaluation of the equipment.

2.1 General Precautions

- The iPad is school property and all users will follow these procedures and the Bangor Acceptable Use Policy for technology.
- Only use a clean, soft cloth to clean the screen; no cleansers of any type.
- Food/liquids/moisture should be kept away from the iPad as they can cause damage to the device.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the Bangor School District.
- iPads must never be left in an unlocked locker, on top of lockers, in an unlocked car or in any unsupervised area.
- iPads should be placed “vertically” in the top locker compartment to avoid putting any pressure on the screen.

- Students are strongly encouraged to leave iPads in locked lockers during any after-school activities (they will be allowed access to their lockers upon returning from the activity).
- Students are responsible for keeping their iPad's battery charged for school each day.
- Student-created passwords are not to be used on the iPad.

2.2 Carrying iPads

- The protective covers provided with iPads have 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 should always remain within the protective cover.
- If iPads are placed in a book bag, it should be in a way that avoids placing too much pressure and weight on the iPad screen.
- iPads are never to be taken into a locker room or school bathroom per state law.

2.3 Screen Care

The iPad 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 anything near/on the iPad that could put pressure on the screen.
- Do not place in a book-bag with anything that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the iPad against lockers, walls, car doors, floors, etc as it may 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.

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 (3) 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 facilitator for three (3) weeks.

3.2 iPad Undergoing Repair

Loaner iPads may be issued to students when they leave their iPads at school for repair. 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. A USB cable/AC charger will be issued to the student for charging at home (must be returned with return of the iPad).

When charging at home on a computer, the iTunes preferences must not be set for automatic syncing.

Students need to charge their iPads each evening. Repeat violations (minimum of three (3) days) of this policy will result in students being required to "check out" their iPad from the facilitator for three (3) weeks.

In cases where use of the iPad has caused batteries to become discharged, students may be able to connect their iPads to a power outlet in class.

3.4 Screensavers/Background photos

- Pre-installed school wallpaper is to remain on the iPad.
- Student-created 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 only allowed on the iPad at the discretion of the teacher.
- All software/apps must be district provided. Data storage will be through apps on the iPad.
- Internet games are not allowed on the iPads. If educational game apps are installed, it will be by Bangor facilitators.

3.6 Printing

Printing may be available with the iPad. Students will be given information and instruction on printing with the iPad at school.

3.7 Home Internet Access

Students are allowed to set up wireless networks on their iPads. This will assist them with iPad use while at home. Printing at home will require a wireless printer, proper settings on the iPad and the correct app.

**** (Be aware that content may not be filtered while using on a home network.)****

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the iPad/Home Directory

Students may save work to the home directory on the iPad and/or to the “Dropbox” application. Students may also e-mail 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

The Bangor School District 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.

5. SOFTWARE ON IPADS

5.1 Originally Installed Software

The software/apps originally installed by Bangor 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. 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. Bangor will synchronize the iPads so that they contain the necessary apps for schoolwork. 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.

5.4 Procedure for re-loading software

If technical difficulties occur, illegal software is found, or non-Bangor-installed apps are discovered, the iPad will be restored from a backup. When warranted, iPad use restrictions may be imposed as a consequence. 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 may be required to check in their iPads for periodic updates and synching.

6. ACCEPTABLE USE

The use of the Bangor School District’s technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Bangor School 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 Bangor School District. The Bangor School District Computer Network/Internet Acceptable Use 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 terms and conditions named in the policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Bangor School District’s Student Discipline Policy shall be applied to student infractions.

Violations may result in disciplinary action 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 internet safety and the standards that your children should follow in 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 to take home, you will need to submit a signed note to that effect to the MS/HS office. Understand that your student is still responsible for meeting the course requirements (may take longer).

6.2 School Responsibilities are to:

- Provide Internet access to its students.
- Provide Internet blocking of inappropriate materials as able.
- Provide network data storage areas. These will be treated similar to school lockers. Bangor School District reserves the right to review, monitor, and restrict information stored on or transmitted via Bangor School 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.

6.3 Students are Responsibilities for:

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to iPad/computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the students own negligence, errors or omissions. Use of any information obtained via Bangor School District’s designated Internet System is at your own risk. Bangor School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping Bangor School District protect our computer system/device by contacting an administrator or a facilitator 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.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it in to the office.
- Returning their iPad to the facilitator at the end of each school year. Students who withdraw, are expelled, or terminate enrollment at Bangor 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 copyrighted 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.
- Instant messaging services.
- Internet/computer games (non-school initiated).
- Use of external attachments without prior approval from the facilitator.
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc).
- Downloading apps.
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student’s accounts, files, and/or data
- Use of the school’s internet for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications using messenger services (Ex. – MSN Messenger, Yahoo Messenger, etc.)
- 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.
- Bypassing the Bangor web filter through a web proxy

6.5 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 Bangor School District may be applied to the computer.
- 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 facilitator. The school district will be responsible for repairing iPads that malfunction. iPads that have been 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.
- iPads that are stolen must be reported immediately to the MS/HS office and the Police 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 a violation of the Bangor Student/Parent 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 of hacking software is strictly prohibited and violators will be subject to Bangor Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the district.

6.7 Student Discipline

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps:

1st Offense – Student(s) will check-in/check-out their iPads from the facilitator daily for three (3) weeks.

2nd Offense – Student(s) will check-in/check-out their iPads from the facilitator daily for an additional three (3) weeks.

3rd Offense – Further restriction of iPad privileges up to and including suspension of use for a length of time determined by the administration and the facilitator. (student is still responsible for all required work)

7. PROTECTING & STORING YOUR IPAD COMPUTER

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 number.
- Bangor Label, Bangor Wallpaper.
- iPads may be able to be located using an installed GPS app.

7.2 Storing Your iPad

When students are not using their iPads, they should be stored in their lockers vertically in the top locker compartment. The Bangor School District recommends the students keep their lockers locked at all times and that they not share their combination with anyone else. Nothing should be placed on top of the iPad when stored in the locker. iPads should not be stored in a vehicle at school or at home. If a student needs a secure place to store their iPad, they may check it in for storage with the facilitator.

7.3 iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, on top of lockers, in library, unlocked classrooms, hallways, etc. Be reminded that iPads are not allowed in locker rooms, dressing rooms, or bathrooms per state law. 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 office. The student will need to talk to the principal and a parent contact will be made before the student gets the iPad back. Further incidents will be subject to use restrictions.

8. REPAIRING OR REPLACING YOUR IPAD COMPUTER

8.1 School District Protection

The district will generally assume the financial liability for iPad repairs or replacement but may ask that a claim be filed through the parent/guardian's homeowner insurance policy.

8.2 Personal Home or Homeowners coverage

Lost, damaged or stolen iPads in the care, custody and control of a student may be covered by the homeowner policy of the parent. Most homeowner policies will provide some limit of coverage for "damage to property of others," under the comprehensive personal liability coverage part of the policy and is not normally subject to any deductible. In cases of accidental damage, loss or theft, the district may seek reimbursement from the parents' homeowner policy. Please consult with your insurance agent for details about your homeowner coverage.

8.3 Claims

All insurance claims must be reported to the MS/HS office. In cases of theft, vandalism or fire, the student or parent must file a police or fire report and bring a copy of the report to the principal's office before an iPad can be repaired or replaced.

9. COST OF REPAIRS

The Bangor School District will assume the cost for repairs due to a first incident of accidental damage – less any contribution from a homeowner insurance claim. Lost items such as covers and cables will be charged the actual replacement cost. Subsequent incidents will require a check-out, check-in procedure until the repair costs are reimbursed by the student/parents.

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional damages to iPads.

CARELESS USE/ABUSE: Students may be restricted to iPad use at school only (check-out, check-in) until the damage costs are reimbursed by the student/parents.

Bangor Middle/High School Student Pledge for iPad Use

1. I will take good care of my iPad.
2. I will never leave the 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 while in the cover provided.
9. I will use my iPad in ways that are appropriate, meet Bangor expectations and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the iPad or cover. I will not deface the serial number on any iPad.
11. I understand that my iPad is subject to inspection at any time without notice and remains the property of the Bangor School District.
12. I will follow the policies outlined in the *iPad Handbook* and the *Technology 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, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused intentionally or by neglect or abuse.
15. I agree to return the District iPad, cover and power cords in good working condition.

I agree to the stipulations set forth in the above documents including the iPad Procedures and Information; the Acceptable Use Policy; and the Student Pledge for iPad Use.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

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