

Canadian ISD

iPad Handbook

Canadian Middle School

Grade 6



Table of Contents

	PAGE
1. MOBILE DEVICE SPECIFICATIONS	5
2. ISSUING OF IPADS	5
3. TAKING CARE OF YOUR IPAD	5
3.1. General Precautions:	5
3.2. Carrying the iPad:	6
3.3. Screen Care:	6
4. USING YOUR IPAD AT SCHOOL	6
4.1. Available Wireless Access	6
4.2. iPads in the Gym	6
4.3. iPads Left at Home:	7
4.4. Screensavers and Background:	7
4.5. Sound:	7
5. MANAGING FILES AND SAVING WORK	7
6. APPS	7
6.1. Originally Installed Apps:	7
6.2. Additional Apps:	7
6.3. Software Updates:	7
7. INSPECTION	8
8. RESTORING THE IPAD	8
9. ACCEPTABLE USE	8
9.1. General Guidelines:	8
9.2. Privacy and Safety:	8
9.3. Legal Propriety:	9
9.4. E-mail and Chat Rooms:	9
9.5. Consequences:	9
10. PROTECTING AND STORING YOUR IPAD	9
10.1. iPad Identification:	9
10.2. Storing Your iPad:	10
10.3. iPads Left in Unsupervised Areas:	10

11. REPAIRING OR REPLACING YOUR IPAD	10
11.1. Apple Warranty	10
11.2. Reporting Theft and Vandalism	10
11.3. Loss / Replacement of iPad, Parts, or Accessories:	11
12. IPAD TECHNICAL SUPPORT	11
13. STUDENT IPAD GUIDELINES	12
14. STUDENT IPAD AGREEMENT	13
15. STUDENT PLEDGE	14

Canadian ISD

iPad Initiative Handbook

In an effort to provide our students and teachers with the tools they need to prepare for the future, Canadian ISD has implemented a 1:1 iPad initiative for students in 6th grade at Canadian Middle School. These iPads will be school-owned devices prepared for school-related use. This handbook will serve as an information resource for teachers, students and parents working with the CISD iPads. In addition, a loan agreement is included that must be signed by the parent and student before an iPad will be issued to an individual on a temporary or multi-year loan basis.

1. MOBILE DEVICE SPECIFICATIONS

The mobile device selected for use by Canadian ISD is the Apple iPad 5th Generation. It will be issued in a Logitech Rugged Combo case and a Logitech Crayon.

2. ISSUING OF IPADS

iPads will be issued at the beginning of the school year and **take-home privileges will begin after the “Student iPad Agreement” and the “Student Pledge” have been signed.**

3. TAKING CARE OF YOUR IPAD

Students are responsible for the care of the iPad they have been issued by the school. Siblings and friends should not have use of the iPad. Students should report their iPad’s technical issues or breakage to the classroom teacher. The Teacher will file a service request with the CISD Technology department. **Never try to repair the iPad yourself or have someone outside the school district work on it, as this could void the device’s warranty, causing you to incur repair charges.**

3.1. General Precautions:

- No food or drink is allowed next to your iPad. Spills incur costly repairs that are not covered by the warranty or insurance.
- Power/Synching cords must be inserted and removed carefully.
- The student should never remove their iPad from the iPad case.
- iPads should be put to sleep when not in use to conserve battery life.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of CISD.
- iPads must never be left unsupervised ANYWHERE.
- Students are responsible for keeping their iPad battery charged.

3.2. Carrying the iPad:

The CISD protective case provides the iPad with sufficient padding to protect it from normal treatment and provide suitable means for carrying the device. The iPad must be placed inside a student's backpack or book bag when transported to and from school.

3.3. Screen

The iPad screen can be damaged when subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. To avoid damage please adhere to the following precautions:

- Do not lean on the top of the iPad
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the backpack that will press against the screen.
- Clean the screen only with a soft, dry cloth (lens cleaning cloth).
- Do not use Windex or other harsh chemicals to clean the screen.

4. USING YOUR IPAD AT School

The CISD iPads are intended to be used at school each day. In addition to teacher expectations for the use of the iPad, school messages, announcements, calendars, and schedules can be accessed using the tablet when it connects to the Canadian ISD website at [http:// www.canadianisd.net](http://www.canadianisd.net) . Links to online curriculum and the Wildcat e-library will be located on the district and campus webpages.

4.1. Available Wireless Access

The CISD Technology Department has implemented a wireless network for users at Canadian ISD. Users will have access in the following locations.

- BES, CES, CHS & CMS buildings & all classrooms
- BES playground
- CHS & CMS front steps
- CMS patio
- CHS Gym foyer
- Cafeteria (iPads should not be on the table with food)

There are other locations in the community where students may access wireless connections, including the Hemphill County Library.

4.2. iPads in the GYM

iPads should remain in the book bags or backpacks when in the Gym. Due to balls being thrown during PE class, practices or games, an iPad should not be open and used in any gym.

4.3. iPads Left at Home:

The iPad is similar to your text book, it is where you acquire information and work daily. You need it at school just like you need your text book at school. If a student leaves the iPad at home, they must immediately phone parents to bring it to school. Repeated violations of this policy may result in loss of take-home privileges or other disciplinary action.

4.4. Screensavers and Backgrounds:

Inappropriate media may not be used as a screensaver or background on your device. Presence of weapons, pornographic materials, inappropriate language, alcohol, drugs, R-rated, or gang-related symbols or pictures will result in disciplinary actions.

4.5. Sound:

At school the iPad's sound must be muted unless permission is obtained from the teacher.

5. MANAGING FILES AND SAVING WORK

Students will be able to save their work on the iPad or other storage solutions when the solution is provided by CISD.

6. APPS

6.1. Originally Installed Apps:

The apps originally installed by CISD must remain on the iPad in usable condition and easily accessible at all times. From time to time the school may add apps for use in a particular class.

6.2 Additional Apps:

Students are not allowed to install additional apps or synchronize their iPad to a home computer or personal iTunes account. Apps must be approved and installed by the CISD Technology Department. The school district is required to maintain an accurate record of app licenses and ensure that all apps loaded on the devices are appropriate for student use. Students will be provided “**Managed Apple IDs**” which will be used only on school iPads and do not have capability of purchasing apps, in-app purchases or installing and removing apps. More information about managed Apple IDs can be found here:
<https://help.apple.com/schoolmanager/#/tes78b477c81>

6.3. Software Updates:

Updates of licensed apps are available and necessary from time to time. If teachers or students are required to download these updates, instructions will be given at the time of the update.

7. INSPECTION

Students may be selected at random to provide their iPad for inspection to check for restricted images, settings, and over all care and condition of the iPad and case.

8. RESTORING THE IPAD

Occasionally, it will be necessary to restore an iPad. It may be required in order to repair software or hardware issues, or to remove inappropriate content from a device.

9. IPAD ACCEPTABLE USE

All CISD staff and students are required to comply with the Canadian ISD Acceptable Use/ Internet Safety Policy. Access to CISD technology resources is a privilege and not a right. There are guidelines specific to iPads of which CISD users will be expected to comply.

9.1. General Guidelines:

- Students will have access to all available forms of electronic media and communication that is in support of the educational goals and objectives of Canadian ISD.
- Students are responsible for their ethical and educational use of technology resources.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes but is not limited to: confidential information, copyrighted material, threatening or obscene material, and device viruses.
- Any attempt to alter data, the configuration of a device, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Code of Conduct.
- Cyber bullying will not be tolerated and appropriate disciplinary action will be taken immediately by the campus principal.

9.2. Privacy and Safety:

- Chat rooms and chain letters are prohibited.
- Do not open, use or change device files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that the information stored on your device is not guaranteed to be private or confidential.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, you must notify a teacher or an administrator immediately so that such sites can be blocked and you will not be disciplined for breaking the Acceptable Use/Internet Safety Agreement or Student Code of Conduct. This is not a request – it is a responsibility.
- Student use of the Internet on the school's network is filtered per local policy, as required by state and federal mandates.
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9.3. Legal Propriety:

Users should 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. Plagiarism is claiming someone else's work as your own. It is an unacceptable practice. 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. Use or possession of hacking software is strictly prohibited and violators will be subject to severe disciplinary penalties. Violation of applicable state or federal law, including the Texas Penal Code - Computer Crimes, will result in criminal prosecution and/or disciplinary action by the district.

9.4. E-mail and Chat Rooms:

When required by the teacher, email accounts will be issued by CISD. Chat rooms may only be used as part of the instructional curriculum and must be supervised by the teacher. When using email please remember:

- E-mails and documents on school-owned equipment are part of the public domain, not private and are subject to inspection.
- Always use appropriate language.
- Follow Netiquette rules
- Do not transmit language/material that is profane, obscene, abusive or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- Users should maintain high integrity with regard to e-mail content.

9.5. Consequences:

The student in whose name a device is issued will be responsible at all times for its' appropriate use. This means if someone else uses your device to break the rules, you are still responsible. Non-compliance with the policies of the iPad Handbook and the CISD Acceptable Use/Internet Safety Policy will result in disciplinary action.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by a designated CISD staff member to ensure appropriate use. The school district cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of device crime laws. The Texas Open Records Act governs contents of e-mail and network communications.

10. PROTECTING AND STORING YOUR IPAD

10.1. iPad Identification:

iPads, cases, chargers and crayons will be inventoried to the student, classroom, campus and school district. Each iPad bears important labels from CISD and Apple. Labels are not to be intentionally removed from the iPads or the iPad Case. iPads can be identified in the following ways:

- Record of serial number
- CISD inventory label
- Student ID

10.2. Storing Your iPad:

When students are not using iPads, the devices should be stored in the locked cart in the teacher's classroom or in a secure designated location at home. iPads should never be left in a vehicle (locked or not).

10.3. iPads Left in Unsupervised Locations

Under no circumstances should the iPad be left in unsupervised areas.

Unsupervised areas include the school grounds and campus, the cafeteria, the gym, computer lab, hallways, library, and unlocked classrooms. Any iPad left unattended is in danger of being stolen. Unsupervised iPads will be confiscated by staff and taken to the Middle School Office or the Technology Department.

If an iPad is found unsupervised, there will be a \$10 fee to reclaim your iPad. Repeated occurrences will result in disciplinary action or the loss of iPad privileges.

11. REPAIRING OR REPLACING YOUR IPAD

11.1. Apple Warranty:

Apple warrants the iPads from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair the iPad or replace it.

The Apple warranty does not warrant against damage caused by misuse, abuse, accidents or device viruses. If this happens, the iPad must be sent off for repair. This will incur a repair or replacement expense up to the cost of the device. Parent/Guardians are financially responsible for damages to the iPad caused by **misuse, abuse, accidents, or theft**. If iPad misuse and abuse becomes a habitual problem an administrative decision will be made regarding the student's further take-home privileges.

11.2. Reporting Theft or Vandalism

Theft or vandalism should be immediately reported to the Hemphill County Sheriff's Office, the Canadian ISD Technology Office and the building principal. Fraudulent reporting of theft will be turned over to law enforcement officials for prosecution. A student making a false report will also be subject to school disciplinary action. The District will work with law enforcement agencies to alert pawnshops and area law enforcement to be aware of this district-owned equipment. Upon receiving the police report, Canadian ISD will put the iPad in "Lost mode" and

attempt to locate the device. CISD does not actively track the location of iPads unless the device is considered lost/stolen.

11.3. Loss/ Replacement or iPads

If a student loses or destroys any of the following components, they will be charged full replacement costs for those items.

iPad
iPad Charger
iPad Case
Smart Crayon

All iPads and cases have been carefully inspected and tested. The equipment furnished by the school must be returned with only normal wear. Students should not write or draw on cases or attach any stickers.

12. IPAD TECHNICAL SUPPORT

The CISD Technology Department coordinates all aspects of technical support for the iPads.



Student iPad Guidelines

After signing this document, students may take their iPads home. Here are some important things to remember about the iPad and its use.

1. Siblings and friends should NOT have use of the iPad. Just as a math or reading book is intended for YOUR child's use for their schoolwork, the iPad is also intended for YOUR child ONLY.
2. NEVER connect the iPad to another computer. Syncing it to your iTunes account will cause all the apps to be deleted and you may be charged to reinstall them.
3. Do not leave the iPad unattended or in the car. iPads are good targets for thieves and the extreme weather is harmful to the iPad.
4. Students must have a backpack or book satchel to transport their iPad to/ from school.

You and your student are responsible for damages caused by neglect or abuse. Replacement costs for the iPads are \$394.00, the case is \$92.00 and the Crayon is \$46.00.

Taking the iPad home is a privilege that must be earned through responsible behavior. If your student has not shown responsibility with his/her planner, homework, music instrument, etc. he /she will NOT have iPad take home privileges.

Please sign and return the **Student iPad Agreement** in order for your child to have take-home privileges. If you have questions or concerns, please do not hesitate to contact the school office (806)323-5351 or the CISD Technology Office (806)323-8637.

David Calabrese
CISD Technology Director

Bruce Bryant
Canadian Middle School, Principal

Canadian ISD

iPad Initiative

STUDENT Pledge

A user of the Canadian ISD network, internet resources and district owned iPad, I agree to all of the following:

- I will only use my iPad in ways that are appropriate and educational.
- I understand that I will be issued the same iPad each school year; therefore, I will take good care of my iPad.
- I will know where my iPad is at ALL times, never leaving the iPad unattended.
- I will not leave my iPad in a vehicle.
- I will never loan out my iPad to other individuals.
- I will charge my iPad's battery daily.
- I will charge my Crayon battery daily.
- I will keep my iPad off the floor where it could be stepped on or tripped over.
- I will keep food and beverages away from my iPad since they may cause damage to the device.
- I will protect my iPad by leaving it the case and carrying it in my book bag or backpack.
- I will not remove any labels, disassemble my iPad or attempt any repairs.
- I will not decorate my iPad by marking, painting, drawing, or attaching stickers to the iPad or case.
- I understand that my iPad is subject to inspection at any time. It is the property of Canadian ISD.
- I will not install Apps or sync the iPad to my home computer or iTunes account.
- I will follow the student guidelines outlined in the *iPad Handbook* and the *Canadian ISD Acceptable Use and Internet Safety Policy* while at school, as well as outside the school day.
- I will file a report with the Hemphill County Sheriff's Office in case of theft, vandalism and other acts of violence. I will also immediately notify my school principal and the Canadian ISD Technology Department.
- I agree to be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay for the replacement of power cords, case, crayon or iPad in the event any of these items are lost or stolen.
- I agree to return the District's iPad, case, crayon and power cord/brick in good working condition immediately upon request of the District.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Student iPad Agreement

The CISD iPad Handbook and Guidelines are available on the following website:

https://www.canadianisd.net/293598_3

The “Student iPad Agreement” will be in effect for the period of time the student is attending Canadian Middle School, generally this will be for a period of 3 years, while the student is enrolled in grades 6, 7, 8 or until such time that a written recession notice is filed with the CISD Technology Office.

I have read and agree to the conditions set forth in the iPad Handbook and the CISD Acceptable Use Policy.

Student’s Name _____

Date: _____

Parent/Guardian Signature

Date