

# *USD 379 Clay County Schools*

## *iPad Policy, Procedures, and Information*

*2012-2013*

### **INTRODUCTION:**

Technology plays an important role in our lives today. Our current laptop cart approach to providing technology access to our students has worked well in the past, however, due to increased daily use and the limited number of laptops available, staff and students have not had adequate access to technology when they needed it throughout the day. As the district looked at options, we felt the iPad would best meet the daily learning needs of our students. Factors considered in making this decision included: functionality, design and size, battery life, availability of a variety of apps, camera availability, ease of use, and price. We wanted all staff and students to have a common device with similar capabilities. USD 379 is committed to offering an appropriate balance of teaching and learning tools and techniques for all of our students. Technology is simply an additional learning tool that allows us to give students a well-rounded learning experience.

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## **1. RECEIVING YOUR iPad & iPad CHECK-IN**

### **1.1 Receiving Your iPad**

iPads will be distributed at the beginning of each school year during “iPad Orientation.” Parents & students must sign and return the Student Pledge documents before the iPad can be issued to their child. Students will be reissued the same device each year they attend school unless replacement is necessary. In order for this endeavor to be successful, it will take a joint effort between the students, staff and parents to ensure the success of this program.

### **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 USD 379 during the school year, the iPad will be returned at the time of checkout.

### **1.3 Check-in Fines**

- 1.3.1 Individual school iPads and accessories must be returned to the high school library at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at USD 379 for any other reason must return their individual school iPad on the date of termination.
- 1.3.2 If a student fails to return the iPad at the end of the school year or upon termination of enrollment at USD 379, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad. Failure to return the iPad will result in a theft report being filed with the Clay County Sheriff’s Department.
- 1.3.3 Furthermore, the student will be responsible for any damage to the iPad, consistent with the Student iPad Policies and Procedures and must return the iPad and accessories to the high school library 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 library for an evaluation of the equipment.

### **2.1 General Precautions**

- 2.1.1 The iPad is school property and all users will follow this policy and the USD 379 acceptable use policy for technology.
- 2.1.2 Only use a clean, dry, soft cloth to clean the screen, no cleansers of any type.
- 2.1.3 Cords and cables must be inserted carefully into the iPad to prevent damage.
- 2.1.4 iPads must remain free of any writing, drawing, stickers, or labels that are not the property of USD 379.
- 2.1.5 iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- 2.1.6 Students are responsible for keeping their iPad battery charged for school each day.
- 2.1.7 Students will have the same iPad for the life of the iPad (senior iPads will go to next year’s freshmen).

### **2.2 Carrying iPads**

A protective case/cover for the iPad is required to help protect the iPad and provide a suitable means for carrying the device throughout the day. iPads should always be within the protective case when carried. Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen.

USD 379 will provide a protective case for the iPad. A student must use the district provided case. This case does not guarantee protection against damage.

### **2.3 Screen Care**

- 2.3.1 The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- 2.3.2 Do not put unnecessary pressure on the top of the iPad.
- 2.3.3 Do not place anything near the iPad that could put pressure on the screen.
- 2.3.4 Do not place anything in the carrying case that will press against the cover.
- 2.3.5 Clean the screen with a soft, dry cloth or anti-static cloth.
- 2.3.6 Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as it may crack or 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 leaves their iPad at home, they will be subject to appropriate disciplinary action.

### **3.2 iPad Undergoing Repair**

Loaner iPads may be issued to students whose machines are being repaired.

### **3.3 Charging Your iPad’s Battery**

iPads should be charged sufficiently to last the entire day before they are brought to school. Repeat violations will result in appropriate disciplinary action being taken.

### **3.4 Screensavers/Background photos**

Students will have the ability to customize their iPad (screen background). Appropriate media will be used. Screen lock passcodes are not to be used.

### **3.5 Sound, Music, Games, or Programs**

Each student will need to have a personal iTunes account. The iTunes account will be the conduit through which apps are downloaded to the iPad. Many students already have a personal account set up. If you do not, that is something that is relatively easily to do. (FYI--You can set up an account without adding credit card information. . . .We would recommend this option). iTunes cards are the simplest way to add money to your account if students want to add music and personal apps to their account. If students do not have an iTunes account, staff will help them create one. The district will provide school email accounts to students.

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Appropriate music is allowed on the iPad. Ear buds/headphones may be used in the classroom based upon individual teacher approval. During passing periods, students may not use ear buds/headphones.

### **3.6 Printing**

Limited printing services will be available with the iPad. Students should talk to their teachers about the need to print and printer availability.

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

### **3.7 Home Internet Access/Printing**

Students are allowed to set up additional wireless networks on their iPads. This will be necessary to use web based services outside of the school setting.

Printing at home will require a wireless printer, proper settings on the iPad, an eprint compatible printer and possibly an additional app or software on your home computer/printer.

### **3.8 Personal Apps**

Students may install appropriate and personal apps on their iPad via their personal iTunes account. USD 379 will, within reason, provide configuration settings that will not allow inappropriate content/apps/music to be installed on the iPad. This does not, however, limit what can be downloaded to the students individual iTunes account or other personal device (iPhone, iPod,....).

In the event storage space becomes an issue on individual iPads, student music, photos and apps will need to be deleted.

### **3.9 iPads and Extra Curricular Activities**

Coaches/sponsors for individual activities may limit whether or not iPads are allowed on buses or at particular events.

## **4. MANAGING YOUR FILES & SAVING YOUR WORK**

### **4.1 Saving to the iPad/Home Directory**

Students should save work to the iPad. It is recommended students regularly back up data to the school server or another storage device. Staff will encourage students to back up their documents through email. Limited storage space will be available on the iPad—data will NOT be backed up in the event an iPad has to be re-imaged or restored to factory settings. 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.

## **5. SOFTWARE ON IPADS**

### **5.1 Originally Installed Software**

The apps and operating system originally installed by USD 379 must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add additional apps and OS upgrades.

Periodic checks of iPads will be made to ensure that students have not removed required apps or installed inappropriate material.

### **5.2 Additional Software**

Students will be provided with purchase codes (at no charge to them) to purchase some basic apps: Pages, Keynote, iMovie, and Garage Band. Other apps may be added by the school or the student throughout the school year. Some apps will be free and others may cost (ie. Graphing Calculator apps are available ranging in price from free to \$3.99. The typical cost of most apps is \$.99). Students will be provided with codes for apps required by teachers.

### **5.3 Inspection**

Students will be selected at random to provide their iPad for inspection. iPad use and contents may be monitored remotely.

### **5.4 Procedure for re-loading software**

If technical difficulties occur, the iPad will be restored from a backup (if last synced to a home personal computer) or will be re-set to factory settings in the event a home computer is not available. The school does not accept responsibility for the loss of any apps or documents deleted due to the necessity of a re-format and/or 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 syncing. Operating systems with Apple devices change. USD 379 will notify students on how to update apps, should updates be necessary.

**5.6 Technology Support**

Technology support for iPads will be available during the normal business day between the hours of 8:00 and 5:00. After hours support will not be available.

**6. ACCEPTABLE USE**

The use of the USD 379's technology resources is a privilege, not a right. The privilege of using the technology resources provided by USD 379 is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in USD 379. 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 appropriate disciplinary action shall be applied. USD 379's Student Code of Conduct shall be applied to student infractions.

**Violations may result in disciplinary action up to and including suspension and/or 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.

\*Students will have access to their device 24/7. Obviously, you, as parents will need to establish ground rules for iPad use outside of the school day. Devices will have Internet filtering on them while at school. USD 379 will also be able to restrict the content of legally purchased content purchased through iTunes that can be put on the device.

**6.2 On-Campus School Responsibilities are to:**

- 6.2.1 Provide Internet and e-mail access to its students.
- 6.2.2 Provide Internet filtering.
- 6.2.3 Provide network data storage. (These will be treated similar to school lockers. USD 379 reserves the right to review, monitor, and restrict information stored on or transmitted via USD 379 owned equipment and to investigate inappropriate use of resources.)
- 6.2.4 Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
- 6.2.5 Provide user accounts for information storage.
- 6.2.6 Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

**6.3 Students are responsible for:**

- 6.3.1 Using iPads in a responsible and ethical manner.
- 6.3.2 Obeying general school rules concerning behavior and communication that apply to iPad/computer use.
- 6.3.3 Using all technology resources in an appropriate manner so as to not damage school equipment.
- 6.3.4 Helping USD 379 protect our computer system/device by contacting an administrator about any security problems they may encounter.
- 6.3.5 Monitoring all activity on their account(s).
- 6.3.6 Securing their iPad after they are done working to protect their work and information.

- 6.3.7 Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.
- 6.3.8 Returning their iPad to the library at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at USD 379 for any other reason must return their individual school iPad on the date of termination.

**6.4 Student Activities Strictly Prohibited:**

- 6.4.1 Illegal installation or transmission of copyrighted materials.
- 6.4.2 Any action that violates existing Board policy or public law.
- 6.4.3 Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- 6.4.4 Inappropriately utilizing photos, video, and/or audio recordings of any person.
- 6.4.5 Changing iPad settings in an effort to circumvent the filtering system-
- 6.4.6 Downloading inappropriate apps.
- 6.4.7 Removal of required apps.
- 6.4.8 Spamming/sending inappropriate emails.
- 6.4.9 Gaining access to other student's accounts, files, and/or data.
- 6.4.10 Vandalism to your iPad or another student's iPad.
- 6.4.11 Using the iPad in any unauthorized area (i.e. locker rooms, restrooms).

**6.5 iPad Care:**

- 6.5.1 Students will be held responsible for maintaining their individual iPads, and keeping them in good working order.
- 6.5.2 iPad batteries must be fully charged and ready for school each day.
- 6.5.3 iPads must remain free of any writing, drawing, stickers, or labels that are not the property of USD 379.
- 6.5.4 iPads that malfunction or are damaged must be reported to the Technology Department. The school district will be responsible for repairing iPads that malfunction and/or repairs covered under warranty. iPads that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with the first \$100 of repair cost being borne by the student.
- 6.5.5 Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally, stolen, or lost.
- 6.5.6 iPads that are stolen must be reported immediately to the Office and the Clay County Sheriff's Department.

**6.6 Legal Propriety:**

- 6.6.1 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.
- 6.6.2 Plagiarism is a violation of the USD 379 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.
- 6.6.3 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, board policy, or Clay Center or Wakefield High School handbook policy, he/she may be subject to the following disciplinary steps:

- 6.7.1 Student(s) will check-in/check-out their iPads daily.
- 6.7.2 Required to attend an iPad policy refresher class.
- 6.7.3 Loss of individual iPad and be issued a generic loaner iPad.

- 6.7.4 Loss of iPad while being required to complete coursework.
- 6.7.5 Disciplinary/Legal action as deemed appropriate.

## **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 based on serial number and USD 379 identification number.

### **7.2 Storing Your iPad:**

When students are not using their iPads, they should be stored in their locked locker.

Nothing should be placed on top of the iPad. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. 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 at the library.

### **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, commons area, the lunchroom, locker rooms, library, unlocked classrooms, dressing rooms and hallways. 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. A student will be charged \$5.00 to retrieve their iPad that has been turned into the office due to not being supervised.

## **8. REPAIRING OR REPLACING YOUR IPAD/ COST OF REPAIRS**

USD 379 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. Therefore, we have set the following guidelines in place.

### **8.1 Accidental Damage**

Students will be responsible for caring for their device and will be expected to return them at the end of the year in good working condition. Students will be charged a \$25 technology fee at enrollment time. If the iPad is returned at the end of each year without any damage or infractions and in good repair, the student will not be charged an additional \$25 the following year. Students will be responsible for the first \$100 of damage in the event the device is accidentally damaged and needs repaired. Depending on your personal homeowners insurance policy, you may be able to add the device to your policy at a minimal cost.

### **8.2 Personal Home or Homeowners coverage**

Students or parents may wish to carry their own personal insurance to protect the iPad in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the iPad computer.

### **8.3 Intentional Damage**

Students/Parents will be held responsible for ALL (full payment) intentional damage to iPads including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as chargers and cables will be charged the actual replacement cost.

### **8.4 Warranty Repairs**

For repairs covered under the Apple one-year warranty, the student will not be charged and will be issued an iPad on loan.

### **8.5 Vandalism and Theft**

In cases of theft, vandalism and other criminal acts, a police report **MUST** be filed by the student or parent.

**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 battery as needed.
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 keeping it in a protective case.
9. I will use my iPad in ways that are appropriate, meet USD 379 expectations, and are educational in nature.
10. I will not place decorations (such as stickers, markers, etc.) on the iPad. I will not deface the serial number.
11. I understand that my iPad is subject to inspection at any time without notice and remains the property of the USD 379.
12. I will follow the policies outlined in the *iPad Policies, Procedures and Information* 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 by neglect or abuse.
15. I agree to return the District iPad and power cords in good working condition.
16. I will not utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.
17. I will use USD 379’s network, facilities, and/or mobile devices in a responsible, efficient, and ethical manner in accordance with the philosophy of USD 379. I acknowledge that I understand this policy and will follow the guidelines. I acknowledge that failure to adhere to these standards may result in disciplinary action and/or revocation of my mobile device and/or network privileges.
18. I understand that the administration and/or their designee(s) have the right to inspect any mobile device, application, or peripheral device associated with any or all USD 379 technology. I understand that this includes, but is not limited to email, documents, pictures, music, or other components associated with all USD 379 technology.
19. I understand that USD 379 reserves the right to define inappropriate use of technology.

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

Student Name (Please Print): \_\_\_\_\_ GRADE \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_ GRADE \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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