

SOUTH VERMILLION COMMUNITY SCHOOL CORPORATION IPAD POLICY

This policy refers 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. School administration, classroom teachers, or district employees retain 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. **Costs Associated With the iPad** Student iPads will be paid for with federal pandemic-relief funds, therefore, students will not be paying an annual fee for iPad use.
 - a. Each student will receive: an iPad, keyboard case, charger, and software applications (apps) and iPad warranty.
 - b. Apps will be installed on the iPads and will be the property of SVCS. Certain apps may be included on the iPad as part of a classroom instructional supply fee and will remain under the ownership of SVCS.
 - c. The student's iPad has limited liability coverage. Should parents be required to pay for damage or replacement, payments may be made in installments to the student's school.
 - d. 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. If not returned, the student will be subject to police report/theft charges. If returned with damage, then students may be required to pay repair fees.
 - e. A charger will be distributed with a new iPad. It is the student's responsibility to maintain the charger throughout the life of an iPad.
 - f. Should a student withdraw prior to the end of the school year, the student should return the charger along with the iPad. If a student does not return the charger, and the student returns, the student will be responsible for providing a charger.
 - g. 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.

Replacement Fee Schedule

- Locating a lost iPad: \$5
- Lost/Damaged chargers: replaced by students as needed
- Damaged or replacement case: \$100
- Each accidental incident will result in the following charge schedule (to be assessed annually):
 - First incident - no charge
 - Second incident - \$50
 - Third incident - \$100
 - Fourth incident - Current Value of iPad
- Lost iPad or intentional damage: Replacement Cost
- Failure to pay fees may result in iPad take-home privileges being revoked, as well as alternative assignments being given.

2. Student use of the iPad

- a. Each iPad will be distributed with a school-issued case, which must remain on the iPad at all times.
- b. 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 user accounts used on an iPad or a school supplied or supported device.
- c. 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.
- d. 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.
- e. 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.
- f. Students may have the ability to 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.
- g. 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.

- h. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information.
- i. SVCS allows 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.
- j. Management and filtering software is installed on each iPad. Students should not attempt to circumvent or tamper with software.
- k. SVCS makes no guarantee, written or implied, that materials on the iPad, including student work, will be safe from deletion or corruption, accidental , etc.

3. iPad Care and Maintenance

- a. If your iPad fails to work or is damaged, report the problem to school staff as soon as possible. iPad repair/replacement options will be determined by the SV Technology Department and building administration. You may be issued a temporary iPad or other materials until your iPad is working properly or replaced.
- b. Students are responsible for their iPads at all times. Never leave an iPad unattended. When not in your personal possession, the iPad should be in a secure environment. Unattended iPads will be collected and stored in the school's main office and a location fee may be assessed.
- 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. Keep all liquids away from the iPad.
- e. 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.
- f. Avoid using any sharp object(s) on the iPad screen.
- g. Do not remove the iPad from its case. iPad case is expected to be on the iPad at all times, and the folio closed when not in use.
- h. The iPad and the iPad cover must remain free of stickers, writing, painting, or any other forms of decoration.
- i. Avoid placing weight on the iPad.
- j. Never throw or slide an iPad.
- k. Each iPad has the ability to be remotely located, Location Services should be turned on at all times.
- l. Each iPad has a unique identification number and at no time should the numbers or labels be modified or removed.
- m. 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.

- n. 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.
- o. 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.

4. Student Responsibility - a range of disciplinary actions may occur if students do not adhere to these responsibilities

- a. Follow the “**Student Use of the iPad**” and “**iPad Care & Maintenance**” sections of this policy.
- b. Bring the iPad to school each day in working condition, fully charged.
- c. 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.
- d. Assume personal responsibility for the iPad and take care to avoid damage and/or loss of the device.
- e. Participate in classroom activities and follow directives of SV staff in regards to appropriate use of the iPad.
- f. 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. 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.
- d. Assume financial responsibility for incurred damage expenses by your student.
- e. Be familiar with the contents of the iPad Policy and work with your student to ensure they follow guidelines set in this policy.

6. School Responsibilities

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