

Flossmoor SD 161 iPad Guidelines
for Administrators Teachers, Parents, and Students



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

Table of Contents

History and Purpose	2
Mobile Device Specification	2
Caring For Your iPad	3-4
Use of Your iPad at School	4-5
Protecting & Storing Your iPad	5
Use of iPad Apps/Inspection	5
iPad Checkout & Check In	6
iPad Protection Plan: Repairing or Replacing Your iPad	7
iPad Protection Plan: iPad Care	8
iPad Protection Plan: Acceptable Use Policy	9
Cyberbullying	10

History and Purpose

Recognizing that our world continues to move into a digital age, the Flossmoor School District 161 looks to offer its students the ability to thrive in a digital climate and prepare them for success in secondary and higher education. The purpose of the Flossmoor SD 161 iPad initiative is to provide digital tools that will develop and enhance the educational opportunities for all students.



In January, 2012, the 21st Century Learning Committee of Flossmoor SD 161 presented plans to the Board of Education that included a provision for the use of iPads in a 1:1 classroom environment. The plan provides the use of iPads for students in grades 4th through 8th. This plan was formally approved at the February, 2012 Board of Education meeting.

Mobile Device Specification

Flossmoor SD 161 will use the iPad2 designed by Apple for the 1:1 Initiative. These devices include:

- 16GB of storage
- 9.7 inch LED backlit glossy Multi-Touch display
- 1024 by 768 pixel resolution at 132 pixels per inch
- Support for display of multiple languages and characters
- Camera for both pictures and video recording
- Built-In rechargeable battery for up to 10 hours of uninterrupted use



Please visit <http://www.apple.com/ipad/ipad-2/specs.html> for a complete list of iPad2 specifications.

Caring For Your iPad

Students are responsible for the care of the iPad they have been issued by Flossmoor SD 161. Siblings and friends should not use the iPad under any circumstance. If an iPad becomes damaged or does not work properly, it must be turned into the school immediately. Please do not attempt to repair or have a company outside the district attempt to fix any issues. **These actions could cause the warranty to be voided, leading you to incur additional monetary charges.**



Caring For Your iPad (continued)

GENERAL PRECAUTIONS WHEN USING YOUR iPad INCLUDE:

1. No food or drink is allowed next to your iPad.
2. Cords and cables need to be inserted into and removed from the iPad in a careful manner.
3. Students will always carry their iPad with two hands.
4. iPads must remain free of any writing, drawing, stickers, or labels that are not property of Flossmoor SD 161.
5. iPads **must always** be carried in the protective case that is provided. The protective case may only be removed by a school district employee.
6. iPads should be powered off or placed in 'sleep-mode' when not in use to conserve battery life. Students are responsible for keeping their batteries charged for school every day.
7. **iPads should never be left in any unsecured area.**
8. 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.
9. 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 on the circumstances of each case.
10. Taking care of the iPad screen is extremely important. To avoid damage, please observe the following rules:
 - *Do not lean on top of the iPad when it is closed*
 - *Do not place anything near the iPad that could put pressure on the screen*
 - *Do not "bump" the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen*
 - *Do not poke the screen (light tapping is sufficient)*
 - *Be sure to keep sharp objects away from the screen*
 - *Clean the screen with a soft, dry cloth or an anti-static cloth*

Students will be 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 the classroom teacher. The School District will be responsible for repairing iPads that malfunction during normal use. 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 device. Malfunctions must be reported immediately upon discovery.
- The School District has purchased additional insurance coverage for each iPad to cover certain types of damage to or loss of the iPad. When the insurance coverage applies, the student and parent/guardian are responsible for the deductible charged by the insurance

the student and parent/guardian are responsible for the entire cost of repairs to or replacement of the iPad.

- iPads that are lost or stolen must be reported immediately to the School Administrative Office and 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 or expelled) **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.

Use of iPad at School



iPads are intended to be used at school on a daily basis in accordance with the directions of the classroom teacher.

1. If an iPad is left at home, students may use whatever alternative resources that may be made 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.
2. If an iPad is brought to school uncharged, consequences will be assessed similar to those for students who leave their iPads at home, including "checking out" their iPad before taking it home, 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. Screensavers, backgrounds, and other materials downloaded to the iPad must be appropriate, and cannot contain the presence of weapons, pornographic materials, violent images, inappropriate language, drug or alcohol references, or gang related symbols/pictures. The presence of these materials will result in disciplinary actions in accordance to the computer use policy.
4. Sound should be muted at all times unless the teacher has directed otherwise.
5. iPads should only be used for accessing websites and applications that have been approved by the District or classroom teacher.
6. 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.

From time to time, an iPad may need to undergo repairs. In this case, loaner iPads may be issued to students. However, the District will only possess a certain number of loaner iPads, and there is no guarantee that a loaner iPad will be available at any time. This further underscores the importance of taking care of the iPad.

Protecting & Storing Your iPad

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 case for the iPad.



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.

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 unsecure area, it will be taken to the school office.

Use of iPad Apps/Inspection

Student iPads will come pre-loaded with a set of education apps for use in the classroom and at home. The apps, installed by Flossmoor SD 161 must remain in usable condition, be easily accessible at all times, and are not to be deleted for any reason.



Other important things to remember about Apps:

1. Students may not download additional Apps. This is done for security purposes, as well as the maintenance of the iPad devices. Parents are asked not to download apps as well for the same reason.
2. From time to time, Apps may require a downloadable update to maximize its efficiency. Instructions for downloading updates will be communicated to students.
3. Educational games are allowed on the iPad with teacher permission for use in the educational setting.

Inspection of iPads

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.

iPad Checkout/Check-In Procedures

iPads remain at all times the property of Flossmoor School District 161. If a student iPad is not returned during mid-year or 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.



1. iPad Checkout Procedures: Receiving Your iPad

iPads will be distributed each year during “*Student iPad Orientation.*” **Parents/Guardians 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 Computer Protection Plan* (see section 8) outlines protection for the iPad investment for the school district. Please review the *iPad Computer Protection Plan* included within this policy.

2. iPad Check-In Procedures: Returning Your iPad

Returning your iPad at the mid-year (Winter and Spring breaks) and at end of each school year for maintenance, cleaning, and software installations **is mandatory**. 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. iPads will be returned **during final checkin on the last day of the school year, 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.

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.



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. When the insurance coverage applies, the student and parent/guardian are responsible for the deductible charged by the insurance company, which at present is \$250 per incident. 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.

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. 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. The District will work with local police departments to make them aware of this District-owned equipment.

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.

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.

IPAD PROTECTION PLAN

iPad Care

1. Students will be held responsible for maintaining their iPads and keeping them in good working order.
2. iPad batteries must be charged and ready for school each day.
3. iPads that malfunction or are damaged must be reported to classroom teacher. The School
4. 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.
5. 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.
6. 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.

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.)

IPAD PROTECTION PLAN

Acceptable Use Policy

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

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.

Students are Responsible for:

1. 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.
2. Obeying general school rules concerning behavior and communication that apply to iPad use, including abiding by the District's Acceptable Use Policy.
3. Using all technology resources in an appropriate manner so as to not damage school equipment.
4. Helping the School District protect our computer system by contacting an administrator about any security problems they may encounter.
5. Maintaining confidentiality of any login or other access identification provided by the District.
6. 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.

Cyberbullying

According to a January 2012 report, 38% of girls and 26% of boys have indicated they had been the victims of cyberbullying. In fact, 88% of social media-using teens say they have witnessed someone be mean or cruel to another person online.¹ Flossmoor School District 161 treats all cases of cyberbullying with the utmost of seriousness.



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.

¹ Gilkerson, L. (2012, January 17) Bullying Statistics: Fast Facts About Cyberbullying. *Covenant Eyes*. Retrieved November 2, 2012 from <http://www.covenanteyes.com/2012/01/17/bullying-statistics-fast-facts-about-cyberbullying/>