

***USD 432***  
***iPad Policy, Procedures, and Information***  
***2016-2017***

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## 1. RECEIVING YOUR iPad & iPad CHECK-IN

### 1.1. Receiving Your iPad

iPads will be distributed at the beginning of each school year during “iPad Orientation.” Parents & students must sign and return the Student Pledge documents before the iPad can be issued to their child. Students in grades 7-11 will keep the same device over the next 3- 4 years. 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.

### 1.2. iPad Check-in

Pads will be returned during the final week of school so they can be checked for serviceability. If a student transfers out of the USD 432 during the school year, the iPad will be returned at the time of checkout.

### 1.3. Check-in Fines

***1.3.1. Individual school iPads and accessories must be returned to the Victoria High School office at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at USD 432 for any other reason must return their individual school iPad on the date of termination.***

1.3.2. If a student fails to return the iPad at the end of the school year or upon termination of enrollment at USD 432, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad. Failure to return the iPad will result in a theft report being filed with the Victoria Police Department.

1.3.3. Furthermore, the student will be responsible for any damage to the iPad, consistent with the District’s iPad Protection plan and must return the iPad and accessories to the VHS office in satisfactory condition. The student will be charged a fee for 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 Office for an evaluation of the equipment.

### 2.1 General Precautions

2.1.1. The iPad is school property and all users will follow this policy and the USD 432 acceptable use policy for technology.

2.1.2. Only use a clean, soft cloth to clean the screen, no cleansers of any type.

2.1.3. Cords and cables must be inserted carefully into the iPad to prevent damage.

2.1.4. iPads must remain free of any writing, drawing, stickers, or labels that are not the property of USD 432.

2.1.5. iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.

2.1.6. Students are responsible for keeping their iPad battery charged for school each day.

2.1.7. Students will have the same iPad for the life of the iPad (senior iPads will go to next year’s freshmen).

### 2.2 Carrying iPads

A protective case/cover for the iPad is required to help protect the iPad and provide a suitable means for carrying the device throughout the day. iPads should always be within the protective case when carried. Some carrying cases 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.

Students will be responsible for purchasing their own case for their iPad. A multitude of options are available. Wal-Mart has a diverse selection of options as do other electronics stores. Things to consider: Apple smart covers (\$39) only cover the screen but are lightweight and durable and fold to allow you to have an angle when typing; Leather protective covers cover both the front and back and also provide an angle for easier typing; Shell covers typically cover the back and edges but not the screen (you may want to get the protective skin that goes over the screen if you go this route. There are many options--simple, sparkly, shiny, clear, colored. . . . you get the picture. We felt that a majority of students would want to be able to choose their own cover.

### 2.3 Screen Care

2.3.1 The iPad screens can be damaged if subjected to rough treatment.

The screens are particularly sensitive to damage from excessive pressure on the screen.

- 2.3.2 Do not put unnecessary pressure on the top of the iPad.
- 2.3.3 Do not place anything near the iPad that could put pressure on the screen.
- 2.3.4 Do not place anything in the carrying case that will press against the cover.
- 2.3.5 Clean the screen with a soft, dry cloth or anti-static cloth
- 2.3.6 Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as it may crack or break.
- 2.3.7 Protective screen covers are available to purchase (optional) for additional protection.

### 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 should 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. If a student repeatedly leaves their iPad at home, they will be subject to appropriate disciplinary action.

#### 3.2 iPad Undergoing Repair

Loaner iPads may be issued to students whose machine is being repaired

#### 3.3 Charging Your iPad’s Battery

iPads should be charged to full capacity each day before they are brought to school. Repeat violations will result in appropriate disciplinary action being taken.

#### 3.4 Screensavers/Background photos

Students will have the ability to customize their iPad (screen background). Appropriate media will be used.

#### 3.5 Sound, Music, Games, or Programs

Each student will need to have a personal iTunes account. The iTunes account will be the conduit through which apps are downloaded to the iPad. Many students already have a personal account set up. If you do not, that is something that is relatively easy to do. (FYI--You can set up an account without adding credit card information. (We would recommend this option). iTunes cards are the simplest way to add money to your account if students want to add music and personal apps to their account.

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

3.5.2 Appropriate music is allowed on the iPad. **Ear buds/headphones may be used in the classroom based upon individual teacher approval.** During passing periods, students may not use ear buds/headphones.

#### 3.6 Printing

Limited printing services will be available with the iPad. Students should talk to their teachers about the need to print and printer availability. Students will be given information and instruction on printing with the iPad at school.

#### 3.7 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. Printing at home will require a wireless printer, proper settings on the iPad, an eprint compatible printer and possibly an additional app or software on your home computer/printer.

#### 3.8 Personal Apps

Students may install appropriate personal apps on their iPad via their personal iTunes account. USD 432 will, within reason, provide configuration settings that will not allow inappropriate content/apps/music to be installed on the iPad. This does not, however limit what can be downloaded to the students individual iTunes account or other personal device (iPhone, iPod,....). In the event storage space becomes an issue on individual iPads, student music, photos and apps will need to be deleted.

#### 3.9 iPad’s 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.

### 4. MANAGING YOUR FILES & SAVING YOUR WORK

#### 4.1 Saving to the iPad/Home Directory

Students should save work to the iPad. It is recommended students regularly back up data to the school server or another storage device. Limited storage space will be available on the iPad—Data will NOT be backed up in the event an iPad has to be re-imaged or restored to factory settings. 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.

## 5. SOFTWARE ON IPADS

### 5.1 Originally Installed Software

The apps and operating system originally installed by USD 432 must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add additional apps and OS upgrades. Periodic checks of iPads will be made to ensure that students have not removed required apps or installed inappropriate material.

### 5.2 Additional Software

Students will be provided with purchase codes (at no charge to them) to purchase some basic apps: Pages, Keynote. Other apps may be added by the school or the student throughout the school year. Some apps will be free and others may cost.

### 5.3 Inspection

Students will be selected at random to provide their iPad for inspection. iPad use and contents will also be monitored remotely.

### 5.4 Procedure for re-loading software

If technical difficulties occur, the iPad will be restored from a backup (if last sync'ed to a home personal computer) or will be re-set to factory settings in the event a home computer is not available. 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.

### 5.5 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 syncing. Operating systems with Apple devices change. USD 432 will notify students on how to update apps, should updates be necessary.

### 5.6 Technology Support

Technology support for iPads will be available during the normal business day at Victoria Junior/Senior High School between the hours of 7:45 and 3:50. After hours support will not be available.

## 6. ACCEPTABLE USE

The use of the USD 432 School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Victoria 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 Victoria 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 Victoria School District's Student Handbook shall be applied to student infractions.

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

### 6.1 Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. \*Students will have access to their device 24/7. Obviously, you as parents will need to establish ground rules for iPad use outside of the school day. USD 432 will be to restrict the content of legally purchased content purchased through iTunes that can be put on the device.

### 6.2 School Responsibilities are to:

6.2.1 Provide internet and e-mail access to its students.

6.2.2 Provide internet filtering.

6.2.3 Provide network data storage

(These will be treated similar to school lockers. USD 432 reserves the right to review, monitor, and restrict information stored on or transmitted via USD 432 owned equipment and to investigate inappropriate use of resources.)

6.2.4 Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy

6.2.5 Provide user accounts for free information storage in cloud-based (off site/online) applications.

6.2.6 Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

### **6.3 Students are responsible for:**

- 6.3.1 Using iPads in a responsible and ethical manner.
- 6.3.2 Obeying general school rules concerning behavior and communication that applies to iPad/computer use.
- 6.3.3 Using all technology resources in an appropriate manner so as to not damage school equipment.
- 6.3.4 Helping Victoria School District protect our computer system/device by contacting an administrator about any security problems they may encounter.
- 6.3.5 Monitoring all activity on their account(s).
- 6.3.6 Securing their iPad after they are done working to protect their work and information.
- 6.3.7 Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.
- 6.3.8 Returning their iPad to the Library at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at USD 432 for any other reason must return their individual school iPad on the date of termination.

### **6.4 Student Activities Strictly Prohibited:**

- 6.4.1 Illegal installation or transmission of copyrighted materials.
- 6.4.2 Any action that violates existing Board policy or public law.
- 6.4.3 Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- 6.4.4 Inappropriately utilizing photos, video, and/or audio recordings of any person.
- 6.4.5 Changing iPad settings in an effort to circumvent the filtering system.
- 6.4.6 Downloading inappropriate apps.
- 6.4.7 Spamming-Sending inappropriate emails.
- 6.4.8 Gaining access to other student's accounts, files, and/or data.
- 6.4.9 Vandalism to your iPad or another student's iPad.

### **6.5 iPad Care:**

- 6.5.1 Students will be held responsible for maintaining their individual iPads, and keeping them in good working order.
- 6.5.2 iPad batteries must be fully charged and ready for school each day.
- 6.5.3 iPads that malfunction or are damaged must be reported to the library. The school district will be responsible for repairing iPads that malfunction and/or repairs covered under warranty. **iPads that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with the first \$50 of repair cost being borne by the student.**
- 6.5.4 Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally, stolen, or lost.
- 6.5.5 iPads that are stolen must be reported immediately to the Office and the Victoria Police Department.

### **6.6 Legal Propriety:**

- 6.6.1 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.
- 6.6.2 Plagiarism is a violation of the USD 432 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.
- 6.6.3 Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

### **6.7 Student Discipline:**

If a student violates any part of the above policy, board policy, or Victoria Junior/Senior High School handbook policy, he/she may be subject to the following disciplinary steps:

- 6.7.1 Student(s) will check-in/checkout their iPads from the office daily.
- 6.7.2 Required to attend an iPad policy refresher class.
- 6.7.3 Loss of individual iPad and be issued a generic loaner iPad.
- 6.7.4 Loss of iPad while being required to complete coursework.
- 6.7.5 Disciplinary/Legal action as deemed appropriate.

**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 based on serial number and Victoria School District identification number.

**7.2 Storing Your iPad:**

When students are not using their iPads, they should be stored in their locked locker. Nothing should be placed on top of the iPad. 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 at the Office.**

**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, commons area, the lunchroom, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any iPad left in these areas is in danger of being stolen. If to disciplinary action to retrieve their iPad that has been turned into the office due to not being supervised.

**8. REPAIRING OR REPLACING YOUR IPAD/ COST OF REPAIRS**

The Victoria School District recognizes that with the implementation of the iPad initiative there is a need to protect the investment by both the District and the Student/Parent. Therefore, we have set the following guidelines in place.

**8.1 Accidental Damage**

Students will be responsible for caring for their device and will be expected to return them at the end of the year in good working condition. Students will be charged a \$25 technology fee at enrollment time. Students will be responsible for the first \$50 of damage in the event the device is accidentally damaged and needs repaired.

**8.2 Intentional Damage**

Students/Parents will be held responsible for ALL (full payment) intentional damage to iPads including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as chargers and cables will be charged the actual replacement cost.

**8.3 Warranty Repairs**

Warranty repairs will be completed at no cost to the student.

**8.4 Vandalism and Theft** In cases of theft, vandalism and other criminal acts, a police report **MUST** be filed by the student or parent.

**9 SCHOOL RIGHTS:**

**9.1** USD 432's network, facilities, and/or mobile device are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of USD 432. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in disciplinary action and/or revocation of the offender's mobile device and/or network privileges.

**9.2** 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 432 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all USD 432 technology.

**9.3** Victoria Schools reserves the right to define inappropriate use of technology.

**USD # 432 Student Pledge for iPad Use**

1. I will take good care of my iPad
2. I will never leave the iPad unattended.
3. I will never loan out my iPad to other individuals.
4. I will know where my iPad is at all times.
5. I will charge my iPad battery as needed.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will not disassemble any part of my iPad or attempt any repairs.
8. I will protect my iPad by keeping it in a protective case.
9. I will use my iPad in ways that are appropriate, meet USD 432 expectations, and are educational in nature.
10. I will not place decorations (such as stickers, markers, etc.) on the iPad. I will not deface the serial number.
11. I understand that my iPad is subject to inspection at any time without notice and remains the property of the Victoria School District.
12. I will follow the policies outlined in the *USD # 432 iPad Policy, Procedures, and Information Handbook* while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the District iPad and power cords in good working condition.
16. I will not utilize photos, video, and/or audio recordings of any myself or any other person in an inappropriate manner.

**I agree to the stipulations set forth in the above documents including the USD # 432 iPad Policy, Procedures, and Information Handbook; the Acceptable Use Policy; iPad Protection Plan and the Student Pledge for iPad Use.**

Student Name (Please Print): \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (Please Print): \_\_\_\_\_ Grade \_\_\_\_\_

Grade Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Individual school iPads and accessories must be returned to the VHS Office at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at USD # 432 for any other reason must return their individual school iPad computer on the date of termination.**