

# Standards for Proper Device Use and Care

## *iPads*

### General Information

The purpose of the technology program at Yorktown Community Schools is to provide tools and resources to the 21st Century learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. At YCS we are committed to continuing to offer an appropriate balance of teaching and learning tools and techniques for all of our students. Technology is simply one more learning tool that allows us to provide students with a well-rounded learning experience. YCS students will learn collaboration, communication, creativity and critical thinking skills in a variety of ways throughout the school day.

The standards of use and care outlined in this document apply to all iPads used by YCS students. Teachers may set additional requirements for use in their individual classrooms in an effort to deliver the highest quality instruction.

### 1. General iPad Care

Each student is responsible for the general care of the iPad that he/she has been issued by the school, as an individual or as part of a classroom set. iPads that are broken or fail to work properly must be taken to the designated tech assistance area in each building for an evaluation of the equipment. The iPad is school property and all users will follow the standards outlined in this handout, as well as the *Technology Usage Agreements (Internet/Network and Devices)* for Yorktown Community Schools.

- 1.1** Clean the screen with a soft, dry cloth or anti-static cloth. No cleaners of any type.
- 1.2** Cords and cables must be inserted carefully into the iPad to prevent damage.
- 1.3** iPads must be kept in the school provided case, unless otherwise approved by the Tech Department. iPads must be returned in the original case provided, or the user will be billed for the cost of the case. Cases must remain free of any writing, drawing, stickers, or labels that are not the property of YCS. The bar code that is placed on the back of each iPad must be left in tact for identification purposes.
- 1.4** There should not be food or drink around the iPad.
- 1.5** A student should not attempt to repair the iPad, or go outside of YCS for iPad repairs. Report all iPad issues to the YCS Tech Department.
- 1.6** iPads should not be stored in a vehicle when weather conditions can cause

harm to the device.

**1.7** iPads must never be left in an unlocked locker, unlocked car, or any unsecured area. iPads should be kept locked in a school locker, at home, or in another secure place where others do not have access, or be attended (with you or within your sight) at all times.

## **2. Using the iPad at School**

iPads are intended for use at school each day as a learning tool for students to access academic content, school messages, announcements, calendars and schedules. Students should also utilize the iPad to communicate with teachers and peers. Students are responsible for bringing the iPad to all classes, unless specifically instructed not to do so by the teacher.

### **2.1 iPads Left at Home**

If a student leaves his/her iPad at home, he/she is responsible for getting the course work completed as if the iPad had been present. If a student in grades 6-8 repeatedly (three or more times as determined by any staff member) leaves his/her iPad at home, he/she will be required to turn the iPad into the office at the end of the each day and check it back out from the office at the beginning of the next school day for a two (2) week period. Fifth grade teachers will determine the policy for their own classrooms.

### **2.2 iPads Undergoing Repair**

A loaner iPad will be issued to any student whose device is being repaired. Loaner iPads will not be issued if a device is disabled due to passcode misuse or repeated intentional breakage.

### **2.3 Charging the iPad Battery**

iPads must be brought to school each day fully charged. Students need to charge the iPad each evening. If a student in grades 6-8 repeatedly (minimum of three days – not consecutively) violates this standard, it will result in the student being required to check his/her iPad into the office at the end of each day, then check it out from the office at the beginning of the next school day for a two (2) week period. In cases where use of the iPad has caused the battery to become low, students may be able to connect the iPad to a power outlet in class as approved by the classroom teacher. Fifth grade teachers will determine the policy for their own classrooms.

### **2.4 Screensavers and Passcodes**

- Inappropriate media may not be used as a screensaver or background photo.

- Presence of, including but not limited to guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, tobacco, and gang related symbols or pictures will result in disciplinary actions.
- Passcodes may be placed on student iPads. A student must unlock the passcode immediately upon the request of any YCS staff member. Failure to unlock an iPad will result in appropriate disciplinary action. Passcodes are not to be shared with friends under any circumstances. Passcodes must be turned off when iPads are collected by the Tech Department.

## **2.5 iPad Functions and Games**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Inappropriate use of iPad functions, including, but not limited to games, music, camera/video (taking unwarranted pictures or video) and messaging will result in disciplinary action.
- Students may install appropriate apps on their iPad via personal iTunes accounts. Items being installed via iTunes must be monitored by parents. YCS 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, etc.). In the event storage space becomes an issue on school iPads, personal music, photos and apps will be deleted.
- File sharing, including downloading music or any other activity that violates copyright laws is not permitted.

## **2.6 iPad Supervision**

iPads left in bags and backpacks, or in empty classrooms are considered “unattended” and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen (even at school) will be the full financial responsibility of the student/family. When the school is conducting an emergency preparedness drill or a necessary emergency procedure of any kind, there may be times when iPads are left “unattended”. In these situations, staff will be responsible to lock the door and/or secure the iPads as best possible.

## **3. Using the iPad at Home**

iPads are issued to students as a device for take-home use. Students should adhere to the rules outlined for school use of the iPad when using their assigned device at home. In addition, the following should be considered.

### **3.1 Permitted Use**

The iPad is meant for student use only. It is not meant to be a family device or to be used by siblings in any way.

### **3.2 Internet Filtering**

While YCS provides filtering systems that monitor and restrict Internet usage off campus, parents are responsible for supervising student device use at home.

### **3.3 Device Tampering**

Students are not permitted to sync the iPad with a personal computer or “jailbreak” the device to alter the configuration or functionality that has been established by the district. The iPad comes pre-loaded with all of the apps and software students need for classes. Students are not allowed to uninstall or modify school loaded applications, or wireless configurations in anyway. In addition, using devices to deliberately alter the school network, other devices, or infrastructure is prohibited. Not complying with this standard will result in disciplinary action. Not complying with this standard will result disciplinary action.

## **4. Roles and Responsibilities**

### **4.1 Student Responsibilities**

- Students will use devices in a responsible and ethical manner.
- Students will obey general school rules concerning behavior and communication that apply to the iPad.
- Students will follow the Technology Usage Agreements (Internet/Network and Devices).
- Students will help YCS protect its computer system/devices by contacting the Tech Department or building administrator about any security problems they may encounter.
- Students will monitor all activity on their account(s).
- Students should always safe-guard their assigned iPad when they are finished working, to protect their work and information.
- If a student should receive email or other communication containing inappropriate or abusive language, or if the subject matter is questionable, he/she should report the material to the appropriate teacher/administrator.
- Students are responsible for all activity conducted on their assigned iPad. Students are responsible for iPads left unattended, used by another student, and/or the material downloaded by a user other than the student assigned to the iPad.
- Students are responsible for safe guarding their assigned iPad. Avoid use

in situations that are conducive to loss or damage. Students should never leave iPads in unlocked cars, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen.

#### **4.2 YCS Responsibilities**

- YCS will provide Internet and email access to its students while in the school building.
- YCS will provide filtering of inappropriate materials in accordance with CIPA.
- YCS will promote digital citizenship through instruction and example.
- YCS will provide staff guidance to aid students in doing research and help assure student compliance of the *Technology Usage Agreement (Internet/Network)*.

#### **4.3 Parent/Guardian Responsibilities**

- Parents will monitor how students are using the iPad at home, including Internet searches and items being downloaded from a personal iTunes account.
- Parents will model good digital citizenship for students. This includes using social media sites, email, Internet webpages and other digital functions appropriately.  
\*For resources to guide you in speaking to your child regarding digital citizenship and cyber-bullying, visit [commonsensemedia.org](http://commonsensemedia.org).
- Parents will accept financial responsibility for the damage/repair of their child's school issued iPad.

#### **Reminders:**

- . Adhere to YCS's Technology Usage Agreements (Internet/Network and Devices) at all times and in all locations. When in doubt about acceptable use, ask administration.
- . Back up your data. Never consider any electronic information safe when stored on only one device. Use your school-provided network back-up drive or our learning management system (Canvas) on a regular basis. Establish a routine to do this.
- . Loss or damage resulting in failure to abide by the standards above may result in your full-financial responsibility.

Following these standards will lead to an iPad that will run smoothly and serve as a reliable, useful, and enjoyable learning tool.

**June, 2016**