

# **USD #386 Madison-Virgil**

## **Staff iPad Handbook / User Agreement**

### **Introduction**

In the spring of 2012, based on the technology committee recommendations, the Board of Education approved leasing iPads for all students PreK-12. This is an extremely exciting time for USD #386 Madison-Virgil. This information packet was designed to provide you with information regarding parameters, expectations, and thought behind the use of iPads in our curriculum. Additionally, it has policies, procedures, and practices for student iPad use.

Technology has changed dramatically over the last ten years. For our students to compete in the 21<sup>st</sup> Century job market, it is critical for them to have appropriate technological skills and experience. The USD #386 iPad initiative will immerse our students in a technology-rich instructional environment to become effective users and communicators of information in order to function in a technological society. Learning results from the 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, anywhere. Previously, we have used a laptop and computer lab approach to provide technological access to our students. This approach has served our students well. However, due to increased daily usage and limited number of laptops, staff and students no longer have access to the technology when they need it. The technology team explored a number of options and ultimately determined that the iPad would best meet the overall learning needs of our students. Factors included in the decision were functionality, design and size, battery life, availability of a variety of apps, camera availability, ease of use, and cost. The iPad provides all students and staff a common device with similar capabilities. USD #386 Madison-Virgil remains committed to providing all students a well rounded learning experience. This includes an appropriate balance of teaching, learning tools, and techniques. Technology is simply a component of this balanced-approach.

### **Goals**

- **To prepare students for a 21<sup>st</sup> Century environment**
- **To increase productivity and engagement of all learners**
- **To make student-centered learning a priority**
- **To increase collaboration, creativity, critical thinking, and communication amongst our students**
- **To capitalize on the convergence of academic resources such as textbooks, scholarly sources, content rich media, and best practices**
- **To promote leadership in one's own learning by establishing access to educational resources and providing a host of tools to craft information in ways that support specific curricular areas**

## RECEIVING YOUR iPad and iPad CHECK-IN

- **Receiving your iPad**

iPads will be distributed at summer "iPad Orientation". Staff must sign a pledge document and Authorized User Agreement (AUA) before being issued an iPad.

- **iPad Check-in**

iPads will be returned during the final week of each semester (December/May) so that they can be checked for serviceability. If a teacher transfers out of USD #386 Madison-Virgil during the school year, the iPad will be returned at the time of checkout.

- **Check-in Fines**

- Individual school iPads and accessories must be returned to Madison Elementary and/Madison Jr-Sr High School Offices at the end of each semester (December/May). Staff who resign or are terminated from USD #386 for any reason must return their individual iPad on the date of resignation or termination.
- If a teacher fails to return the iPad at the end of the school year or upon resignation/termination of employment at USD #386, that teacher will be subject to criminal prosecution or civil liability. The teacher will also pay for the replacement cost of the iPad. Failure to return the iPad will result in a theft report being filed with the Greenwood County Sheriff's office.
- Furthermore, the teacher will be responsible for any damage to the iPad.

## TAKING CARE OF YOUR iPad

- **Care of your iPad**

- Teachers 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.
- Students will be held responsible for maintaining their individual iPads, and keeping them in good working order.
- iPad batteries must be fully charged and ready for school each day.
- iPads that malfunction or are damaged must be reported to the office. The school district will be responsible for repairing iPads that malfunction and/or repairs covered under warranty.
- Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally or lost.
- iPads that are stolen must be reported immediately to the school office and the Greenwood County Sheriff's Department. After filing the police report, the student or parent/guardian shall notify the school and submit a copy of the police report. Failure to report stolen property in a timely manner could result in compensation to the school for the entire price of the iPad and cover.

- **General Precautions**

- The iPad is school property and all users will follow this policy and the USD #386 Authorized User Agreement.
- 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.
  - District iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.
  - Do not expose your iPad to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the iPad. If your iPad has been in a very cold environment for a long period of time, let it warm up before using it.
  - Students are responsible for keeping their iPad battery charged for school each day.
  - iPads must remain free of any writing, drawing, stickers, or labels that are not the property of USD #386 Madison-Virgil.
- **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 put unnecessary pressure on the top of the iPad.
    - 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. Do not use any type of liquid or water to clean the screen or iPad.
    - Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as it may crack or break the screen.
    - Protective screen covers should be left on at all times.

## USING YOUR IPAD AT SCHOOL

- **iPad Undergoing Repair**  
Loaner iPads may be issued to teachers whose machine is being repaired.
- **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.
- **Screensavers/Background photos**  
Staff will have the ability to customize their iPad (screen background). Appropriate media will be used. Screen lock passcodes are not to be used.
- **Sound, Music, Games, or Programs (7-12 ONLY)**  
Each teacher will need to have a personal iTunes account. The iTunes account will be the conduit through which apps are downloaded to the iPad. Many staff already have a personal account set up. If you do not, that is something that is relatively easy to do. (FYI--You can set up an account without adding credit card information. . . .We would recommend this option). iTunes cards are the simplest way to add money to your account if students want to add music and personal apps to their account.
- Appropriate music is allowed on the iPad.
- **Printing**  
Limited printing services will be available with the iPad. Teachers will be given information and instruction on printing with the iPad at school.

- **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 wireless printer, proper settings on the iPad, an eprint compatible printer and possibly an additional app or software on your home computer/printer.

- **Personal Apps**

Teachers may install appropriate personal apps on their iPad via their personal iTunes account. USD 386 will, within reason, provide configuration settings that will not allow inappropriate content/apps/music to be installed on the iPad. In the event storage space becomes an issue on individual iPad; personal music, photos and apps will need to be deleted.

## **MANAGING YOUR FILES & SAVING YOUR WORK**

- **Saving to DROPBOX**

Staff should save work to the iPad. It is recommended that staff regularly back up data to their DROPBOX. 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 teacher'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.

## **PERSONAL HEALTH AND SAFETY**

- Avoid extended use of the iPad while resting directly on your lap. The bottom of the iPad can generate significant heat.
- Take frequent breaks when using the iPad for long periods of time. Look away from the iPad approximately every 15 minutes.
- Do not provide personal information (home address, home phone number, information about family members, etc.) to anyone over the internet.
- Do not share your passwords with anyone. Keep the iPad locked in your locker when it is at school and not in use. Keep the iPad in a secure location when it is not at school.

## **INTERNET ACCESS/FILTERING**

The school provides internet filtering, but it cannot guarantee that access to all inappropriate sites will be blocked. It is the responsibility of the user to follow guidelines for appropriate use of the network and the Internet. USD #386 Madison-Virgil will not provide internet access or filtering for home use. USD # 386 will also be able to restrict the use of legally purchased content purchased through iTunes that can be put on the device.

## **SOFTWARE ON IPADS**

- **Originally Installed Software**

The apps and operating system (OS) originally installed by USD # 386 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.

- **Additional Software**

Staff can add apps to their iPad and make requests for additional student apps (using the app request form) as needed.

- **Procedure for re-loading software**

If technical difficulties occur, the iPad will be restored from a backup (if last sync'ed to a home personal computer) or will be re-set to factory settings in the event a home computer 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.

- **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 syncing. Operating systems with Apple devices change. USD #386 will notify staff on how to update apps, should updates be necessary.

- **Technology Support**

Technology support for iPads will be available during the normal business day at Madison Jr-Sr High School between the hours of 7:50 and 3:40. After hours support will not be available.

## **ACCEPTABLE USE**

The use of the USD #386 Madison-Virgil School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Madison-Virgil School District is not transferable or extendible by staff to people or groups outside the district and terminates when a staff member is no longer employed in the Madison-Virgil School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. Employees who violate this policy may face discipline and/or termination as outlined in USD #386 Board of Education policies and the Negotiated Agreement.

### **School Responsibilities are to:**

- Provide internet and e-mail access to its' students.
- Provide internet filtering.
- Provide network data storage or cloud storage alternative. (These will be treated similar to school lockers. Madison-Virgil School District reserves the right to review, monitor, and restrict information stored on or transmitted via Madison-Virgil School District owned equipment and to investigate inappropriate use of resources.)
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
- Provide user accounts for free information storage in cloud-based (off site/online) applications.
- Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

### **Staff are responsible for:**

- Using iPads in a responsible and ethical manner.
- Using the iPad as an educational tool and resource in your class.
- Using the iPad to help the district achieve the goals of the iPad initiative.
- Obeying general school rules concerning behavior and communication that applies to iPad/computer use.

- Using all technology resources in an appropriate manner so as to not damage school equipment.
- Helping Madison-Virgil School District protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Securing their iPad after they are done working to protect their work and information.
- Notifying an administrator in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.

### **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.
- Inappropriately utilizing photos, video, and/or audio recordings of any person.
- Changing iPad settings in an effort to circumvent the filtering system.
- Downloading inappropriate apps.
- Using proxy sites to bypass web filtering.
- Videoing or taping on school property (not permitted unless it is related to an educational activity).
- Emailing or chatting during class when not related to a school assignment
- Threats and/or cyber-bullying of any kind.
- Spamming-Sending inappropriate emails.
- Vandalism to your iPad or another's iPad.

### **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 MHS Code of Conduct. 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. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

### **PROTECTING & STORING YOUR IPAD**

- **IPad Identification**  
Staff iPads will be labeled in the manner specified by the school. iPads can be identified based on serial number and Madison-Virgil School District identification number.
- **Storing Your iPad**  
When staff are not using their iPads, they should be stored in a secure location. Nothing should be placed on top of the iPad.
- **iPads Left in Unsupervised Areas:**  
Under no circumstances should iPads be left in unsupervised areas.

## REPAIRING OR REPLACING YOUR IPAD/ COST OF REPAIRS

The Madison-Virgil 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. Therefore, we have set the following guidelines in place.

- **Accidental Damage**  
Staff 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.
- **Intentional Damage**  
Staff will be held responsible for ALL (full payment) intentional damage to iPads including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the staff member will pay for full replacement value.
- **Vandalism and Theft**  
In cases of theft, vandalism and other criminal acts, a police report **MUST** be filed by the staff member.

## SCHOOL RIGHTS

- USD 386's network, facilities, and/or mobile device(s) are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of USD 386. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in disciplinary action and/or revocation of the offender's mobile device and/or network privileges.
- The administration and/or their designee(s) have the right to inspect any mobile device, application, or peripheral device associated with any or all USD 386 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all USD 386 technology.
- USD #386 Madison-Virgil reserves the right to define inappropriate use of technology.

**I agree to the stipulations set forth in the above documents including the iPad Policy, Procedures, and Information; and the Acceptable Use Policy**

Staff Name (Please Print) \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date: \_\_\_\_\_