

USD 115
iPad Handbook for
5th - 8th Grade Students
2023-2024



INTRODUCTION

The intent of a 1 to 1 iPad initiative is to provide a common device for all teachers and students to enhance teaching and learning for USD 115 students. By providing our students iPads, they will have more opportunities to develop academic, problem-solving, and higher order thinking skills. Learning opportunities across all curriculums will be enhanced as students are able to learn away from the typical classroom setting with the information pipeline at their fingertips. These policies and procedures include expectations, responsibilities and rules for student use of iPads as a tool to enhance teaching and learning.

iPAD POLICIES AND PROCEDURES

1.0 iPad Distribution and Collection

iPads will be distributed to students in grades 5-8 at the beginning of each school year and will be assigned to a particular student for the duration of the year.

1.1 Receiving Your iPad & Check-in

The iPads will be distributed at the beginning of the school year. Before receiving an iPad, parents and students are required to view the iPad Introductory video (this only needs to be done once while in 5th-8th grade), sign and return the Student/Parent iPad Acknowledgement form and pay the Technology Usage Fee. The student will not be allowed to take the iPad home until all those requirements are met. The iPad is school district property.

If parents waive the right for their child to take the iPad home or off school property, the parent will need to ensure there is a device at home the student can access to do schoolwork and/or arrangements for the student to stay after school to complete schoolwork will be made.

iPads are provided to enhance the student's learning environment. To be successful, it will take a joint effort between the students, staff, and parents to ensure the success of this program.

Students are encouraged to take their iPads home every day for charging. However, students may lose this privilege if they demonstrate a lack of responsibility in iPad care or use.

1.2 Returning Your iPad

The iPads and all accessories will be collected at the end of each school year for maintenance, cleaning, and software installations. Students who withdraw, are suspended, or expelled, or terminate enrollment in USD 115 Schools for any reason must return their individual school-issued iPad and accessories. If they are suspended or expelled, they should be able to continue with their education while out on suspension/expulsion.. iPads will be examined for serviceability at the time of withdrawal from school. ***Students will be reissued the same iPad at the beginning of the next school year.***

If a student fails to return the iPad at the end of the school year or upon withdrawal at NCEMS, the student/parent will be subject to civil liability and/or criminal prosecution for failure to return the iPad. The student/parent will also pay the replacement cost of the iPad. Failure to return the iPad will result in a theft report being filed with the local law enforcement. In the instances where a student ***is not allowed to take the iPad home***, failure to check in the iPad at the end of each day may constitute a theft report being filed with local law enforcement.

The student/parent will be responsible for any damage to the iPad, consistent with the policies set forth in this handbook and must return the iPad and all accessories to NCEMS in satisfactory condition. The student/parent will be charged a fee for any needed repairs other than normal wear and tear not to exceed the replacement cost of the iPad (approximately \$500).

1.3 Self Insurance

USD 115 will self-insure the iPads. This insurance program protects the iPad against accidental damage (drops/spills), loss, theft, flood, fire, and natural disasters. This insurance policy will provide replacement cost coverage and protect the iPad on and off school grounds.

The maximum amount that the student pays per incident is a \$50 deductible if it is accidental damage, loss, theft, flood, fire, and natural disasters. If repairing the iPad is less than \$50, then that amount will be assessed. This fee will be waived unless a student damages the iPad three times in a year due to the AppleCare agreement the district purchased.

If there is damage to the iPad charger or case, the student will be expected to pay the replacement cost. The administrator may adjust the replacement cost based on the age/condition of the iPad charger or case.

2.0 General Precautions and iPad Care

Students are responsible for the general care of the iPad that has been issued to them. iPads that are broken or fail to work properly must be **turned in to the NCEMS office and the student will be required to complete an iPad repair form.**

2.1 General Precautions

The iPad is school property, and all users are required to follow this policy and the USD 115 Acceptable Use Policy (see 6.0) for technology. Student iPads will be labeled and iPads can be identified based on serial number.

KNOW WHERE YOUR iPad IS AT ALL TIMES!

- Cords and cables must be inserted carefully into the iPad to prevent damage. Use care when handling the power adapter cable. Damaged cables will not be accepted. A fee will be applied.
- iPads and cases must remain free of any writing, drawing, stickers, or labels that are not the property of USD 115.
- iPads must never be left in an unsupervised area including any place that is not secure.
- Students are responsible to ensure their iPad battery is charged for school each day.
- Students must keep their iPad in the protective case, provided by the school, at all times.
- Some carrying bags (i.e., backpacks) 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.

iPads should never be stored in a vehicle. Heat and cold can cause damage.

The protective cases provided with the iPads have sufficient padding to protect the iPad from NORMAL treatment and provide a suitable means for carrying the device within the school. All parts of the case should be treated with care.

2.2 Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on or striking the screen.

- Do not lean on the iPad.
- Do not place anything near the iPad that could put pressure on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth. Use of chemicals WILL damage the screen.
- Do not “bump” the iPad against lockers, walls, car doors, floors, or other solid structures as it may crack or break the screen.

3.0 Using Your iPad at School and at Home

iPads are intended for daily use at school. In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules may be accessed using the iPad. Students should bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

3.1 iPads Left in Unsupervised Areas

If an iPad is found, it will be taken to the office. Repeated lack of student supervision may result in limiting the student's use and the privilege to take the iPad off school grounds.

3.2 iPads Left at Home

Students are expected to bring their iPad with them every day. 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, the privilege to take the device home will be suspended for a designated period as determined by the principal. If students fail to bring their iPad to school for 3 consecutive days, (except for excused absences) the iPad will be considered stolen and a report will be made to law enforcement.

3.3 iPad Undergoing Repair: Loaner iPad

If available, loaner iPads may be issued to students whose device is being repaired on the first occurrence. Subsequent needs for repair could limit student use of the iPad..

3.4 Charging the iPad

iPads must be brought to school each day fully charged. Repeat violations of this policy may result in students being required to leave their iPads at school and only be checked out in the morning and checked in at the end of the day.

3.5 Sound, Music, Games or Programs

For instructional purposes, sound must be always MUTED unless permission is obtained from the teacher. Appropriate music is allowed on the iPad and students may use it at the discretion of the teacher. Music containing profanity or promoting drug and alcohol use, sex, and or violence should not be on the iPad. **Earbuds/headphones should be used in the classroom based on individual teacher approval.** Students may not use earbuds/headphones during passing periods.

Use of Internet games and video chat during the school day is not allowed on the iPads without teacher permission. All software/apps will be provided by the school district. Students are not allowed to download apps without approval.

3.6 iPad Identification: Personal Screenshot, Passcodes, Screensavers, Media, and Other Content

For security measures a passcode must be used on the iPad at all times. Students are not allowed to change a passcode without permission. If students forget their passcodes or have difficulties opening their iPad, they should inform the teacher or technology coordinator.

Disciplinary action may be imposed for any violations of the USD 115 Acceptable Use Policy (see 6.0) including but not limited to:

- Loading/storing/accessing inappropriate media – photos/videos – on the iPad is not allowed.
- Accessing, downloading, or searching for pornographic materials is not allowed.
- All backgrounds and titles must be appropriate and in good taste.
- All inappropriate language/music, alcohol, drug, tobacco, and gang related symbols or pictures are not allowed.

If the iPads are used for hacking into the school's confidential records, plagiarizing, cheating, harassing, bullying or committing any other violation of law or school district policy, the student will be subject to

disciplinary action up to and including suspension/expulsion from school and/or the suspension and/or revocation of iPad privileges.

3.7 App Management & Printing

The District will be responsible for syncing, updating and managing apps for all grades. Printing from the iPad will not be available at school.

3.8 Home Internet Access & Filtering

Students are allowed to set up additional wireless networks on their iPads. The iPads will be filtered when they leave the school premises. Everything that we filter at school is also filtered at home or anywhere your child takes his or her iPad. The goal is to keep students from accessing sites that may be inappropriate and/or harmful. However, there is no content filter that can block everything so it is important that parents supervise and continue to be vigilant about how their student is using the school-owned device at home. (Please note: The filtering will only impact school owned devices; it will not filter anything on your home network.)

3.9 iPads and Extra-Curricular Activities and Transportation

Students are not allowed to take their iPads to any extracurricular activity or field trip without staff permission. iPads must be turned off while riding in any district vehicle, including buses.

4.0 Managing Your Files and Saving Your Work

It is recommended that students save to *their Google Drive* or email documents to their personal school-issued email accounts for storage. It is the student's responsibility to store their work and documents in a safe/secure cloud environment. The district does not guarantee or restore any personal material on the iPad, such as photos and music.

5.0 Software/Apps on iPads

Students are not allowed to download apps while at school or at home unless a teacher specifically requests it. USD 115 will, within reason, provide configuration settings that will not allow inappropriate content/apps/music to be installed on the iPad. If space on the device becomes a problem, the student's personal music, photos, and videos will be removed from the device to provide additional space.

5.1 Originally Installed Software/Apps

The apps and operating system originally installed by USD 115 must remain on the iPad in usable condition and be easily accessible at all times. Students are not to remove any district installed software, app, profiles, restrictions, or tamper in any manner with the device profiles. Students are not permitted to share any passcodes with other students. Modifying, tampering or jailbreaking the iPad's system software will result in disciplinary action being imposed. The school does not accept responsibility for the loss of any apps or documents deleted when a reformat and/or re-image is required.

5.2 Inspection

Students have no expectation of privacy in their district issued iPad or district email account. Students will provide their assigned iPad for inspection at any time requested by a school official. iPad use and contents will also be monitored remotely the Mobile Device Management (MDM) is used by the school district to inventory of the apps and internet usage.

5.3 Technology Support

Technology support for iPads is available during the school day at NCMS. After hours support is not available.

6.0 Acceptable Use Policy

U.S.D. #115, Nemaha Central Schools, is pleased to provide access to digital devices and the Internet for educational and professional use for its students and staff District issued iPads are intended to be used by the student only; other family members should not use the iPad. The use of the Internet and devices is a

privilege, not a right. Users are expected to act in a responsible, ethical and legal manner in accordance with the district's educational mission and purpose, and the laws of Kansas and the United States.

Users are responsible for their own behavior and communications over these networks. The District will not be responsible for financial obligations arising through unauthorized use of the system. Users will comply with the district's policies and guidelines and will be solely responsible for any agreements they have signed.

Users are reminded that the devices, network, and files stored on iPads are the property of the district. Network administrators may review files and communications at any time and there is no expectation of privacy in any information placed on or use of the district owned devices and system. Users should not expect that files stored on district owned equipment are private.

Users are reminded that logs are maintained detailing the use of their device and Internet activity use.

As outlined in Board Policy and in the Student Handbook, the following are examples of actions that are not permitted.

- Sending spam, letter-bombs, chain letters, viruses, or any other type of communication disruptive to a network
- Using language that is obscene, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or otherwise considered inappropriate in public or private messages or on a web page
- Harassing, insulting attacking or bullying others
- Damaging devices, network hardware, systems, or files
- Interference with the operation of a device or network system
- Violating copyright laws
- Using another's password and/or trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network or devices for commercial or political purposes
- Accessing, creating, or sending material that is profane, offensive, abusive, slanderous or obscene including pornography
- Accessing or creating material that advocates illegal or dangerous acts.
- Accessing or creating material that advocates violence or discrimination towards other people (hate literature)
- Any use that disrupts the educational and administrative goals of the District
- Incurring a financial obligation through unauthorized use
- Using school devices or the network to take or disseminate photos, videos, or audio in an inappropriate manner or without the subject's permission

Sanctions

1. Violations may result in a loss of access.
2. Disciplinary action may be taken up to and including suspension and/or expulsion.
3. Law enforcement agencies may be involved.

6.1 Bullying

Bullying is prohibited by USD 115 in any form, including electronic means on or while using school property, in a school vehicle, or at a school sponsored event. Board policies GAAE and JDDC address bullying. Use of the iPad video camera function to record students or staff members during school time or as a part of a school activity, program, or event is prohibited unless authorized in advance by a classroom teacher or administrator.

7.0 Repairing or Replacing Your iPad/Cost of Repairs

USD 115 Schools recognizes that the iPad initiative requires procedures to protect the district's and the student/parent investment. The following sections outline the usage, accidental damage, repair, and

replacement fees.

7.1 Technology Usage Fee

A Technology Usage Fee is required for students and parents to cover iPad use in the event **the device is taken home or off school property**. This fee is to be paid at enrollment or prior to the iPad leaving school property. If parents waive the right for their child to take the iPad home or off school property, alternative assignments/resources will be provided for the student.

7.2 Accidental Damage Fee

The student and/or the student's parents will be responsible for any damage to the device over normal wear and tear. School administrators set the price of repair/replacement based on the cost to the district. The student/parent must complete a written report stating the details of the accident and submit it to the principal.

School administrators will make the final determination whether the damage was accidental.

7.3 Intentional Damage, Gross Negligence, Lost iPad, Theft, Vandalism and Criminal Acts

The Accidental Damage Fee (7.2) does not cover damage caused by the following:

- failing to use the required protective case
- intentionally marking, defacing, or abusing the iPad
- tampering with hardware components or operating system
- loss/theft due to failing to take care of and/or secure it per school recommendations
- negligence
- vandalism
- criminal acts

In cases of loss, theft, vandalism, negligence, intentional damage, and other criminal acts, the student/parent will be responsible for the cost of repairing and/or replacing the iPad (approximately \$500). If the iPad is stolen, the student/parent must file a Police Report and provide a copy of the report to the principal's office. There may be some instances of vandalism and criminal acts that require filing a Police Report. If the student/parent does not pay for the cost of repairing or replacing the iPad, the school may file a Police Report for the damaged iPad and pursue civil and/or criminal legal action to recoup the repair or replacement costs.

7.4 Lost or Damaged iPad Accessories

Lost or damaged items such as chargers, cables, cases will be charged at the actual replacement cost of Apple equipment. If the student/parent does not pay for the cost of repairing or replacing the iPad accessories, the school may file a Police Report or may pursue other civil and/or criminal legal action to recoup the cost for repair or replacement of the accessories.

8.0 School Rights

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 115 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with any and all use of USD 115 technology. USD 115 reserves the right to define appropriate use of technology.

Individual school iPads, cases, and accessories must be returned to the NCEMS at the end of each school year. Students who withdraw or terminate enrollment at NCEMS for any reason must upon termination, return their individual school iPad in proper working condition

9.0 iPad Point System

The purpose of our point system is not to take away iPads from students. However, students need to be responsible for the iPads, and this point system will reinforce the proper care and use of student iPads.

Students can lose the privilege to use an iPad if they fail to demonstrate responsibility in their iPad care and use. The building principal or designee is responsible for monitoring student care and usage of the iPad.

Students will receive ONE point for the following:

- Running down the halls when in possession of an iPad
- Setting the iPad on the floor
- Using earbuds/headphones without permission
- Leaving the iPad unattended
- Accidentally knocking or sliding an iPad off the desk (if intentional, school discipline also applies)
- Using the iPad during the school day for non-school-related use
- Bringing the iPad to school without adequate charge (applies only to 24/7 users)
- Bringing their iPad charger to school
- Not bringing the iPad to school
- Not putting away the iPad when directed by a staff member
- Changing the passcode without requesting it from the technology coordinator.
- Making marks, placing stickers on or removing the case
- Being careless with his or her iPad.

Students will receive THREE points for the following:

- Breaking an iPad
- Losing an iPad
- Taking/Hiding another student's iPad
- Using another student's iPad (without being directed to by a teacher)
- Participating in any inappropriate or illegal activity with the iPad (school discipline also may apply)
- Sharing Apple IDs, usernames, passwords
- Sharing files, data, and homework (without being directed to by a teacher)
- Inappropriate use of the camera or video

The above lists are a guideline, not all-inclusive. The administration reserves the right to deviate from this policy when necessary, depending on the severity and details of the individual situation. The principal can assign additional points for any use that is deemed inappropriate and not covered above. The building principal or designee will track the point system.

Losing iPad Privileges

- If at any point the student reaches 3 iPad Points, the student will lose the take-home privilege of an iPad for FIVE school days but will still be allowed to use the iPad at school.
- If at any point the student reaches 6 iPad Points, the student will lose the take-home privilege of an iPad for TEN school days but will still be allowed to use the iPad at school.
- If at any point the student reaches 9 iPad Points, the student will lose the take-home privilege of an iPad until the end of the semester but will still be allowed to use the iPad at school.
- If at any point the student reaches 10 iPad Points, the student will lose the privilege of an iPad at school and at home for the rest of the semester.
- If a student breaks, loses, or the iPad is stolen, the student must pay the appropriate fees listed in Section 7 before they regain access privileges.

Rewarding for Proper Care & Usage

It is important to allow every student to earn back points to regain iPad privileges taken away due to improper care or use of the iPad. The principal or designee will determine how and when a student may regain iPad privileges.

Student/Parent iPad Acknowledgement Form

Student iPad Expectations:

1. Taking proper care of the school-assigned iPad includes but is not limited to:
 - a. Not leaving your iPad unattended.
 - b. Not loaning your iPad out to other individuals.
 - c. Knowing where your iPad is at all times.
 - d. Bringing your iPad fully charged to school every day.
 - e. Keeping food and beverages away from your iPad because they can do damage to the device.
 - f. Never disassemble any part of your iPad or attempt any repairs or allow any person to do so.
 - g. Not sharing your iPad passcode with another student.
 - h. Keeping your iPad in its protective case.
 - i. Never carving, marking on, or decorating your iPad with stickers.
 - j. Never defacing the serial number.
 - k. Carrying your iPad securely and placing it where it cannot fall.
2. Always use the iPad in appropriate ways, follow NCMS rules, and use the iPad for educational purposes. Follow the Acceptable Use Policy!
3. Be aware your school-assigned iPad is subject to inspection at any time without notice and remains the property of USD 115.
4. In the case of loss, theft, vandalism, and other damage, immediately notify building administration.
5. Students/Parents are responsible for damage or loss caused by neglect or abuse.
6. Students are responsible for returning their school-assigned iPad, rubber skin and shield cover, power cord and charger in good working condition or being assessed damage fees or replacement costs.
7. Students can opt NOT to take home a school charger. A home personal charger with the appropriate cable can be used.
8. iPads are not to be used to take or disseminate photos, video, and/or audio recordings of myself or any other person in an inappropriate manner or setting
9. The operating systems and/or profiles on the iPad should not be altered at any time.

I have read and understand the requirements set forth in the Handbook, Acceptable Use Policy, and the Student/Parent iPad Acknowledgement Form.

Student Name (Please Print) _____ **Grade** _____

Student Signature _____ **Date** _____

Parent/Guardian Name (Please Print) _____

Parent/Guardian Signature _____ **Date** _____

(This form should be "signed" using the Google Doc Enrollment Form.)

iPad & Accessory Form for Repair, Damage, or Other Incidents

If your iPad needs repair or has been damaged, complete this form (including parent signature) and bring it & the iPad to the Office.

The student and/or the student's parents will be responsible for any damage to the device other than normal wear and tear. School administrators will set the price of repair/replacement based on cost to the district. In cases of loss, theft, vandalism, negligence, intentional damage, and other criminal and civil acts, the student/parent will be responsible for the cost of repairing or replacing the iPad (approximately \$500).

Upon investigation of the incident, school administrators will make the final determination whether the damage was accidental..

Student Name _____

Date _____

Detailed Description of the Problem/Incident:

Issue(s) with iPad or accessories (Check any that apply):

- _____ Not charging or slow to charge
- _____ Cannot connect to Internet
- _____ Cannot open apps
- _____ Missing apps
- _____ Frozen or locked
- _____ Broken case
- _____ Other: _____

If the iPad is stolen, the student/parent must file a Police Report and provide a copy of the report to the principal's office. There may be other instances regarding vandalism and criminal acts that require the filing of a Police Report.

By signing, I agree the above statements are true and correct to the best of my knowledge.

Student Signature: _____ Parent Signature: _____ Date: _____

TECHNOLOGY DIRECTOR SECTION:

Repair/Replacement Description:

Total Cost of Repair or Replacement: _____

Technology Director Signature _____ Date _____

PRINCIPAL SECTION:

Number of Prior Incidents: _____

Upon investigation, the damage/incident was determined to be:

- _____ Accidental
- _____ Intentional Damage
- _____ Negligence
- _____ Theft (Police Report MUST be filed by Parent)
- _____ Lost (Police Report MUST be filed by Parent)
- _____ Vandalism (Police Report may be filed by Parent)
- _____ Other Criminal Acts (Police Report may be filed by Parent)

Total Amount Due _____

Other consequences issued to student:

Principal Signature: _____