

2013-2014

**ACCJSH IPAD
HANDBOOK**



**USD #377
ATCHISON COUNTY
COMMUNITY SCHOOLS**

Atchison County Community Junior-Senior High School

IPAD Policy, Procedures, and Information

2013-2014

INTRODUCTION:

The intent of a 1 to 1 IPAD initiative to provide a common device for all teachers and students to utilize for the enhancement of teaching and learning for the students of the USD 377. Providing a common device for all junior-senior high school students will allow students and teachers to have a technology device more hours of the day. Over time our students will be afforded changes in instructional practices and the opportunity to develop their academic skills in ways that are unprecedented. Our intent is to enhance the learning opportunities across the curriculums and allows students to have more opportunities to learn away from the classroom setting by having the information pipeline at their fingertips. These policies and procedures include expectations, responsibilities and direction of student use of IPADs as a tool to enhance teaching and learning.

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1.0 IPAD Distribution and Collection

Generally, IPADs will be distributed to students in grades 7-12 at the beginning of each school year and will be assigned to a particular student for the duration of the year. The IPAD initiative

1.1 Receiving Your IPAD & Check-In

The IPADs will be distributed to students in grades 9-12 at enrollment for those who have previously attended an “IPAD Orientation Session” conducted by the USD 377 administration. New students and 7th graders are required to attend an “IPAD Orientation Session” conducted by the USD 377 administration before receiving an IPAD. The IPAD is school district property. Parents & students will be required to attend a Parent/Student meeting and must sign and return the IPAD USE Acknowledgement form before the IPAD will be issued to any student.

IPADs will be provided to enhance the student’s learning environment. In order for this endeavor 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 tablets home every day after school, regardless of whether or not they are needed. This process may be modified if a student demonstrates a lack of responsibility in tablet care or use.

Each student, age 13 and above, will need to have a personal iTunes account. The iTunes account will be the conduit through which apps are downloaded to the IPAD. Students will be required to create iTunes and use their school Gmail account in the format as discussed at Parent/Student Orientation. (iTunes accounts can be set up without adding credit card information, which is the recommended option for all students who are age appropriate).

Seventh grade student IPADs will be managed by the district through a District registered iTunes account.

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 graduate early, withdraw, are suspended or expelled, or terminate enrollment in USD 377 Schools for any reason must return their individual school issued IPAD on the date of termination. 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 termination of enrollment at ACCJSH, that student will be subject to criminal prosecution or civil liability. 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 department. 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 would constitute a theft report being filed with the local law enforcement.

The student/parent will be responsible for any damage to the IPAD, consistent with the District’s

IPAD Protection plan and must return the IPAD and all accessories to ACCJSH in satisfactory condition. The student/parent will be charged a fee for any needed repairs, not to exceed the replacement cost of the IPAD.

2.0 General Precautions and IPAD Care

Students are responsible for the general care of the IPAD that has been issued by the school. IPADs that are broken or fail to work properly must be *turned in to the JSH Library where the student will be required to complete an IPAD repair form.*

2.1 General Precautions

The IPAD is school property and all users will follow this policy and the USD 377 acceptable use policy for technology. Student IPADs will be labeled in the manner specified by the school. IPADs can be identified based on serial number and USD 377 identification number. Students must have a picture of themselves on the lock screen.

- ***KNOW WHERE YOUR IPAD IS AT ALL TIMES!***
- Cords and cables must be inserted carefully into the IPAD to prevent damage.
- IPADs and cases must remain free of any writing, drawing, stickers, or labels that are not the property of the USD 377.
- IPADs must never be left in an unsupervised area including an unlocked locker, unlocked car, or 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. (see 3.4 personal identification of an IPAD)
- 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.
- ***Tablets should not be stored in a student's vehicle, either at school or at home.***

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.

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.
- Do not place anything in the carrying case that will press against the cover.
- 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 use at school each day. 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

Under no circumstances should IPADs be left in unsupervised areas. Unsupervised areas include the school grounds and campus, commons area, the lunchroom, locker rooms, library, unlocked classrooms, dressing rooms and hallways or any location off school property that the student is not in direct contact of the device outside of their home. Any IPAD left in these areas is in danger of being stolen or damaged.

If an IPAD is found, it will be taken to the office. A student will be charged \$5.00 to retrieve their IPAD that has been turned into the office due to not being supervised. Repeated lack of supervision on the part of the student may limit the student's use of the device.

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 of time. If students fail to bring their IPAD to school for 3 consecutive days, (with the exception of excused absences) the IPAD will be considered stolen and reported 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 occurrences of the need for repair could limit the use of the IPAD by the student to a school setting.

3.4 Charging the IPAD

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

3.5 Sound, Music, Games, or Programs

Sound must be MUTED at all times unless permission is obtained from the teacher for instructional purposes. Appropriate music is allowed on the IPAD and can be used at the discretion of the teacher. **Ear buds/headphones should be used in the classroom based upon individual teacher approval.** During passing periods, students may not use ear buds/headphones.

Use of internet games, personal music/video streaming and video chat during the school day is not allowed on the IPADs. All software/apps not district provided must fall within district policy.

3.6 IPAD Identification Personal Photo, Screensavers, Media, and Other Content

Disciplinary action may be taken for not abiding by the following:

- A personal ID of the student will be used as the lock screen. The format of the ID will be determined by the building principal. A passcode must be used on the IPAD for security measures at all times.
- 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 pictures of guns or weapons used for non-academic purposes are prohibited.
- All inappropriate language/music, alcohol, drug, tobacco, and gang related symbols or pictures are not allowed.

3.7 Syncing and Printing at School

The District will be responsible for syncing, updating and managing apps for seventh graders and students under the age of 13. For everyone else, syncing will be completed through a personal iTunes account, via the cloud only, in accordance with all district policies. Printing will not be available at school from the IPAD.

3.8 Home Internet Access/Printing

Students are allowed to set up additional wireless networks on their IPADs. This will be necessary to use web-based services outside of the school setting.

3.9 IPADs and Extra Curricular Activities

Coaches/sponsors for individual activities may limit whether or not IPADs are allowed to be on buses or at particular events. If a student needs a secure place to store their IPAD, they may check it in for storage at the JSH Library.

4.0 Managing Your Files and Saving Your Work

It is recommended that students save to *their Google Drive*, the cloud or email documents to themselves 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

Age and grade appropriate students are allowed to install acceptable apps, pictures, video, and music on the IPAD. USD 377 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, videos, and apps 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 377 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 jail breaking the system software on the IPAD will result in disciplinary action being taken. The school does not accept responsibility for the loss of any apps or documents deleted due to the necessity of a re-format and/or re-image.

5.2 Inspection

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.

5.3 Technology Support

Technology support for IPADs will be available during the normal business day at ACCJSH during the normal hours of operation. After hours support will not be available.

6.0 Acceptable Use

The use of the USD 377 technology resources is a privilege, not a right. The privilege of using the technology resources provided by the USD 377 School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the USD 377 School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates 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 appropriate disciplinary action shall be applied.

The ACCJSH Student handbook and acceptable use stipulations shall be applied to student infractions. Any repair to district owned IPADs is restricted to district authorized technicians. Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

7.0 Repairing or Replacing Your IPAD/Cost of Repairs

USD 377 Schools recognizes that with the implementation of the iPad initiative there is a need to protect the investment both by the district and the student/parent. The following outlines an optional insurance plan offered to families.

7.1 School District Protection

The School District Protection Plan is available for students and parents to cover iPad replacement or repair in the event of accidental damage or theft. The protection cost is \$25 annually with a \$100 deductible in the event a claim is filed. This plan will include one replacement/repair. Parents will need to purchase a new protection policy in the event a claim is filed. In cases of theft or vandalism, a police report must be filed by the student or parent for the protection coverage to take place. The student/parent is responsible for full payment of intentional damages to an iPad. The School District Protection Plan does not cover: damage caused by failure to use the required protective case;

intentionally marking, defacing or abusing the iPad; damage caused by tampering with hardware components or operating system; loss/theft due to failing to secure it per school recommendations.

Each student will be limited to one full replacement under the protection plan for any accidental damage to an IPAD. Additional replacements will cost the student/parent the full value of an IPAD (approximately \$500).

Parents will need to purchase this protection plan at enrollment or at orientation before their student is allowed to check out an IPAD computer. Also, students and their parent/guardian will be required to attend a one-time orientation session at ACCJSH before student will be allowed to check out an IPAD.

7.2 Claims

All protection plan claims for accidental damage and maintenance must be reported and filed with the high school office. In cases of theft, vandalism and other criminal acts, a police report **must** be filed by the student or parent and a copy of the report provided to the principal's office. The student/parent will be responsible for the cost of repairing or replacing the IPAD. In the event the replacement cost is greater than \$125 under a claim of theft, loss, or intentional damage the student/parent will pay for the additional cost for replacement.

7.3 Cost of Repairs

Students/parents will be responsible for damage to their IPADs including, but not limited to, broken screens, cracked cases, and any inoperability due to neglect. Depending on the damage and whether or not the damage was accidental or due to a malfunction or maintenance issue, the School District Protection Plan may be used to cover the cost of repairs. Students/Parents will be held responsible for ALL (full payment) INTENTIONAL damage to IPADs including, but not limited to: broken screens, cracked plastic pieces, and any inoperability due to neglect. In the case of intentional damage and/or neglect, should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. The School District Protection Plan does not cover lost items such as protective sleeves and cables. Lost items such as cases and cables will be charged the actual replacement cost. Lost items such as chargers and cables will be charged the actual replacement cost of Apple equipment.

8.0 School Rights

The administration and/or their designee(s) have the right to inspect any computer, mobile device, application, or peripheral device associated with any or all USD 377 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all USD 377 technology. USD 377 reserves the right to define inappropriate use of technology.

Individual school IPADs, cover and accessories must be returned to the ACCJSH at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at ACCJSH for any other reason must return their individual school IPAD in proper working condition upon termination.

School District Protection Plan

The USD 377 Protection Plan is required for students and parents to cover IPAD repairs or replacement in the event of accidental damage, or maintenance. The protection cost is \$25 per year for each IPAD with a maximum annual cost of \$75 per family. There is a \$100 deductible in the event a claim is filed.

School District Protection Plan fees will be placed into an account to be used for IPAD care and replacement. This plan will cover one accidental use repair. Additional repairs, theft or loss may cost the student/parent the total cost of the repair or the full value of an IPAD replacement, whichever is appropriate. (Approximately \$500).

Parents are required to purchase this Protection Plan through the ACCJSH office at enrollment or orientation, whichever applies, before their student is allowed to check out an IPAD computer. Parents who wish to carry additional personal insurance to protect the IPAD in cases of theft, loss, or accidental damage, should consult their insurance agent.

Additional Information:

In cases of theft, vandalism, or other criminal acts, a police report, or in the case of fire, a fire report must be filed by the student or parent for the protection coverage to take place. A copy of the police/fire report must be provided to the school office. In the case of intentional damage, the student/parents are responsible for full payment.

The School District Protection Plan DOES NOT cover intentional damage of the IPADs.

Student Name (Please Print): _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Please Print): _____ Grade _____

Parent/Guardian Signature: _____ Date: _____

Student IPAD Use Acknowledgement Form

Students grades 7-12 IPAD expectations:

1. Taking proper care of the school assigned IPAD includes:
 - 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 disassembling any part of your IPAD or attempting any repairs or allowing 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.
2. Always use the IPAD in ways that are appropriate, meet ACCJSH expectations, and are educational in nature.
3. Be aware that your school assigned IPAD is subject to inspection at any time without notice and remains the property of USD 377.
4. In the case of theft, vandalism, and other acts covered by insurance, you should immediately notify building administration.
5. Students are responsible for damage or loss caused by neglect or abuse.
6. Students are responsible for returning their school assigned IPAD and power cords in good working condition or be assessed damage fees or replacement costs.
7. 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.
8. The operating systems and/or profiles on the IPAD should not be altered at any time.

I have read and understand the stipulations set forth in the above documents including the IPAD Policy, Procedures, and Information, the Acceptable Use Policy, IPAD Protection Plan and the Student Use Acknowledgement Form.

Student Name (Please Print): _____ Grade_____

Student Signature: _____ Grade_____

Parent/Guardian Name (Please Print): _____ Grade_____

Parent/Guardian Signature: _____ Date: _____