

USD 315 Colby Public Schools
iPad Policy, Procedures, and Information

1. RECEIVING YOUR iPad & iPad CHECK-IN

1.1 Receiving your iPad

iPads will be distributed each school year Parents & Students must sign and return the Student Pledge documents and pay the technology fee before the iPad can be issued to the student.

1.2 iPad Check-in

iPads will be returned during the final week of school so they can be checked for serviceability. If a student transfers out of USD 315 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 at the end of each year. Students who withdraw, are suspended or expelled, or terminate enrollment at USD 315 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 315, that student will be subject to criminal prosecution or civil liability. The student will also pay the full replacement cost of the iPad. Failure to return the iPad will result in a theft report being filed with the City of Colby Police Department.
- 1.3.3 Furthermore, the student will be responsible for any damage to the iPad, case, and chargers 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 office for an evaluation of the equipment.

2.1 General Precautions

- 2.1.1 The iPad, case, and charger are school property and all users will follow this policy and the USD 315 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 The iPad, case, and charger must remain free of any writing, drawing, stickers, or labels that are not the property of USD 315.
- 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.

2.2 Carrying iPads

A protective case has been purchased by the district to protect the iPad. Students must keep the iPad in this case at all times whether at school or home.

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.
- 2.3.2 Do not put unnecessary pressure on the iPad, especially the screen.
- 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 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 should bring their iPad to all classes, unless specifically instructed not to do so by their teacher. USD 315 believes strongly in technology integration as part of every student's education in our school system. Refusal to use the iPad as part of the educational process is not an option.

a. iPads Left at Home

If students leave their iPad at home, they are responsible for getting the course work completed as if their iPad were present. It is not the teacher's responsibility to make modifications to the lesson due to a student's lack of responsibility. If a student repeatedly leaves their iPad at home, they will be subject to appropriate disciplinary action.

b. iPad Undergoing Repair

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

c. 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.

d. Screensavers/Background photos

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

e. Sound, Music, Games, or Programs

- i. Sound must be muted at all times unless permission is obtained from the teacher.
- ii. 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.

f. Printing

Limited printing services will be available with the iPad. Students should talk to their teachers about the need to print and printer availability.

g. 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 printer, proper settings on the iPad, an AirPrint compatible printer and possibly an additional app or software on your home computer/printer.

h. Storage

In the event storage space becomes an issue on the individual iPads, student's personal music, photos, and videos will need to be deleted and/or moved to another location.

i. iPads 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

Saving to the iPad

Students should save work to the digital storage provided by the school. It is recommended students regularly back up data. 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 315 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.

5.2 Additional Software

Students will be provided some basic apps (e.g. Pages, Keynote, iMovie, Garage Band, etc.) Other apps may be added by the school throughout the school year.

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 an iCloud backup or will be re-set to factory settings in the event an iCloud backup 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.

6. ACCEPTABLE USE

The use of the USD 315 School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by USD 315 is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in USD 315. 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. **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. Parents should establish ground rules for iPad use outside of the school day.

- 6.1.1 The iPad, regardless of location, is filtered through the school's management system.
- 6.1.2 USD 315 will also be able to restrict the content of the legally purchased apps acquired through iTunes that can be put on the device.

6.2 School Responsibilities are to:

- 6.2.1 Provide email access to its students.
- 6.2.2 Provide internet access to its student, while at school.
- 6.2.3 Provide internet content filtering.
- 6.2.4 Provide network data storage. (These will be treated similar to school lockers. USD 315 reserves the right to review, monitor, and restrict information stored on or transmitted via USD 315 owned equipment and to investigate inappropriate use of resources.)
- 6.2.5 Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
- 6.2.6 Provide user accounts for free information storage in cloud-based applications.
- 6.2.7 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 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 USD 315 protect our computer systems/devices by contacting an administrator about any security problems they may encounter.
- 6.3.5 Monitoring all activity on their account
- 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.

6.4 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 Spamming and/or sending inappropriate emails.
- 6.4.7 Gaining access to other student's accounts, files, and/or data
- 6.4.8 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 administration.
- 6.5.4 **Students will be responsible for the entire cost of repairs to iPads that are damaged, stolen, or lost.**
- 6.5.5 iPads that are stolen must be reported immediately to the office and the City of Colby Police Department.

6.6 Legal Property:

- 6.6.1 Students will be held responsible for maintaining their individual iPads, and keeping them in good working order.
- 6.6.2 Plagiarism is a violation of the USD 315 handbook. Give credit to all sources used, whether quoted or summarized.
- 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 USD 315 handbook policy, he/she may be subject to the following disciplinary steps:

- 6.7.1 Student will check-in/check-out their iPad from the office daily.
- 6.7.2 Required to attend an iPad 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

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 USD 315 identification number.

7.2 Storing Your iPad:

When students are not using their iPad, they should be stored in their locked locker. Nothing should be placed on top of the iPad. Students are encouraged to take their iPad 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 Library.

7.3 iPads Left in Unsupervised Areas:

Under no circumstance should iPads be left in unsupervised areas. If an iPad is found in an unsupervised area, it will be taken to the office. A student will be charged \$5.00 to retrieve their iPad that has been turned into the office due to not being supervised and may have disciplinary consequences as well.

8. REPAIRING OR REPLACING YOUR iPad/COST OF REPAIRS

USD 315 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 Technology Fee

Students will be charged a technology fee at the time of enrollment. This fee is set to cover the cost of district purchased apps for student use in the classroom as well as to set aside money in a self-insurance fund. The technology fee for K-12 students is \$30.

8.2 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 may be responsible for paying for the replacement of the device (approximately \$300). Students are also responsible for the replacement cost of both the power brick and the charger cord if lost or damaged.

8.3 Personal Home or Homeowners coverage

Students or parents may wish to carry their own personal insurance to protect the iPad in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your coverage of the iPad computer.

8.4 Warranty Repairs

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

9. SCHOOL RIGHTS:

- 9.1 USD 315's network, facilities, and/or mobile devices are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of USD 315. Student must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in disciplinary action
- 9.2 The administration and/or their designee(s) have the right to inspect a mobile device, application, or peripheral device associated with any or all USD 315 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all USD 315 technology.
- 9.3 USD 315 reserves the right to define inappropriate use of technology

Parent/Guardian (PLEASE PRINT NAME)

Parent/Guardian Signature

Date

Student Pledge for iPad Use K-12

1. I will take good care of my iPad.
2. I will charge my iPad battery as needed.
3. I will keep food and beverages away from my iPad since they may cause damage to the device.
4. I will not disassemble any part of my iPad or attempt any repairs.
5. I will protect my iPad by keeping it in the protective case supplied by the district
6. I will use my iPad in ways that are appropriate, meet school expectations, and are educational in nature.
7. I will not deface the serial number.
8. I will follow the policies outlined in the Handbook while at school.
9. I will be responsible for all damage or loss caused by neglect or abuse.
10. I will not utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.
11. I will always walk while carrying my iPad.

Student's PRINTED NAME

Grade level

Student Signature

Date