

Ipswich Public School

iPad Policies, Procedures, and Informational Handbook

2017-2018

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The focus of the iPad program at Ipswich Public School is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future, and one of the learning tools of these 21st Century students is the iPad. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for the future.

Learning results from continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all iPads used at the Ipswich Public School, including any other device considered by the administration to come under this policy. Teachers may set additional requirements for use in their classroom.

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1. Ipad Distribution

1.1 Ipad Distribution

iPads will be distributed each fall during iPad Orientation to the elementary teachers. Parents and students must sign and return copies of the *iPad Protection Policy*, *Student Pledge*, and *Acceptable Use Policy* documents before being able to use the school iPads. The iPad Protection Policy outlines all three documents listed above.

1.2 iPad Check-In

iPads will be returned during the final week of school so they can be examined for serviceability (this also applies to district issued equipment –iPad case and iPad accessories).

1.3 Check-In Fines

Individual school iPads and accessories must be returned at the end of each school year. Each iPad will have 1 user per iPad per class. Thus allowing for fines to be assessed to the individual students, if any.

Furthermore, the student will be responsible for any damage to the iPad, consistent with the District's iPad Protection Policy and must return the iPad and accessories in satisfactory condition. The student/s will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad as outlined by the Protection Policy's fine table.

- The Ipswich School District expects each student to return his or her iPad (market price of device), case (\$30), and charger/cord device (\$25) at the end of the school year to their corresponding teacher. Normal wear and evidence of use is expected and will not result in fines or fees. Students who do not furnish a case, charger/cord, and/or iPad upon student checkout will be expected to pay the replacement cost of the item .

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 their teacher for evaluation first and then can be escalated to the Technology Coordinator.

2.1 General Precautions

- The iPad is school property and all users will follow this policy and the 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 Ipswich School District.
- iPads must never be stored anywhere else besides the charge cart they are assigned.
- Students and staff are responsible for charging their iPads in each respective cart.
- Students must keep their iPad in the protective case, provided by the school, at all times.

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.
- At **NO TIME** should the iPad be placed in a student backpack or student desk.

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 computer. Students must use their iPad responsibly, or the student will not have that privilege at school.

3.1 iPads Left at Home

School iPads will NOT be taken home by students.

3.2 iPad Undergoing Repair

Loaner iPads may be issued to students when they leave their iPads for repair. 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 must be plugged into each respective cart. Students need to charge their iPads once the battery is low. Students who do not do this will face repercussions from their respective teacher first. Repeat violations (minimum of three days – not consecutively) of this policy will result in students being required to “check out” their iPad from their teacher for two (2) weeks. Second offense will result in the loss of iPad privileges for two (2) weeks. In cases where use of the iPad has caused batteries to become discharged, students **may** be able to connect their iPads to a power outlet in class.

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.
- Personal music is not allowed, only school music will be approved.
- Internet games are not allowed on the iPads. If game apps are installed, it will be with Ipswich School 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 will not be available with the iPad.

3.7 Home Internet Access

Students will not be able to take the school iPads home.

4. Managing Your Files & Saving Your Work

4.1 Saving to the iPad/Home Directory

Students may save work to on the iPad at their own risk. Students should save their work on a secure and password protected service (e.g. Google Drive, OneDrive, Storage space will be available on the iPad – but it will 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 Ispwich School District 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 Ipswich School District 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 require that the software be deleted from iPads at the completion of the course. Periodic checks of iPads will be made to ensure that students have not removed required apps.

5.2 Additional Software

Ipswich School will synchronize the iPads so that they contain the necessary apps for schoolwork. Students will not synchronize iPads or add apps to their assigned iPad to include home synching 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-Ipswich School 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 Ipswich School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Ipswich 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 Ipswich 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 the appropriate disciplinary action shall be applied. The Ipswich School District's Acceptable Use Policy as well as the 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 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.
- Should you want your student to opt out of having an iPad, you will need to sign a letter indicating this, stating the reason(s) why, and understand that your student is still responsible for meeting the course requirements.

6.2 School Responsibilities

- School will provide Internet and email access to its students.
- School will provide Internet blocking of inappropriate materials as able.
- School will provide network data storage areas. These will be treated similar to school lockers. Ipswich School District reserves the right to review, monitor, and restrict information stored on or transmitted via Ipswich School District owned equipment and to investigate inappropriate use of resources.
- School will provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

6.3 Student Responsibilities

- 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 cause by the student's own negligence, errors or omissions. Use of any information obtained via Ipswich School District's designated Internet system is at your own risk. Ipswich School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Students will help the Ipswich School District 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).

- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he or she is asked to print a copy and turn it in to the office.
- Students will return their iPad to the carts at the end of each school year.
 - The Ipswich School District expects each student to return his or her iPad (market price of device), case (\$30), and charger/cord device (\$25) at the end of the school year to their teacher. Normal wear and evidence of use is expected and will not result in fines or fees. Students who do not furnish a case, charger/cord, and/or iPad upon student checkout will be expected to pay the replacement cost of the item.

6.4 Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public 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.
- 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 Ipswich School web filter through a web proxy.

- Obtaining another student's iPad and entering multiple passcodes with the intent to lock the other student's iPad.
- Using social media in manner that is disruptive and inappropriate to an extent that the social media use affects student/school/staff safety, learning, and/or the normal daily operation of the school. Specifically prohibited student behaviors occurring on or off school grounds include, but are not limited to:
 - Sexually explicit, profane, lewd, indecent, illegal, or defamatory language/actions.
 - Derogatory language regarding school personnel or other students.
 - Comments designed to harass or bully students and/or school personnel.
 - Nude, sexually orientated or indecent photos, images, or altered pictures.

6.5 iPad Care

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

- iPad batteries must be charged and ready for school each day.
- Only labels or stickers approved by the Ipswich School District 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 to the teacher first and then to the Technology Coordinator. The school district will be responsible for repairing iPads that malfunction. iPads that have been intentionally damaged from student misuse or neglect will be repaired with the cost being borne by the student. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally or be responsible for full replacement cost.
- iPads that are stolen must be reported immediately to the Office and the Police Department (if/when stolen).

6.6 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 Ipswich 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.

6.7 Student Discipline

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

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.
- Ipswich School label.

7.2 Storing Your iPad

When students are not using their iPads, they should be stored in their respective carts. Nothing should be placed on top of the iPad when stored. iPads should not be stored in a student's vehicle at school or at home.

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 iPad 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 technology teacher. Violations may result in loss of iPad privileges and/or other privileges. Leave iPads in each respective carts.

8. Repairing or Replacing Your iPad Computer

8.1 School District Protection

The Ipswich School District Protection Policy is required to cover iPad repairs or replacement in the event of theft, loss, accidental damage, or maintenance. This Policy will include a fine table based on the iPad issue. The fine table represents the most common issues experienced during initiative implementation and does not include all possible circumstances that require repair and/or replacement. Intentional damage to iPad and/or iPad accessories is not covered in the Ipswich School District Protection Policy.

Fine Table

Issue	iPad issue with \$25 upfront cost applied	iPad issue cost (fine amount after \$25 applied)	Intentional damage cost**
Broken Screen	\$100 OR in-house repair cost	\$125 OR in-house repair cost	\$125 OR in-house repair cost
Stolen iPad*	\$125	\$ market price for new device	\$ market price for new device
iPad case damage (beyond normal wear and tear)	\$5	\$30	\$30
iPad innards issue***	\$0	\$0	\$0

*In cases of theft, students or parents must file a police report and bring a copy of the report to the principal's office before an iPad can be replaced.

(The \$125 charged for a stolen iPad covers the cost of purchased apps, iPad case, iPad charger, shipping, handling, and order process).

**Intentional destruction entails loss of iPad (or accessory) functionality due to deliberate student destruction of iPad device or district-issued accessory (determined on a case-by-case basis).

***An iPad's innards issue pertains to any of the following items that need replacement (when damage is not due to student breakage/misuse/negligence): battery replacement, motherboard, daughter board, camera board, headphone board, Wi-Fi flex cable, processor replacement, digitizer replacement, chip malfunctions, and/or any internal component that fails to perform as long as failure to perform is not the result of student misuse and/or student breakage (an outside service will help determine nature of damage during repair process –normal replacement vs. breakage issue).

8.2 Claims

The current Ipswich Policy covers accidental damage and any maintenance must be reported and filed with the high school office. In cases of theft, students or parents must file a police or fire report and bring a copy of the report to the principal's office before an iPad can be replaced with the School District Protection Policy.

9. Cost of Repairs

Students will be responsible for damages to their iPads including, but not limited to, broken screens, cracked plastic pieces, inoperability, etc. Depending on the damage and whether or not the damage was accidental or due to a malfunction or maintenance issue, the School District Protection Policy would be used to cover the cost of repairs. 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.

Ipswich School District iPad Policy

The Ipswich 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. The following outlines the School District Policy

School District Protection

The Ipswich School District policy is available for students and parents to cover iPad repairs or replacement in the event of theft, loss, accidental damage, or maintenance. This policy will include a fine table based on the iPad issue. Intentional damage to iPad and/or iPad accessories is not covered in the Ipswich School District Policy.

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.

Parent Name (please print): _____

Parent Signature: _____

Date: _____

**Ipswich School District
Student Pledge for iPad Use**

- I will take good care of my iPad.
- I will never leave my iPad unattended.
- I will never loan out my iPad to other individuals.
- I will know where my iPad is at all times.
- I will charge my iPad's battery daily.
- I will keep food and beverages away from my iPad since they may cause damage to the device.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will protect my iPad by only carrying it while in the case provided.
- I will use my iPad in ways that are appropriate, meet Ipswich School District expectations, and are educational.
- I will not place decorations (such as stickers, markers, etc.) on my iPad or provided case; I will not deface the serial number iPad sticker on any iPad.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of the Ipswich School District.
- I will follow the policies outlined in the *iPad Handbook* and the *Acceptable Use Policy* while at school, as well as outside the school day.
- I will file a police report in case of theft, vandalism, and other acts covered by insurance as well as report to the Ipswich School District.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the iPad, case and power cords in good working condition (if I do not furnish these items during checkout, I will be expected to pay the cost for replacement.)

I agree to the stipulations set forth in the above documents including the *iPad Policies, Procedures, and Information*, the *Acceptable Use Policy*, the *iPad Protection Policy*, and the *Student Pledge for iPad Use*.

Student Name (please print): _____ Student

Signature: _____ Date: _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____

Individual school iPad computers and accessories must be returned to the Ipswich Public School at the end of each year.