

Plemons-Stinnett-Phillips CISD

iPad Policies, Procedures, Information, & Acknowledgments



2016-2017

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iPad Policies, Procedures, Information, & Acknowledgments

1. Receiving Your iPad Check-In

1.1 Voluntary Program

The Plemons-Stinnett-Phillips CISD (“PSP CISD”) iPad Program is not a mandatory program. Student participation is completely voluntary.

1.2 Receiving Your iPad

iPads will be distributed each fall at the beginning of the school year. Parents/guardians and students must sign and return copies of the *Voluntary iPad Protection Plan, Student Pledge & Acknowledgments*, and the applicable *Acceptable Use Policy* documents before the iPad can be issued. The Student Pledge & Acknowledgments outlines the requirements for obtaining the iPad.

1.3 iPad Check-In

iPads will be returned during the final week of school during student checkout so they can be examined for serviceability. If a student transfers out of the PSP CISD during the school year, their iPad will be returned at that time.

1.4 Check-In Fines

Individual school iPads and accessories must be returned to the Campus at the end of each school year. Students who graduate early, withdraw, or those who are suspended or expelled, or terminate enrollment at PSP CISD for any other reason must return their individual school iPad on the date of termination. If a student fails to return the iPad at the end of the school year or upon termination of enrollment, that student may be subject to criminal prosecution or civil liability. The student shall pay the cost of the iPad, or, if applicable, any Voluntary iPad Protection Plan deductible. Failure to return the iPad will result in a theft report being filed with law enforcement. Furthermore, the student will be responsible for any loss or damage to the iPad (or charges consistent with the District's Voluntary iPad Protection Plan), and must return the iPad and accessories in satisfactory condition. The student will be responsible for the cost of any needed repairs, not to exceed the replacement cost of the iPad.

2. Taking Care of Your iPad

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the IT Department for an evaluation of the equipment.

2.1 General Precautions

- The iPad is school property and all users will follow this policy and the applicable Acceptable Use Policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPad and case must remain free of any writing, drawing, stickers, or labels that are not the property of the PSP CISD.
- iPads must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day.
- Students must keep their iPad in a protective case at all times. The school will provide a protective case. If a student or parent wishes to purchase a different case, it must provide an equivalent amount of protection as determined by the campus principal.

2.2 Carrying iPads

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. The guidelines below should be followed:

- iPads must always be within the protective case.
- Some carrying cases (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.

2.3 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.

- Do not lean on the top of the iPad when it is closed.
- 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 harsh chemicals will damage the screen.
- Do not "bump" the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

3. Using Your iPad at School

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 must bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

3.1 iPads Left at Home

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present.

3.2 iPad Undergoing Repair

Loaner iPads may be issued to students when their iPads are undergoing repair, subject to availability. There may be a delay in getting an iPad should the school not have enough to loan.

3.3 Charging Your iPad's Battery

iPads should be brought to school each day in a fully charged condition.

3.4 Screensavers

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in disciplinary actions.

3.5 Sound, Music, Games or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Generally, music and internet games are not allowed on the iPads. If music and game apps are installed, it shall be with PSP CISD staff approval.
- All software/apps must be district provided. Data storage will be through apps on the iPad and email to a server location.

3.6 Printing

Printing may be available with the iPad on a limited basis.

3.7 Home Internet Access

Students are allowed to set up wireless networks on their iPads. This will assist them with iPad use while at home. Printing at home will require a wireless printer, proper settings on the iPad, and the correct app.

4. Managing Your Files & Saving Your Work

4.1 Saving to the iPad/Home Directory

Students may save work to the home directory on the iPad on a limited basis. It is recommended that students email documents to themselves for storage on a flash drive or District server. Storage space will be available on the iPad – but it may NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity

The PSP CISD makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

5. Software on iPads

5.1 Originally Installed Software

The software/apps originally installed by PSP CISD must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software may require that the software be deleted from iPads at the completion of the course. Periodic checks of iPads may be made to ensure that students have not removed required apps.

5.2 Additional Software

Students are not allowed to load extra software/apps on their iPads. PSP CISD will synchronize the iPads so that they contain the necessary apps for school work. Students will not synchronize iPads or add apps to their assigned iPad to induce home syncing accounts.

5.3 Inspection

Students may be selected at random to provide their iPad for inspection.

5.4 Procedure for Re-loading Software

If technical difficulties occur or illegal software or non-PSP CISD installed apps are discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

5.5 Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates and synching.

6. Acceptable Use

The use of the PSP CISD's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the PSP CISD 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 PSP CISD. 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 the appropriate disciplinary action shall be applied. The applicable PSP CISD Acceptable Use Policy and Student Handbook shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Student Responsibilities

- Student must use their iPads in accordance with the applicable PSP CISD Acceptable Use Policy.
- Students will use computer/devices in a responsible and ethical manner.
- Students will obey general school rules concerning behavior and communication that apply to iPad/computer use.
- Students will use all technology resources in an appropriate manner so as not to damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via PSP CISD's designated Internet system is at your own risk. PSP CISD specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Students will help the PSP CISD protect its computer system/devices by contacting an administrator about any security problems they may encounter.
- Students will monitor all activity on their account(s).
- Students should always turn off and secure their iPad after they are done working to protect their work and information.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he or she should immediately notify a campus administrator.
- Students will return their iPad at the end of each school year. Students who

graduate early, withdraw, are suspended or expelled, or terminate enrollment at PSP CISD for any other reason must return their individual school iPad computer on the date of termination.

6.2 Student Activities that are Strictly Prohibited

- Illegal installation or transmission of copyrighted materials.
- Any action that violates a PSP CISD Board Policy, state, or federal law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Messaging services (i.e. MSN Messenger, ICQ, etc.)
- Internet/computer games.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of iPad setting (exceptions include personal settings such as font size, brightness, etc.)
- Downloading apps without the express approval of a PSP CISD teacher.
- Spamming – sending mass or inappropriate emails.
- Gaining access to another student's accounts, files, and/or data.
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the PSP CISD web filter through a web proxy.

6.3 iPad Care

Students will be held responsible for maintaining their individual iPads and keeping them in good working order.

- iPad batteries must be charged and ready for school each day.
- Only labels or stickers approved by the PSP CISD may be applied to the iPad.
- iPad cases furnished by the school district must be returned with only normal

- wear and no alterations to avoid paying a sleeve replacement fee.
- iPads that malfunction or are damaged must be reported immediately.
- iPads that are stolen or lost must be reported immediately to the Office and the Police Department.

6.4 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 PSP CISD Student Handbook. 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 or hacking software *is* strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

6.5 Student Discipline

If a student violates any part of the above policy, he or she will be subject to consequences as listed in the applicable Acceptable Use Policy, PSP CISD Student Handbook, and/or the PSP CISD Student Code of Conduct.

7. Protecting & Storing Your iPad Computer

7.1 iPad Identification

Student iPads will be labeled in the manner specified by the school. iPads can be identified in the following ways:

- Record of serial number and correlated asset tag.
- PSP CISD label.

7.2 Storing Your iPad

When students are not using their iPads, they should be securely stored in their school-issued lockers. The PSP CISD recommends the students use a lock on their school-issued lockers to secure and store their iPads. Nothing should be placed on top of the iPad when stored in their locker.

Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. iPads should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store their iPad, they may check it in for storage with the help desk in the Library.

Do NOT leave your iPad in a place that is experiencing extreme hot or cold conditions (i.e. car in summer or winter). Extreme heat will damage the unit

itself. Extreme cold will cause severe screen damage.

7.3 iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any iPads left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the Library or the office. Violations may result in loss of iPads privileges and/or other privileges.

8. Repairing or Replacing an iPad

Remember, participating in the PSP CISD iPad Program is a voluntary privilege, not a requirement. Students are responsible for loss or damages to their iPads including, but not limited to, broken screens, cracked plastic pieces, inoperability, etc.

PSP CISD offers a Voluntary iPad Protection Plan that may be used to cover the cost of repair or replacement. (See Plemons-Stinnett-Phillips CISD, Voluntary iPad Protection Plan). The Voluntary iPad Protection Plan does not cover lost items such as protective sleeves and cables. Lost items such as sleeves and cables will be charged at the actual replacement cost.

Students, parents, and guardians who elect not to participate in the Voluntary iPad Protection Plan will be fully responsible for all required or necessary repairs and/or replacements associated with the loss or theft of the iPad and its accessories as well as any required or necessary repairs and/or replacements associated with any accidental, neglectful, or intentional damage to the iPad.

9. Monitoring iPad Use and No Expectation of Privacy

It is a privilege to use an iPad, computer network and internet connection provided by PSP CISD, not a right. This privilege is provided to you for educational purposes only. Unauthorized or inappropriate use will result in cancellation of your privileges or other disciplinary consequences, as provided in the PSP CISD Student Code of Conduct.

The District shall endeavor to use specific measures in order to protect (e.g., block/filter) internet access to visual displays that are obscene, pornographic, or otherwise harmful to minors. The District also monitors online activity of students in an effort to restrict access to pornographic or other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that their child may be able to gain access to information, communications and/or services from the internet which the District has not authorized for educational purposes and/or which the child and/or parent(s) may find inappropriate, offensive, or objectionable. Parents assume this risk by allowing their child to use a District provided iPad. Students using an iPad and/or accessing the internet through the District's computer network assume personal responsibility

and liability, both civilly and criminally, for unauthorized or inappropriate use.

Be advised that there is no expectation of privacy in your use of the iPad or the District's computer network. The District has the right to monitor, review, and inspect any directories, files and/or messages, residing on or sent using the District provided technology or equipment, including the iPad, or through its computers or networks. Messages or conduct relating to or in support of any illegal or inappropriate activities will be reported to the appropriate authorities. Any personal or private information that a student or the student's parents do not want to be revealed SHOULD NOT be placed on the iPad or sent through the District's computer network.

Plemons-Stinnett-Phillips CISD **Voluntary iPad Protection Plan**

PSP CISD recognizes that with the implementation of the iPad Program there is a need to protect the investment by both the District and the Student/Parent. The following outlines the PSP CISD Voluntary iPad Protection Plan (“Protection Plan”).

School District Protection

The Protection Plan is a voluntary plan available for students and parents to cover iPad repairs or replacement in the event of accidental damage. The cost for the Protection Plan will be \$25 annually for each iPad with a maximum annual cost of \$150 per family. Claims for damage or loss will be subject to an additional \$50 deductible per claim. The Protection Plan fees will be placed into an account to self-fund iPad repairs and replacement.

The Protection Plan is limited to one replacement per student per school instructional year. Additional replacements will cost the student/parent the full value of an iPad (approximately \$600). Parent(s), guardian(s), or student(s), who voluntarily elect to participate in the Protection Plan, will need to do so prior to the student checking out an iPad. Also, students and at least one parent/guardian will be required to attend orientation training at PSP CISD before they will be allowed to check out an iPad.

Additional Information

In cases of loss, theft, vandalism, or other criminal acts, a police report, or in the case of fire, a fire report must be filed by the student, parent, or guardian for the protection coverage to take effect. A copy of the police/fire report must be provided to the district.

The Protection Plan DOES NOT cover neglectful or intentional damage of the iPads. In the case of neglectful or intentional damage, the student/parents are fully responsible for replacing the iPad.

Student Pledge & Acknowledgements for iPad Use

1. I understand and acknowledge that participation in the **PSP CISD iPad Program** is completely voluntary.
2. I understand and acknowledge that participation in the **Voluntary iPad Protection Plan** is not mandatory, but I shall be financial responsible for all loss or damage to the iPad and its accessories. As such, I choose to:
 - **Participate in and pay for the Voluntary iPad Protection Plan** _____ (initial)
 - **DECLINE to participate in or pay for the Voluntary iPad Protection Plan** _____ (initial)
3. I understand and acknowledge that my iPad should only be used for educational purposes and not in any way that is inconstant with District policies, the Student Handbook, or the Student Code of Conduct.
4. I agree to take good care of my iPad.
5. I agree to never leave my iPad unattended.
6. I agree to never loan out my iPad or user information and password to another individual.
7. I agree to know the whereabouts of my iPad at all times.
8. I will charge my iPad battery daily.
9. I agree to keep food and beverages away from my iPad.
10. I will not disassemble any part of my iPad or attempt any repairs.
11. I agree to protect my iPad and carry it in the protective case provided.
12. I will not place decorations (such as stickers, markers, etc.) on my iPad or provided case.
13. I will not deface, cover-up, or otherwise tamper with the serial number iPad sticker on any iPad.
14. **I HAVE NO EXPECTATION OF PRIVACY AND ACKNOWLEDGE THAT MY IPAD IS SUBJECT TO INSPECTION AT ANY TIME WITHOUT NOTICE AND REMAINS THE PROPERTY OF PSP CISD.**
15. I will promptly notify the police and a PSP CISD administrator in case of loss, theft, or vandalism.
16. I will be responsible for all damage or loss caused by neglect or abuse, regardless of my participation in the Voluntary iPad Protection Plan.
17. I understand and acknowledge that, should I make a claim for any covered loss or damage that is approved, I will promptly pay a \$50 deductible for such repair or replacement.
18. I agree to return the iPad, case, and power cords at the end of the school year, or upon my early graduation, withdrawal, suspension, expulsion from PSP CISD.
19. I agree to return the iPad, case, and power cords in good working condition.

By signing this Pledge, I acknowledge and agree to the stipulations set forth in the *iPad Policies, Procedures, Information, & Acknowledgements*, the applicable *PSP CISD Acceptable Use Policy*, the *Voluntary iPad Protection Plan*, and the *Student Pledge & Acknowledgment for iPad Use*.

Student Name (please print): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____