

Student iPad Policy, Procedures, and Information



**21ST CENTURY LEARNERS TODAY,
LEADERS TOMORROW**

Revised 2014-15

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Flossmoor District 161 iPad Program

INTRODUCTION

The focus of the Flossmoor District 161 iPad Program is to prepare students for college and career readiness. As we begin the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. The individual use of iPads is a way to empower students to learn at their full potential while fostering an appreciation for continuing education and lifelong learning.

Our goal is to encourage students to solve problems and think critically by stimulating analytical thinking. Thank you for partnering with the District in pursuit of this goal. The policies, procedures and information within this document apply to all iPads or other digital devices provided to and used by students of Flossmoor School District No. 161, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for computer use in their classroom. For purposes of this policy, the term “Parent/Guardian” applies to the adult who signs the iPad Protection Plan and Student Pledge, regardless of whether that person is the student’s natural parent or legal guardian.

1. RECEIVING YOUR iPad & iPad CHECK-IN

1.1 Receiving Your iPad

iPads will be distributed each year during “*Student iPad Orientation.*” Parents/Guardians & students must sign and return the *iPad Protection Plan* and *Student Pledge* document, and pay the District’s annual Technology Fee (unless fee must be waived by law) before the iPad can be issued to the student.

In the **Student iPad Policy, Procedures and Information** document, the *iPad Protection Plan* (see Section 8) outlines protection for the iPad investment for the school district. Please review the *iPad Protection Plan* included within this policy.

iPads will be collected mid-year and at the end of each school year for maintenance, cleaning and software installations. Students will generally retain their original iPad each year while enrolled in District 161 and while not otherwise ineligible to receive an iPad from the District.

1.2 iPad Check-In

iPads will be returned during final yearly check-in, or as otherwise directed by the Administration. If a student transfers out of Flossmoor School District 161 during the school year, the iPad must be returned at that time.

1.3 Damage Fines

If your iPad and/or any protective cover provided by the District has been damaged or defaced at any time, you will be financially responsible for the damage.

All iPads remain at all times the property of Flossmoor School District 161. If a student iPad is not returned during year-end check-in or upon transferring out of district, or at any time upon request, the administration will be in charge of seeing this equipment is returned in a timely manner. If the administration is not successful, this matter will be turned over to local law enforcement.

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 reported to the classroom teacher immediately.

2.1 General Precautions

- No food or drink is allowed next to your iPad while it is in use.
- Cords and cables must be inserted carefully into the iPad.
- Students will always carry their iPads with two hands.
- iPads **must always** be carried in the protective case that is provided. The protective case can only be removed by a school district employee.
- iPads must remain free of any writing, drawing, stickers, or labels that are not placed thereon by Flossmoor School District 161.
- Any identification, markings, badges, serial numbers, tracking numbers, etc. placed on the iPad by Flossmoor School District 161 must not be tampered with, altered, defaced, or removed by the student or any other individual.
- iPads must never be left unsecured.
- Students are responsible for keeping their iPad's battery charged for school each day.
- Failure to comply with these General Precautions will generally result in consequences according to the School District behavior management plans. The School District reserves the right to impose other or additional consequences depending upon the circumstances of each case.

2.2 Carrying iPads

The protective cases provided with iPads should protect the iPad from under normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- The iPad must always be carried in the protective case provided. The protective case may only be removed by a school district employee.
- Careful attention is needed when placing an iPad in a backpack or other carrying case 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 next to the iPad in a backpack or other carrying case that will press against the screen or cover.
- Do not poke the screen (light tapping is sufficient).
- Clean the screen with a soft, dry cloth or anti-static cloth.
- 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. 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 an iPad is left at home, students may use whatever alternative resources available by the District or classroom teacher. Students who repeatedly forget to bring their iPad to school will face consequences such as having to “check out” their iPad before taking it home, or temporary loss of iPad privileges. Further offenses may result in the student being excluded from the iPad program, being unable to take the iPad off District property, or other consequences determined by the administration.

3.2 iPad Undergoing Repair

Loaner iPads may be issued to students when they leave their iPads for repair. However, the District will only possess a set number of loaner iPads, and there is no guarantee that a loaner iPad will be available for a student at any given time. This further underscores the importance of taking care of the iPad assigned to the student.

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 of this policy will face consequences such as having to “check out” their iPad instead of taking it home, or temporary loss of iPad privileges. Further offenses may result in the student being excluded from the iPad program, being unable to take the iPad off District property, or other consequences determined by the administration.

3.4 Background/Wallpaper

- Inappropriate (i.e. inconsistent with the District's educational mission) media may not be used as a wallpaper or background image.
- Presence of guns, weapons, pornographic materials, inappropriate language, violent images, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.
- Passwords on iPads are not to be used except as directed by District staff. If a password is used, the password must be immediately provided to any staff member upon request.

3.5 Sound, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher.
- Educational games are allowed on the device with classroom teacher permission for use in the educational setting.
- All software (including Applications or "Apps") must be District provided or approved.
- Students must NOT install any Apps or files (e.g. music, movies, etc.) at any time, with the exception of an App that will permit the student to use a home printer. Any unauthorized Software discovered, and all associated files, will be deleted and the student will be subject to disciplinary action.

3.6 Printing

Printing at home may be done through personal printers installed on school iPads. Students may add an app to the iPad to assist with this.

3.7 Home Internet Access

Students are allowed to set up dial-up, DSL and wireless networks on their iPads. Access to public "Wi-Fi" networks is permitted, however, the student accesses such networks at his or her own risk and the District makes no warranty regarding the security or advisability of using such Wi-Fi access.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the iPad/District Server

School district employees shall instruct students on saving data on iPad using best practices. Students are permitted to save data on the iPad. Each student is responsible for his/her data and backup of the data during the course of the school year. Storage solutions for student work are provided through Google Apps for Education (GAFE), student email and other district-used learning management systems. Students should frequently backup important data from the iPad to other storage solutions to prevent possible loss of data.

4.2 Network Connectivity

Flossmoor School District 161 makes no guarantee that its 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 originally installed by Flossmoor School District 161 must remain on the iPad in usable condition and be easily accessible at all times. Attempts to alter, delete, disable, duplicate, circumvent, or violate the license of any software installed by District 161 will subject the student to loss of the iPad and other disciplinary consequences, and possible referral to appropriate authorities.

From time to time the school may add software applications for use in a particular course. The licenses for this software may 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 deleted software that is no longer required in class and that the school has not exceeded its licenses.

5.2 Inspection

As property of Flossmoor School District 161, students have no expectation of privacy in the iPad or any information stored thereon. The District reserves the right to take possession of any iPad at any time for any purpose, including, but not limited to inspection of the iPad.

5.3 Procedure for Re-loading software

If technical difficulties occur or illegal software is discovered, the iPad will be re-formatted. The School District does not accept responsibility for the loss of any software or files deleted due to a re-format and/or reset to factory specifications.

5.4 Software Upgrades

Upgrade versions of licensed software are available from time to time. Students may be required to check-in their iPads for periodic updates.

6. ACCEPTABLE USE

While the iPads are provided to enhance educational goals and objectives, students may find ways to access other materials that may not be considered educational or find ways to use provided hardware and software beyond its educational intent. For this reason, it is extremely important that the **Flossmoor District 161 Acceptable Use Policy 6.235** be followed. Violations may result in temporary or permanent loss of access to the Internet, e-mail, or other technology usage. Violations may also result in disciplinary action up to and including suspension/expulsion. When applicable, law enforcement agencies may be involved. Many responsibilities result from the use iPads and other digital devices in the educational setting.

Flossmoor School District 161 Acceptable Use Policy

[http://www.sd161.org/site res view folder.aspx?id=708f8ab3-2849-4707-b7e7-e69828b19f1a](http://www.sd161.org/site/res/view_folder.aspx?id=708f8ab3-2849-4707-b7e7-e69828b19f1a)

6.1 Parent/Guardian Responsibilities

Talk to your children about the Acceptable Use Policy 6.235 and digital citizenship values and the standards that your children should follow on the use of the iPad and Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

6.2 Students are Responsible for:

- Using all District technology, including iPads, in a responsible and ethical manner consistent with the District's educational purposes for which the iPad is provided.
- Obeying general school rules concerning behavior and communication that apply to iPad use, including abiding by the District's Acceptable Use Policy.
- Using all technology resources in an appropriate manner so as to not damage school equipment.
- Helping the School District protect our computer system by contacting an administrator about any security problems they may encounter.
- Maintaining confidentiality of any login or other access identification provided by the District.
- If a student should receive email or text containing inappropriate or abusive language, or if the subject matter is questionable, he/she is required turn the message in to the school office.

6.3 iPad Care

- Students will be held responsible for maintaining their iPads and keeping them in good working order.
- iPad batteries must be charged and ready for school each day.
- iPads that malfunction or are damaged must be reported to classroom teacher. The School District will be responsible for repairing iPads that malfunction during normal use; the malfunction must be reported immediately upon discovery. The student and parent may be charged a fee for any needed repairs resulting from other than normal use and care not to exceed the replacement cost of the iPad or iPad accessories.
- iPads that are lost or stolen must be reported immediately to the School Administrative Office, the local police department, and/or as otherwise directed by law enforcement authorities.
- Individual school iPads and accessories must be returned at the end of each school year (or earlier if the student ceases to be enrolled in District 161 or is suspended, as explained above.) **If a student fails to return the iPad at the end of the school year or upon termination of enrollment in District 161, that student will be subject to criminal prosecution and/or civil liability.** The student's parents/guardian will also pay the replacement cost of the iPad, or, if applicable, any insurance deductible. Failure to return the iPad and any accessories will result in a theft report being filed with the Flossmoor Police Department, the Chicago Heights Police Department, or other appropriate law enforcement authorities.

6.4 Student Discipline

Students who violate any of the terms set forth herein are subject to loss of iPad use and to discipline up to and including expulsion from Flossmoor School District 161. Students and parents/guardians will also be held financially responsible for the costs of repair to damaged equipment, and the costs to replace lost or stolen equipment (which may be limited by any applicable insurance deductible.)

6.5 Cyberbullying

- Cyberbullying is all forms of harassment over the Internet or other forms of electronic communications, including email and iPads. Students will refrain from using District-issued iPads to bully, harass or stalk another. The District's iPads, network and access to the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyberbullying. All forms of cyberbullying are unacceptable and viewed as a violation of this policy, any applicable student handbook provisions, any

other Board policies and the District's acceptable computer use policy and procedures.

- Users are responsible for the appropriateness of the material they transmit. Hate speech, harassment, discriminatory remarks, sexting, and other anti-social behaviors are expressly prohibited. Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages (whether to the intended victim or to others), instant messages, text messages, digital pictures or images, or web site postings, including blogs. Transmission of illegal material (e.g. sexting) will be referred to the Flossmoor Police Department, the Chicago Heights Police Department, or other appropriate law enforcement authorities.
- Students who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the iPad in order to preserve the material for investigation purposes. The iPad and a copy of the material should be brought to the attention of a principal, dean or teacher.

7. PROTECTING & STORING YOUR iPad

7.1 iPad Identification

Student iPads will be labeled in the manner specified by the District. Only District-approved methods of identification are permitted to be affixed to the iPad or to any protective cover provided for the iPad.

7.2 Storing Your iPad

When students are not using their iPads, the iPads should be stored appropriately. Nothing should be placed on top of the iPad if stored in a locker. Students are required to take their iPads home every day after school for charging. iPads should not be stored in an unattended vehicle, nor should they be left in any place subject to extreme heat or cold.

7.3 iPads Left in Unsecured Areas

Under no circumstances should iPads be left in unsecured areas. Unsecured areas include, but are not limited to, the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsecured area, it will be taken to the school office.

8. IPAD PROTECTION PLAN: REPAIRING OR REPLACING YOUR IPAD

Flossmoor 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 various areas of protection: warranty, accidental damage protection and insurance.

8.1 Insurance for Theft, Loss, or Damage

The School District has purchased additional insurance coverage for each iPad to cover certain types of damage to or loss of the iPad. Lost or stolen iPads will incur a \$250 charge to cover the District's deductible to replace the iPad. iPads that are damaged will incur charges to cover the cost of repairing the iPad but no greater than \$250. The deductible is the responsibility of the student/parent and must be paid before the iPad can be repaired or replaced. When the insurance coverage does not apply, the student and parent/guardian are responsible for the entire cost of repairs to or replacement of the iPad.

8.2 Claims

All insurance claims must be reported to Assistant Superintendent of Business Operations. Students or parents must file all required forms and reports and cooperate fully with any investigation by the District or its insurance provider before an iPad can be repaired or replaced with School District Protection. Stolen iPads must be immediately reported to the Flossmoor Police Department, the Chicago Heights Police Department, or as otherwise directed by law enforcement authorities. The District will work with local police departments to make them aware of this District-owned equipment.

8.3 Additional Information

In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report, MUST be filed by the Parent/Guardian for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office.

8.4 Intentional Damage

Students/Parents are responsible for full payment of intentional or non-covered damages to iPads. The District's insurance coverage DOES NOT cover intentional damage to the iPads.

9. ANNUAL TECHNOLOGY USE FEE

9.1 Annual Fee

Each family shall be responsible for paying the annual District Technology Fee of \$30 per student before an iPad is issued to the student. This fee will be waived for students who qualify for free lunches under Federal guidelines.

10. PARENT/STUDENT PLEDGE FOR iPad USE

- 10.1** I will take good care of the iPad provided to me.
- 10.2** I will never leave the iPad unsecured.
- 10.3** I will never loan out my iPad to other individuals.
- 10.4** I will know where my iPad is at all times.
- 10.5** I will charge my iPad's battery daily.
- 10.6** I will keep food and beverages away from my iPad since they may cause damage to the computer.
- 10.7** I will not disassemble any part of my iPad or attempt any repairs.
- 10.8** I will protect my iPad by only carrying it while in the protective case provided.
- 10.9** I will use my iPad computer in ways that are appropriate and educational.
- 10.10** I will not place decorations (such as stickers, markers, etc.) on the District iPad or cover. I will not deface the serial number on any iPad, or otherwise mar or deface any iPad or cover.
- 10.11** I understand that my iPad is subject to inspection at any time without notice and remains the property of Flossmoor School District 161.
- 10.12** I will follow the policies outlined in the *Student iPad Policy, Procedures and Information*, the *Student Handbook* and Board policies whether at school or off-campus.
- 10.13** I understand and agree that I have no expectation of privacy in the iPad or any content stored therein and that I must produce the iPad for inspection any time requested by a District employee.
- 10.14** I, the Parent/Guardian, will file a police report in case of theft, vandalism, and other acts covered by insurance.
- 10.15** I, the Parent/Guardian, will be responsible for all damage or loss to the iPad to the extent the damage or loss is not covered by the District's insurance coverage. If coverage applies, I will pay the full deductible before an iPad is reissued to my student.
- 10.16** I, the Parent/Guardian, agree to pay the full replacement cost of (to the extent not covered by insurance) any equipment (including power cords, covers, etc.) that I fail to return to the District.
- 10.17** I agree to immediately return the District iPad, and all accessories, in good working condition, upon request by the District.

11. SIGNATURES:

I agree to the stipulations set forth in the above documents including the Student iPad Policy, Procedures, and Information; the Acceptable Use Policy; iPad Protection Plan, the Parent/Student Pledge for iPad Use. Even if I am not the parent or legal guardian, by signing below I signify that I voluntarily agree to be bound as set forth above in consideration of the provision of an iPad to the student identified below.

Student Name (Please Print): 

Parent/Guardian Name (Please Print): 

Student Signature: _____ Date: _____

Student School: _____ Student's Grade: _____

Parent/Guardian Signature: _____ Date: _____

iPad Equipment Pricing for School Year 2014-2015

Below please find the iPad equipment price list for the 2014-2015 school year. These prices reflect the fees that will be charged to the students' account if an item has been damaged, lost, or stolen.

iPad \$250.00
Case \$ 35.00
Charger \$19.00
Cord \$ 19.00

iPads are placed in a protective case. It is the expectation of District 161 that the iPad will not be removed from the protective case except by a District 161 employee.

While the protective cases should minimize the amount of damage to the iPads, it is still the responsibility of the student and parent/guardian to protect the iPad. The above fees will be charged should the iPad be damaged, lost or stolen.