

SOUTH VERMILLION COMMUNITY SCHOOL CORPORATION IPAD POLICY

The following policies refer to the use of an Apple iPad to be used as a digital learning tool. Students are also required to follow all the guidelines outlined in the South Vermillion Community School Corporation's Responsible Use Policy as well as all Board policy. As South Vermillion's Digital Initiative centers on new technologies and educational methodologies, additional policies will continually be reviewed and this set of policies updated. Please refer to the South Vermillion Community School Corporation (SVCS) website for the most up-to-date information.

SVCS retains sole right of possession of the iPad and related equipment. The iPad will be issued to students according to the guidelines set forth in this document. The classroom teacher, school administration, or district employee retains the right to collect and/or inspect the iPad at any time and to alter, add or delete installed software or hardware. Usage is a privilege and not a right.

1. Cost of the iPad

- a. The cost of the iPad will be included in the students' instructional fees.
- b. The cost of the iPad includes: the iPad, case, charger, software applications (apps) and iPad warranty.
- c. iPad should be returned in good working condition at the end of the school year, when a student withdraws, or terminates enrollment at SVCS for any reason.
- d. Apps will be installed on the iPads and will be the property of the student. Certain apps may be included on the iPad as part of a classroom instructional supply fee and will remain under the ownership of SVCS.

2. Replacement Costs

- a. The student's iPad rental has limited liability coverage. Should parents be required to pay for damage or replacement, payments may be made monthly to the student's school. Parents may choose to purchase an additional insurance policy if concerned about damage and/or liability.
- b. South Vermillion's coverage includes accidental damage and malfunctions of iPad through AG iRepair (see contract for coverage).
- c. Damage to cases is not covered. Students may continue to use iPad as long as case is still protecting the iPad. If the case is no longer serving its function, then case will need to be replaced (up to \$40).
- d. A charger will be distributed with a new iPad. It is the student's responsibility to maintain charger throughout the life of an iPad.
- e. Should a student withdraw prior to the end of the school year, student must return the charger along with the iPad or a fee will be assessed for the replacement cost of the charger. If student does not return the charger, or pay the fee, and student returns, student will be responsible for providing a charger.
If an iPad is lost or stolen, the student and/or parent/guardian should **immediately** notify school administration. If the iPad cannot be located, parent/guardian will be responsible for replacement cost (up to \$340) .
- f. A police report will be filed for any lost or stolen devices and location tracking will be attempted. The iPad must be turned on and connected to wifi in order to locate iPad.

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3. Student use of the iPad

- a. iPads will be distributed early in the school year and collected at the end of the school year. All iPads must be returned at the end of the school year or the student may be charged replacement costs of the iPad, cases, or charger.
- b. Each iPad will be distributed with a school-issued case, which must remain on the iPad at all times.
- c. The iPad is the property of SVCS and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on an iPad or a school supplied or supported email service. Devices may be selected at random and subject to inspection.
- d. The iPad comes equipped with both a front and rear-facing camera and video capacities. Students must ask permission before recording an individual or group. SVCS retains the rights concerning any recording and/or publishing of any student or staff member's work or image. Students must obtain permission from an administrator to publish a photograph or video of any school related activity.
- e. Students are responsible for bringing their fully charged iPad to school every day. Failure to bring an iPad or any other class material(s) does not release the student from their responsibility for class work. If a student repeatedly fails to bring materials to class, including an iPad, the student will be subject to disciplinary actions as deemed appropriate by administration.
- f. While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and subject to disciplinary action.
- g. Students may have the ability download appropriate music to the iPad. This will be a privilege, not a right and may be subject to removal. Students may bring headphones/earbuds for audio use when in class and approved by teachers.
- h. The iPad affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space.
- i. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information.
- j. SVCS requires students to take their iPad home at night for class work and charging. All the rules and regulations that are in effect during the school day extend to the use of the iPad at home.
- k. Management and filtering software is installed on each iPad. Students should not attempt to circumvent or tamper with software.
- l. SVCS makes no guarantee, written or implied, that materials on the iPad, including student work, will be safe from deletion or corruption, accidental or otherwise

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4. Student Responsibility

- a. Bring the iPad to school each day in working condition, fully charged.
- b. Use the iPad as a learning tool while creating original work that is not plagiarized or borrowed from a classmate or any other individual or source.
- c. Assume personal responsibility for the iPad and take care to avoid damage and/or loss of the device.
- d. Participate in classroom activities and follow directives of SV staff in regards to appropriate use of the iPad.
- e. Use online resources safely, respectfully, and appropriately.

5. Parent Responsibility

- a. Be informed of your child's activities on the iPad.
- b. Communicate concerns with teachers regarding the implementation of technology in the classroom.
- c. Communicate with your child regarding their use.
- d. Talk to your child about values and standards that your child should follow on the use of the online resources just as you would on the use of all media information sources such as television, telephones, movies, and radio.

6. School Responsibilities

- a. Provide access to Internet, email and other online educational resources.
- b. Provide Internet filter to attempt to block inappropriate material.
- c. Provide guidance to aid students in using the iPad as a learning tool and help assure student compliance of the RUP.
- d. Use iPad effectively as a vital tool in the instruction and learning process.

7. iPad Care and Maintenance

- a. Do not attempt to gain access to the internal electronics or repair your iPad. If your iPad fails to work or is damaged, report the problem to the SV Technology Department, school support center, or your classroom teacher as soon as possible. iPad repair/replacement options will be determined by the SV Technology Department. You may be issued a temporary iPad or other materials until your iPad is working properly or replaced.
- b. Never leave an iPad unattended. When not in your personal possession, the iPad should be in a secure, locked environment. Unattended iPads will be collected and stored in the school's main office.
- c. Never expose an iPad to long-term extremes in temperature or direct sunlight. An automobile is not a good place to store an iPad.
- d. Do not apply liquids to the iPad. The iPad can be cleaned with a soft, **slightly** water-dampened, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad.
- e. Avoid using any sharp object(s) on the iPad screen.
- f. Do not remove the iPad from its case.
- g. Avoid placing weight on the iPad.
- h. Never throw or slide an iPad.

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- i. Each iPad has the ability to be remotely located. Students are expected to enable Location Services for The App Portal.
- j. Each iPad has a unique identification number and at no time should the numbers or labels be modified or removed.
- k. Do not lend your iPad to another person. Each iPad is assigned to an individual and the responsibility for the care of the iPad solely rests with that individual. Parents, however, may view the contents of the iPad.
- l. The iPad is an electronic device and care must be exercised when handling the iPad. Never throw a book bag that contains an iPad. Never place an iPad in a book bag that contains food, liquids, heavy, or sharp objects.
- m. The iPad is designed for daily use; therefore, each iPad must be fully charged and ready for use each school day. iPads should be charged at home.
- n. The iPad and the iPad cover must remain free of stickers, writing, painting, or any other forms of decoration.
- o. Keep all liquids away from the iPad.