**Garretson School District 49-4**

**iPad Policies, Procedures, and Information**

The Garretson School District is committed to our mission: Preparing every student to meet the challenges of learning, living and leading in a changing world. We believe that iPads are one tool that will help us to empower our students to open that door, think creatively and meet those challenges. We believe that the use of iPads in a 1:1 environment will allow our students to personalize their education in ways that will help to prepare them for their lives beyond the schoolhouse.

The Policies, Procedures, and Information Handbook is provided to help students and parents/guardians understand the expectations and responsibilities for care and use of the iPad. While this handbook provides some guidance, it should be understood that teachers may develop additional expectations and procedures for the use of technology at the classroom level. Students are expected to comply with staff directives at all times. Students in high school and middle school will be allowed to take their iPads out of the school, while students in elementary school will be required to leave the iPads in the school during non-school hours.

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*Revised July 2019*

**1. Taking Care of School-Owned iPads**

Before students are allowed to check out a school-owned iPad, students and parents must read, sign, and return copies of the Garretson iPad Protection Plan (with usage fee), Student Pledge for iPad Use, and the Acceptable Use Policy. After these documents are signed and returned, students will be issued an iPad for their use. Both high school students and middle school students will be allowed to take the iPad out of the school building.

**General Use and Precautions**

Students will be issued a school-owned iPad, and it is expected that all of the equipment checked out to them will be returned to the school in similar condition as it was when checked out. If students terminate their enrollment with the Garretson School District for any reason, they are expected to return the equipment. The Garretson School District reserves the right to charge students for equipment that is damaged up to the full replacement cost of the device and accessories. Normal wear and evidence of use is expected and students will not result in fines or fees. Failure to return the equipment to the school may also result in a theft report being filed with the Minnehaha County Sheriff’s Department, criminal prosecution, or civil liability.

**Taking Care of the iPad**

Students are responsible for the general care of the iPad that they have been issued by the district.

* Students are expected to keep the iPad in its protective case at all times.
* iPads and cases must remain free of any writing, drawing, stickers, or labels that are not the property of the Garretson School District.
* Only use a clear, soft cloth to clean the screen. Chemicals or cleansers will damage the screen.
* iPad screens will crack if placed under pressure. Special care must be taken to ensure that undue pressure is not applied to the screen.
* Students are expected to keep the iPad under their control at all times. These devices should not be left unsecured.

**2. iPad Use at School and at Home**

**Ready for Use**

Students are expected to have their device ready for use at school each day. Students are expected to charge their device overnight at home. Students who consistently leave their device at home may be placed on an alternative plan to store the device in school and check it in and out on a daily basis. Students are expected to comply with all staff directives, including instructions regarding the appropriate use of technology. Students who have difficulty following instructions or staying on task when using the iPad may be required to use “guided access” in which the teacher limits the students’ ability to use non-essential apps.

**Apps**

All software/apps must be district provided and managed. Students will be given a managed Apple ID created through Apple School Manager. This Apple ID will allow them to save files to the Cloud for up to 200 GB of storage. Apps on district-owned iPads will be managed through this account. Students may not enter their personal Apple ID. Game apps and Internet based games are generally not allowed. Students may make a request to add an app through classroom teachers or the district technology director. Requests will be evaluated based on educational merit.

Students have no expectation of privacy on district-owned devices, and may be asked to provide their device to a teacher or administrator for inspection at any time. Inspections may include the physical device, apps, or content on the device. If technical difficulties occur, or students are found to have apps that have not been approved by the district, the iPad will be reset to factory settings. The school does not accept responsibility for the loss of any software or files that are deleted due to the need to reset the device.

**Sound and Music**

Students are expected to keep the iPad on “mute” to minimize distractions in the classroom. Students may not download iTunes music files on the iPad. Use of headphones and streaming music services may be done with permission from the teacher.

**Pictures and Video**

iPads are equipped with a camera that has both still photo and video capabilities. The camera may not be used to take pictures or video of students or staff without their consent. Pictures and videos that are taken with the intent to embarrass, hurt, harass, tease, or humiliate others will be dealt with severely. The device also has the capability to download images from the Internet. Students are expected to use this technology appropriately, and may not possess media that is deemed inappropriate. Inappropriate content includes, but is not limited to: weapons, drugs, alcohol, tobacco, gangs, violence, pornographic content, sexually explicit material, or material with sexual innuendo or double-entendre.

**Network Connectivity**

The Garretson 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.

**Internet Access From Home or Other Locations**

Students are granted permission to access the Internet from home or other locations that are equipped with Wi-Fi. The school’s content filters will still be in effect on district-owned iPads when accessing the Internet from locations other than the school.

**Managing and Saving Files**

Students may back up their files using the K-12 email system or other cloud based storage solutions. Storage space is available on student iPads, but the district will not back up student iPads to the server. Students are responsible for their own back up.

**Mobile Device Management Settings (MDM)**

Student iPads are equipped with certain MDM profiles that allow our district staff to update and manage the iPads in an appropriate and timely manner. Students must not tamper with the MDM profiles or settings in any way. Tampering with MDM settings may result in the loss of access to the technology or disciplinary action.

**Apple IDs**

Students will be given a managed Apple ID created through Apple School Manager. This Apple ID will allow them to save files to the Cloud for up to 200 GB of storage. This Apple ID will be used for school purposes. Apple IDs will be regulated through the district mobile device management (MDM) system. Students may not use this Apple ID for the purchase of music, apps, or other media from the iTunes Store. Students may not enter another personal or family Apple ID into school-owned devices.

**3. Acceptable Use**

The use of the Garretson School District’s technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Garretson School District is not transferable and extendible by students to people or groups outside the district and terminates when students are no longer enrolled in the Garretson School District. This policy is provided to make all users aware of the responsibilities associated with the efficient, ethical, and lawful use of technology resources. If students violate 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 Garretson School District’s Acceptable Use Policy as well as the Student Handbook shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension or expulsion for students. When applicable, law enforcement agencies may be involved.

**Student Responsibilities**

* Students will use computers/devices in a responsible and ethical manner.
* Students will obey general school rules concerning behavior and communication that apply to computer/device 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, mis-deliveries, or service interruptions caused by the students’ own negligence, errors, or omissions. Use of any information obtained via the Garretson School District’s designated Internet system is at your own risk. Garretson School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
* Students will help the Garretson School District protect its computer system/devices by contacting an administrator regarding any security issues that they may encounter.
* Students will actively monitor all of their accounts with the district.
* Students will report incidents of inappropriate use of technology to staff.

**Student Activities Strictly Prohibited**

* Any action that violates Garretson School District Board policy or public law
* Illegal installation or transmission of copyrighted materials
* Sending, accessing, uploading, downloading, or distributing threatening, harassing, profane, offensive, pornographic, obscene, or sexually explicit materials
* The use of any Internet chat room or site with the intent of academic dishonesty
* Use of external data disks or external peripheral attachments without permission from the network administrator
* Accessing another student’s account, files, data, or device
* Tampering with MDM profiles
* Spamming or sending mass or inappropriate emails
* Using the school’s Internet/email for financial or commercial gain or for illegal activity
* 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 or networks
* Bypassing the Garretson School District web filter through the use of a web proxy or any other means

**Copyright and Plagiarism**

Students are expected to comply with trademark and copyright laws and all license agreements. Ignorance of the law does not provide students with immunity. If students are not sure if their activity is in violation of the law, they are encouraged to seek guidance from a teacher.

Plagiarism is a violation of the Garretson School District Student Handbook. Students must cite sources used in classroom work. This applies to all forms of media on the Internet including graphics, video, and text.

**Hacking**

Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal laws may result in criminal prosecution and/or disciplinary action of the district.

**Student Discipline**

Students who violate expectations set out in this handbook are subject to consequences as defined in the Garretson School District Student Handbook.

**4.** **Repair or Replacement of iPad**

**Damage Procedure**

If a student iPad is damaged, the student is responsible for bringing the damage to the attention of staff. If the iPad needs to be sent in to the repair shop, a student may have access to a loaner iPad, depending on the availability of additional units. When the original iPad is back from the repair shop, the student will use the original device.

**iPad Protection Plan**

The Garretson School District Protection Plan is required for all students, grades 6 through 12, who are issued a district-owned iPad. The protection plan includes a $25.00 fee that will cover the cost of repair or replacement in the case of theft, loss, accidental damage, or maintenance. This cost is not to exceed $75.00 per family annually. Intentional damage to the iPad is not covered by the Garretson School District Protection Plan. If it is determined that damage to the iPad was intentional, students will be responsible for the entire cost of repair and/or replacement. Intentionally damaged or lost chargers will be assessed the cost of replacement. Intentionally damaged iPad cases will be assessed the cost of replacement.

**iPad Handbook Acknowledgement**

I certify that I have received a copy of the Garretson School District iPad Handbook and that I have read it in its entirety.

I also understand that participation in the Garretson School District Protection Plan is mandatory for every student in grades 6-12, and that the plan does not cover intentional damage to the iPad. In the case of intentional damage to the district’s equipment, I realize that I am responsible for full payment to cover the damage.

**Student (Print Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grade:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**This form must be returned to the school with payment before students are given access to district-owned iPads.**



\_\_\_\_\_ $25.00 Fee Received

\_\_\_\_\_ Cash \_\_\_\_\_ Check # \_\_\_\_\_\_\_\_\_