

## **Scobey School's iPad Policies, Procedures, and Information**

The focus of the iPad program at Scobey Schools is to provide tools and resources to the 21<sup>st</sup> 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 21<sup>st</sup> Century students is the iPad computer. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

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 Scobey Schools, 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. Receiving Your iPad & Check-In**

### ***1.1 - Receiving Your iPad***

iPads will be distributed each fall during iPad Orientation. Parents and students must sign and return copies of the *iPad Protection Plan*, *Student Pledge*, and *Acceptable Use Policy* documents before the iPad can be issued. The iPad Protection Plan outlines the requirements for obtaining the iPad.

### ***1.2 - 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 Scobey School District during the school year, their iPad will be returned at that time.

### ***1.3 - Check-In Fines***

Individual school iPads and accessories must be returned to the Scobey School Library at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Scobey School 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 will be subject to criminal prosecution or civil liability. The student will also pay the cost of the iPad, or, if applicable, any insurance deductible. Failure to return the iPad will result in a theft report being filed with the Daniels County Sheriff Office.

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 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 Library for an evaluation of the equipment.

### ***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 Scobey School District.

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 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.

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 computer. Students must be responsible to 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 (three or more times as determined by any staff member) leaves their iPad at home, they will be required to “check out” their iPad from the help desk for three (3) weeks.

### ***3.2 - iPad Undergoing Repair***

Loaner iPads may be issued to students when they leave their iPads for repair in the Library. 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 brought to school each day in a fully charged condition. Students need to charge their iPads each evening. Repeat violations (minimum of three days – not consecutively) of this policy will result in students being required to “check out” their iPad from the help desk for three (3) weeks. Second offense will result in the loss of iPad privileges for three (3) 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 or in Library.

### ***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.

Music is allowed on the iPad and can be used at the discretion of the teacher.

Internet games are not allowed on the iPads. If game apps are installed, it will be with Scobey School staff approval.

Data storage will be through apps on the iPad and email to a server location.

### ***3.6 - Printing***

Printing will be available with the iPad on a very 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 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 Scobey 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 Scobey 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***

Students are not allowed to load extra software/apps on their iPads. Scobey School 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 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-approved Scobey 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 Scobey School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Scobey 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 Scobey 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 Scobey 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.

#### ***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. Scobey School District reserves the right to review, monitor, and restrict information stored on or transmitted via Scobey 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 Scobey School District’s designated Internet system is at your own risk. Scobey School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Students will help the Scobey 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).

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 is asked to print a copy and turn it in to the office.

Students will return 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 Scobey School for any other reason must return their individual school iPad computer on the date of termination.

### ***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 non-approved 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 Scobey School web filter through a web proxy.

### ***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 Scobey 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 case replacement fee.

iPads that malfunction or are damaged must be reported to the Library. 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 or lost must be reported immediately to the Office .

## **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 Scobey School Spartan Standards. 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 Scobey School Spartan Standards.

## **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.

Scobey School label.

### **7.2 - Storing Your iPad**

When students are not using their iPads, they should be stored in their school-issued lockers. The Scobey School District recommends the students use the lock provided 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. 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 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 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 Library or the office. Violations may result in loss of iPad privileges and/or other privileges.

## **8. Repairing or Replacing Your iPad Computer**

### ***8.1 - School District Protection***

The Scobey School District Protection Plan is required to cover iPad repairs or replacement in the event of theft, loss, accidental damage, or maintenance. The protection cost will be \$25 annually for each iPad with a maximum annual cost of \$50 per family. Yearly School District Protection Plan fees will be placed into an account to self-fund iPad repairs. If an iPad is not repairable, this plan will include one replacement. A second replacement will cost the student/parent \$150. Additional replacements will cost the student/parent the full value of an iPad (approximately \$500). Parents will need to purchase this protection plan through the Scobey High School office at orientation before their student is allowed to check out an iPad computer. Also, students will be required to attend orientation training at Scobey High School before they will be allowed to check out an iPad.

If students or parents wish to carry their own additional personal insurance to protect the iPad in cases of theft, loss, or accidental damage, they should consult their insurance agent for details about their personal coverage of the iPad computer. Most insurance companies will require a rider for electronics and only provide so much coverage and generally a higher deductible.

### ***8.2 - Claims***

All protection plan claims for accidental damage and maintenance must be reported and filed with the high school office. In cases of theft or loss, 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 Plan.

### ***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 Plan 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. The School District Protection Plan does not cover lost items such as protective covers and cables. Lost items such as covers and cables will be charged the actual replacement cost.

***Individual school iPad computers and accessories must be returned to the Scobey Library at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Scobey School District for any other reason must return their individual school iPad computer on the date of termination.***