

# **USD #386 Madison-Virgil**

## **Student 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 the beginning of each school year during "iPad Orientation". Parents and students must sign and return the Student Pledge documents before the iPad can be issued to their child. In order for this endeavor to be successful, it will take a joint effort between the students, staff, and parents.

- **iPad Check-in (7-12 grade students only)**

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

- **Check-in Fines (7-12 grade students only)**

- Individual school iPads and accessories must be returned to Madison Elementary and/Madison Jr-Sr High School Libraries at the end of each semester (December/May). Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at USD #386 for any reason must return their individual iPad on the date of termination.
- If a student fails to return the iPad at the end of the school year or upon termination of enrollment at USD #386, that student will be subject to criminal prosecution or civil liability. The student 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 student will be responsible for any damage to the iPad.

## TAKING CARE OF YOUR iPad

- **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.
- 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. **iPads that have been damaged from student misuse, neglect, or are accidentally damaged will be repaired with the first \$150 of repair cost being borne by the student.**
- Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally, stolen, 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 acceptable use policy for technology.
- 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**

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.

- **iPads Left at Home**

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. If a student repeatedly leaves their iPad at home, they will be subject to appropriate disciplinary action.

- **iPad Undergoing Repair**

Loaner iPads may be issued to students 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**

Students will have the ability to customize their iPad (screen background). Appropriate media will be used. Screen lock pass codes are not to be used.

- **Sound, Music, Games, or Programs (7-12 ONLY)**  
Each student will need to have a personal iTunes account. The iTunes account will be the conduit through which apps are downloaded to the iPad. Many students 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.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- 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.
- **Printing**  
Limited printing services will be available with the iPad. Students should talk to their teachers about the need to print and printer availability. Students 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**  
Students 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. This does not, however limit what can be downloaded to the students individual iTunes account or other personal device (iPhone, iPod,...). In the event storage space becomes an issue on individual iPads; student music, photos and apps will need to be deleted.
- **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.

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

- **Saving to DROPBOX**  
Students should save work to the iPad. It is recommended students 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 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.

## **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. Periodic checks of iPads will be made to ensure that students have not removed required apps or installed inappropriate material.
- **Additional Software**  
Students will be provided with purchase codes (at no charge to them) to purchase some basic apps: Pages, Keynote, and iMovie. Other apps may be added by the school or the student throughout the school year. If there is a cost involved and the school is requiring the app, the school will incur the cost associated with the app.
- **Inspection**  
Students will be selected at random to provide their iPad for inspection. iPad use and contents will also be monitored remotely.
- **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 students 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 students to people or groups outside the district and terminates when a

student is no longer enrolled 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. 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. The Madison Jr/ Sr High School Student Code of Conduct shall be applied to student infractions.

**Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.**

- **Parent/Guardian Responsibilities**

- Share in your child's excitement about this great opportunity for learning.
- Learn along with your child as they use this instructional tool to prepare for their future in the 21<sup>st</sup> century.
- Monitor your child's appropriate internet use and adherence to internet guidelines when using their iPad. Parents/Guardians should ensure that their child adheres to internet guidelines established at home and at school.
- 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. Students will have access to their device 24/7. Obviously, you as parents will need to establish ground rules for iPad use outside of the school day.
- Help fill out required paperwork in the event that the iPad requires repair, is lost or stolen, and report it no later than the next school day.

**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.

**Students are responsible for:**

- Using iPads in a responsible and ethical manner.
- 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 a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.
- Returning their iPad to the office at the end of each semester. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at MJH or MHS for any other reason must return their individual school iPad on the date of termination.

### **Student 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 a school assignment).
- Emailing or chatting during class when not related to a school assignment.
- Threats and/or cyber-bullying of any kind.
- Spamming-Sending inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Vandalism to your iPad or another student'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.

### **Student Discipline**

If a student violates any part of the above policy, board policy, or Madison Junior/Senior High School handbook policy, he/she may be subject to the following disciplinary steps:

- 1<sup>st</sup> Offense: Student(s) will check-in/checkout their iPads from the office daily for 3 weeks.
- 2<sup>nd</sup> Offense: 3 weeks of iPad privilege suspension (student still responsible for all required work).
- 3<sup>rd</sup> Offense: Loss of iPad privileges for a length of time determined by the administration.
- The administration will use the above consequences as guidelines and reserves the right to implement the appropriate discipline as deemed necessary by the administration.

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

- **IPad Identification**  
Student 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 students are not using their iPads, they should be stored in their locked locker. Nothing should be placed on top of the iPad. Students are encouraged to take their iPads 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 office.

- **iPads Left in Unsupervised Areas:**

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, commons area, the lunchroom, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any iPad left in these areas is in danger of being stolen. 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.

## **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**

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 will be responsible for the first \$150 of damage in the event the device is accidentally damaged and needs repaired. Depending on your personal homeowners insurance policy, you may be able to add the device to your policy at a minimal cost.

- **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 personal coverage of the iPad computer.

- **Intentional Damage**

Students/Parents 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 student will pay for full replacement value. Lost items such as chargers and cables will be charged the actual replacement cost.

- **Warranty Repairs**

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

- **Vandalism and Theft**

In cases of theft, vandalism and other criminal acts, a police report **MUST** be filed by the student or parent.

## **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.

## **TECHNOLOGY POLICY AND USAGE GUIDELINES**

It is the policy of USD #386 to mandate and expect that technology, including the internet system be used in a responsible manner. USD #386 has established policies and procedures for the use of all technology systems along with rules governing the behavior for accessing the system. All electronic communications, including email and internet communications should conform to the school's acceptable use policies. Those who do not comply with the standards of behavior outlined in the Acceptable Use Policy, Student/Parent iPad Agreement or Student Handbook may lose their privileges to use the system and/or be subject to disciplinary action that may result in the loss of network privileges and/or additional disciplinary action. Students shall have no expectation of privacy when using USD #386 email or computer systems. Email messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any email, computer application, or information in school computers or computer systems are subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use, are subject to disciplinary action up to and including expulsion from the school. Users shall promptly report to a teacher or other school employee any message received that is inappropriate or makes the user uncomfortable. In school, email access use for students may be used for classroom related use only. Email is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to authorities. All copyright issues regarding software, information, and attributions of authorship must be respected. If you are unsure whether or not you can use a specific item, you should request permission from the copyright owner. Copyright law can be very complicated. If you have questions, ask your teacher. The unauthorized copying or transfer of copyrighted material may result in the loss of network privileges.

- Do not use abusive, vulgar, profane, lewd or inflammatory language in email messages.
- Make your messages short and to the point. Do not tie up the network by downloading large files or sending huge mailings.
- Do not reveal your personal address, phone numbers, social security number or any other personal information.
- Do not vandalize iPads, computers, network devices, or alter software.
- Do not deliberately spread computer viruses.
- Do not intentionally search for, view, and/or distribute inappropriate materials.
- In compliance with federal guidelines, USD #386 has installed and maintains a filtering device that is monitored on a regular basis. Access to the internet is not a right, but a privilege. If students violate rules, they will lose access privileges and may be subject to disciplinary action.

- Comments that are sexually suggestive, humiliating, or threatening are not allowed.
- Email or posted messages which include insulting words or expressions which intend to injure, intimidate, bully, or harass others are not allowed. These prohibited behaviors include, but are not limited to, derogatory comments with respect to race, religion, gender, age, or disability.
- Any take-home technology (i.e. iPad) shall be used in the same manner as if it were at school.

### Student Pledge for iPad Use

- I will take good care of my iPad.
- I will never leave the iPad unattended.
- I will never loan out my iPad to other individuals.
- I will know where my iPad is at all times.
- I will charge my iPad battery as needed.
- I will keep food and beverages away from my iPad since they may cause damage to the device.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will protect my iPad by keeping it in a protective case.
- I will use my iPad in ways that are appropriate, meet MHS expectations, and are educational in nature.
- I will not place decorations (such as stickers, markers, etc.) on the iPad. I will not deface the serial number.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of the Madison-Virgil School District.
- I will follow the policies outlined in the *iPad Handbook* and the *Authorized User Agreement* while at school, as well as outside the school day.
- I will file a police report in case of theft, vandalism, and other acts covered by insurance.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the District iPad and power cords in good working condition.
- I will not utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.

**I agree to the stipulations set forth in the above documents including the iPad Policy, Procedures, and Information; the Acceptable Use Policy; iPad Protection Plan and the Student Pledge for iPad Use.**

Student Name (Please Print) \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name (Please Print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Individual school iPads and accessories must be returned to the MHS office at the end of each semester. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at USD #386 for any other reason must return their individual school iPad computer on the date of termination.**