

# 1-1 Initiative Handbook

*Your reference guide to our policies. 2017-2018*



# Handbook

In an effort to provide our students and teachers with the tools they need to prepare for the 21<sup>st</sup> century Warren ISD has implemented a one-to-one iPad initiative for students in the 6th through 12th grade. In addition, forms are included that must be signed by the parent and student before an iPad will be issued.

## 1. Mobile Device Specification

The Mobile Device selected for use by Warren ISD is the Apple iPad mini.

## 2. Issuing of iPads

iPads will be distributed initially during the 2017-2018 school year. The exact date has yet to be determined. Parents and students must sign and return the iPad use agreement and the student pledge before the iPad mini will be issued to the student.

## 3. Taking Care of Your iPad

Students are responsible for the care of the iPad that have been issued by the school. Siblings and friends should not have use of the iPad. iPads that are broken or fail to work properly must be taken to the Technology Department. **Never try to repair the iPad yourself or have someone outside the district work on it, as this could void our warranty and cause you to incur additional charges.**

### 3.1 General Precautions

- Power/Synching chords must be **inserted and removed carefully.**
- 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 property of Warren ISD.
- iPads must never be left unsupervised **ANYWHERE.**

### 3.2 Carrying the iPad

The protective cases provided with the iPad have sufficient padding to protect them from normal treatment and provide a suitable means for carrying the device within the school.

### **3.3 Screen Care**

The iPad screens can be damaged if 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 rules.

- Do not lean on the iPad
- Do not place anything near the iPad that could put pressure on the screen
- Clean the screen ONLY with a soft, dry cloth.
- Do NOT use Windex or other chemicals to clean the screen.

## **4. Using your iPad at School**

iPads are intended to be used at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules will be accessed using the iPad device. Students will utilize the iPads only when instructed by their teacher. iPads MUST be fully charged upon arrival to school.

### **4.1 iPads Left at Home**

If students leave their 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.

### **4.2 Screensavers and Backgrounds**

The technology department will place a grade level screensaver, and this may not be changed.

### **4.3 Sound**

Sound MUST be muted at all times at school unless permission is obtained from the teacher for instructional purposes.

## **5. Managing Files and Saving Work**

### **5.1 Saving on the iPad or other Storage Solutions**

Students will be able to save their work on the iPad or other storage solutions. Warren ISD students can save to Google Drive, Dropbox, etc. as directed by your teacher.

## **6. Apps**

### **6.1 Originally Installed Apps**

The apps originally installed by Warren ISD 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 Self Service**

Warren ISD utilizes JAMF to manage iPads and will have all school related apps available for download at any time in the self-service app.

### **6.3 Software Updates**

Updates of licensed apps are available and necessary from time to time. Students are required to download updates as they become available.

## **7. Inspection**

Students may be selected at random to provide their iPad for inspection to check for restricted images, settings, etc. by the campus administrator or the technology department.

## **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, if this occurs all data will be removed. To prevent loss of paid apps, your student should regularly save all work in their Google Drive account. Folders for each class should be made to organize their drive.

## **9. Acceptable Use**

### **9.1 General Guidelines**

- Student will have access to all available forms of electronic media and communication that is in support of the educational goals and objectives of Warren ISD.
- Students are responsible for their ethical and educational use of the technology resources of Warren ISD.
- Access to Warren ISD technology is a privilege and NOT a right.
- 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 web site that contains obscene, pornographic, or otherwise offensive material you must notify a teacher, or an administrator immediately so that such sites can be blocked. You will not be disciplined for breaking the Acceptable Use Agreement or Student Code of Conduct. **This is not a request – it is a responsibility.**

### **9.3 Legal Propriety**

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 a violation of the Warren ISD Student Code of Conduct. 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**

- Chat rooms are not to be used at school.
- Emails and documents on school-owned equipment are part of the public domain, NOT private and ARE subject to inspection.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive or offensive to others
- Do not send mass e-mails, chain letters, or spam.
- Students should maintain high integrity with regard to e-mail content.

### **9.5 Home Usage**

Warren ISD is not responsible to filter any internet content or applications when off campus. Parents/Guardians will have the responsibility at home to ensure safe use of this device when away from school. The school is not responsible legally, financially, or morally for any abuse of the device suffered when off campus.

## **9.6 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 Technology Acceptable Use Agreement will result in disciplinary action as outlined in the Student Code of conduct. Electronic mail, network usage and all stored files shall not be confidential and may be monitored at any time by administrators and technology staff to ensure appropriate use. The District cooperated 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 email and network communications.

# **10. Protecting and storing your iPad**

## **10.1 iPad Identification**

iPads will be labeled in the manner specified by the school. Labels are NOT to be removed from the iPads. iPads can be identified by the serial number on record.

## **10.2 Storing your iPad**

When students are not using iPads, they should be stored in their backpack, locker or other designated area. iPads should NEVER be left in a vehicle (locked or not) anywhere. They are an attractive target for thieves.

## **10.3 iPads left in Unsupervised Areas**

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, hallways, library and unlocked classrooms. Any device left in these areas is in danger of being stolen. Unsupervised iPads will be confiscated by staff and taken to the Campus Principal

or Technology Department. Disciplinary action may be taken for leaving your iPad in an unsupervised location.

# 11. Repairing or Replacing your iPad

## 11.1 Apple Warranty and Insurance Deductibles

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 damaged caused by misuse, abuse, accidents, or device viruses.** If this happens, iPads must be sent off for repair. This will incur a repair or replacement expense up to the cost of the device.

## 11.2 Damage Claims

All damage claims must be reported to the Technology Department. Fraudulent reporting of theft or accidental damage by fire will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action as outlined in the Student Code of Conduct. The District will work with law enforcement agencies to alert pawnshops and police departments in the area to be aware of this district-owned equipment.

## 11.3 Insurance Coverage

Our insurance covers quite a few things that the Apple warranty does not cover. For the \$35 a year, we have all of the following covered with a \$0 deductible:

- Accidental Damage (includes drops/cracked screens/liquid spills)
- Liquid submersion
- Theft

- Fire/Flood Damage
- Vandalism
- Natural Disasters
- Power Surge Due to Lightning

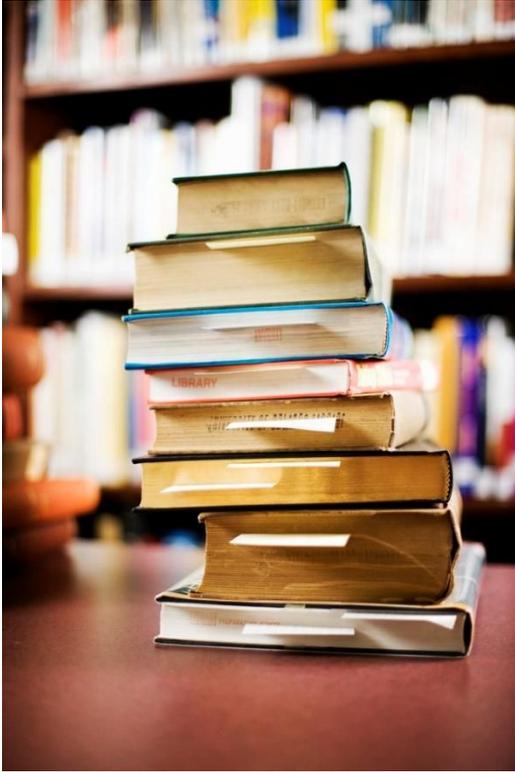
## **11.4 Loss of Replacement Computer Parts/Accessories**

If a student loses or destroys any of the following components, they will be charged full replacement costs for those items. These items are not covered by the insurance. Currently those prices are as follows:

- Power module/cord - \$9
- iPad case - \$20
- iPad that is not covered under insurance for whatever the reason may be - \$265

## **12. iPad Technical Support**

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



*Students no longer have to carry the weight of all these books on their shoulders!*

*Thanks to Hardin-Jefferson for allowing Warren ISD to use their Handbook as a guide.*