

Jefferson West High School
iPad Policy, Procedures, and Information
2016-2017

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1.0 General Information

The intent of our 1 to 1 iPad initiative is to provide a common device for all teachers and students to utilize for the enhancement of teaching and learning for the students of the Jefferson West School District. Providing a common device for all high school students will allow students and teachers to have a technology device more hours of the day. Our intent is to enhance the learning opportunities across the curriculums and allows students to have more opportunities to learn away from the classroom setting by having the information pipeline at their fingertips. These policies and procedures include expectations, responsibilities and direction of student use of iPads as a tool to enhance teaching and learning.

Receiving an iPad

iPads will be distributed at the beginning of the school year. The iPad is district property and all users will follow this policy and the USD 340 Jefferson West acceptable use policy for technology. It is the desire of the Jefferson West school district for each student in grades 7-12 to have access to an iPad to enhance the learning environment for each and every student. In order for this endeavor to be successful, it will take a joint effort between the students, staff, and parents to ensure the success of this program. Parents & students will be required to attend an informational meeting at least once before a student will be issued an iPad. In order to have the iPad on a 24/7 basis during the school year, the parent and student must sign and return the Student Pledge documents.

- If an iPad malfunctions or becomes damaged, it must be reported to the school office or other school designated location. The school district will be responsible for repairing iPads that malfunction. Any repair to a district owned iPad must be completed by a district authorized technician.

Inspection

Students will provide their assigned iPad for inspection at any time requested by a school official. iPad use and contents will also be monitored remotely.

IPad Check-in

iPads and accessories will be returned during the final week of school so they can be updated and checked for serviceability. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Jefferson West for any reason must return their school issued iPad on the date of termination. iPads will be examined for serviceability at the time they are turned in.

Failure to Check-in Consequences

If a student fails to return the iPad at the end of the school year or upon termination of enrollment at JW, that student will be subject to criminal prosecution or civil liability. The student/parent will also pay the replacement cost of the iPad. Failure to return the iPad will result in a theft report being filed with local law enforcement. In the instance where a student has agreed to the use of the iPad only during the school day, failure to check in the iPad at the end of each day could constitute a theft report being filed with the local law enforcement.

The iPad and all accessories must be returned to JW in satisfactory condition. The student/parent will be responsible for any damage to the iPad, consistent with the District's iPad Protection plan. The student/parent will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

2.0 Care of the iPad

Students are responsible for the general care of the iPad that has been issued by the school. iPads that are broken or fail to work properly must be taken to the designated location for an evaluation of the equipment. Students will be held responsible for maintaining their individual iPads and keeping them in good working order. Students will be responsible for damages to their iPads. iPads that malfunction or are damaged must be reported to the school office or other school designated location right away.

Carrying iPads

The protective cases provided with the iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. Therefore, the iPad must always be within the protective case provided by the school, at all times. iPad cases furnished by the school district must be used unless otherwise approved by the school authorities. School cases should be returned with only normal wear and no alterations to avoid paying a replacement fee.

General care information

- Cords and cables must be carefully inserted & removed from the iPad to prevent damage.
- iPads and cases must remain free of any writing, drawing, stickers, or labels that are not the property of the Jefferson West School District. NO LABELS should be placed on the iPad or the case.
- iPads must never be left in an unsupervised area including an unlocked locker, unlocked car, or any place that is not secure. Unsupervised areas include the school grounds and campus, commons area, the lunchroom, locker rooms, library, unlocked classrooms, dressing rooms, hallways or any location off school property that the student is not in direct contact of the device outside of their home. Any iPad left in unsupervised areas is in danger of being stolen or damaged, if an iPad is found on school property it will be taken to the office. After a first warning, students will be charged \$5.00 to retrieve their iPad that has been turned into the office due to it not being supervised. Repeated lack of supervision on the part of the student may limit the student's use of the device.
- iPads that are stolen or lost must be reported immediately to an administrator, and the school resource officer or local law enforcement.

Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on or striking the screen.

- Only use a clean, soft cloth to clean the screen, no cleansers of any type. (Use of chemicals WILL damage the screen.) Do not remove the screen protector shield or case, if this is needed please bring the iPad to the office.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not lean on the iPad.
- Do not place anything in the carrying case that will press against the cover. Some carrying cases (i.e. backpacks) can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen.
- Do not "bump" the iPad against lockers, walls, car doors, floors, etc. as it may crack or break the screen.
- Do not flip or toss the iPad around in your hands.

Repairs / Costs of Repairs and Replacement Costs

The Jefferson West 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 the district has established a District Protection Plan. The Jefferson West School District Protection Plan is required for those choosing to have the iPad 24/7. This fee is to cover some of the costs with repairs or replacement in the event of theft, loss, accidental damage, or maintenance. The protection plan cost will be \$50 annually for each iPad with a maximum annual cost of \$150 per family per building. Yearly School District Protection Plan fees will be placed into an account for iPad care and replacement. In the event a repair is necessary the \$50 protection plan fee will be used towards cost of the first qualifying repair. Parents will need to purchase this protection plan through the office at the student's building before their student is allowed to check out an iPad.

- Students/parents will be responsible for damage to their iPads including, but not limited to, broken screens, cracked cases, inoperability, etc. The cost incurred by the parent/student will depend on the extent of the damage and whether or not the damage was accidental or due to a malfunction or maintenance issue. If the damage is accidental or an iPad malfunction, The School District Protection Plan may be used to cover part of the cost of repairs the first time.
- Students/Parents will be held responsible for the entire cost of repairs or full replacement costs (minus the \$50.00 protection plan if applicable) of iPads that are damaged due to misuse, neglect, or intentional damage. This includes, but is not limited to: broken screens, cracked plastic pieces, inoperability, etc. In the case of intentional damage and/or neglect, should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Payment is expected at the time of the repair. An iPad will not go home with the student until the repair/replacement is paid in full.
- The School District Protection Plan does not cover lost items such as protective sleeves and cables. Lost **and/or damaged** items such as cases and cables will be charged the actual replacement cost. Lost items such as chargers and cables will be charged the actual replacement cost of Apple equipment.

Protection Plan Claims

All protection plan claims for accidental damage and maintenance must be reported and filed with the high school

office. In cases of theft, vandalism and other criminal acts, a police report **must** be filed by the student or parent and a copy of the report provided to the principal's office. The student/parent will be responsible for the cost of repairing or replacing the iPad (minus the \$50.00 protection plan).

Loaner iPad

If available, loaner iPads may be issued to students whose device is being repaired on the first occurrence. Subsequent occurrences of the need for repair could limit the use of the iPad by the student to a school setting.

Warranty Repairs

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

Insurance

The district protection plan is not insurance. If students or parents wish to carry their own personal insurance to protect the iPad in cases of theft, loss, or accidental damage, they should consult their insurance agent for details about their personal coverage of the iPad computer. (Worth Ave Group provides personal insurance coverage on an annual basis)

3.0 iPad Use Purpose

iPads are intended for educational 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 are expected bring their iPad to all classes, unless specifically instructed not to do so by their teacher. iPads must be brought to school each day in a fully charged condition. Repeat violations of this policy may result in students being required to "check out" their iPad for a designated period of time by the building administrator.

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 the privilege to take the device home will be suspended for a designated period of time. If students fail to bring their iPad to school for 3 consecutive days, (with the exception of excused absences) the iPad may be considered stolen and reported to law enforcement.

iPad Identification

The student's legal name or a personal picture of the student will be used as the lock screen. Inappropriate media may not be used as a screensaver or background photo. Pictures of guns or weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in disciplinary actions.

Sound, Music, Games, or Programs

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. (iTunes accounts can set up an account without adding credit card information, which is the recommended option for all students)

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Appropriate music is allowed on the iPad and can be used at the discretion of the teacher. **Ear buds/headphones may be used in the classroom based upon individual teacher approval.** In the halls & during passing periods, students may not use ear buds/headphones in both ears.

Use of streaming **internet games**, **personal music/video** and **video chat** during the school day is not allowed on the iPads. All software/apps not district provided must fall within district policy.

Syncing and Printing at School

Syncing will be completed through a personal iTunes account via the cloud only. Students are responsible for managing their syncs according to all policies. Printing will not be available at school from the iPad.

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 e-print compatible printer and possibly an additional app or software on your home computer/printer.

Personal Apps

Students are allowed to install acceptable apps, pictures, video, music, etc. on the iPad. **Apps which allow time messaging or temporary display of texts photos, etc. and do not store that information are NOT allowed on USD 340 iPads. Examples of this type of APPS are Snap Chat, Poke.,** USD 340 will, within reason, provide configuration settings that will not allow inappropriate content/apps/music to be installed on the iPad. If space on the device becomes a problem student's personal music, photos, apps, etc. will be removed from the device to provide additional space. Priority to the district purchased or required apps and information takes priority over student's personal. It is suggested students backup their personal material as the district does not guarantee or restore any personal material on the iPad.

At Extra Curricular Activities

Coaches/sponsors for individual activities may limit whether or not iPads are allowed to be on buses or at particular events.

Saving to the iPad/Home Directory

Students may save work to the home directory on the iPad on a limited basis. It is recommended that students save to the cloud or email documents to themselves for storage. Limited storage space will be available on the iPad – but it will NOT be backed up in case of re-imaging. 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.

4.0 Software/Apps

Originally Installed Software/Apps

The apps and operating system originally installed by USD 340 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 iOS upgrades. Periodic checks of iPads will be made to ensure that students have not removed required apps, installed inappropriate material or altered the operating system (also known as jail breaking the device). Students are not to remove any district installed software, app, profiles, restrictions or tamper in any manner with the device profiles. Students are not permitted to share any passcodes with other students. Failure to adhere to this rule will result in a suspension of the use of the district iPad and other disciplinary action.

Procedure for re-loading Software/Apps

If technical difficulties occur, the iPad will be restored from iCloud. 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/App upgrades

Upgraded versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates. Operating systems with Apple devices change, JWHS 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 Jefferson West during the normal hours of operation. After hours support will not be available.

5.0 Acceptable Use

The use of the Jefferson West School District technology resources is a privilege, not a right. The privilege of using the technology resources provided by the USD 340 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 USD 340 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 Jefferson West District Student handbook and acceptable use stipulations 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.**

School Responsibilities

The school will provide:

- Internet access to students on campus.
- Access through the internet to a student's personal email account.
- Internet blocking of inappropriate materials as able while in the school facility.
- Jefferson West School District reserves the right to review, monitor, and restrict information stored on or transmitted via Jefferson West School District owned equipment and to investigate inappropriate use of resources.
- Staff guidance to aid students in doing research and help ensure student compliance of the Acceptable Use Policy.

Student Responsibilities

Students will:

- Use computer/devices in a responsible and ethical manner.
- Obey general school rules and district policy concerning behavior and communication that apply to iPad/computer use.
- Use all technology resources in an appropriate manner so as not to damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions cause by the student's own negligence, errors or omissions. Use of any information obtained via Jefferson West School District's designated Internet system is at your own risk. Jefferson West School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Help the Jefferson West School District protect its computer system/devices by contacting an administrator about any security problems they may encounter.
- Monitor all activity on their account(s).
- Turn off and secure their iPad after they are done working to protect their work and information.
- Report any email containing inappropriate or abusive language or questionable subject matter.
- Return their iPad to the designated location at the end of each school year or on the date when attendance is terminated for any reason.

Parent Responsibilities

Parents are asked to 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.

Student iPad 24/7 access opt out is a parent consideration. In order to do so, contact the principal of the school and share the reason why. The student is still responsible for meeting the course requirements. The student will be required to check in the iPad at the end of each day.

*Students that will have access to their device during the school year 24/7, parents are encouraged to establish ground rules for iPad use outside of the school day. USD 340 will restrict, within reason, legally purchased content through iTunes that can be installed on the device. (ie. Explicit Music, R rated movies, . . .)

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.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Spamming – sending mass or inappropriate emails.
- Gaining access to another student's accounts, files, and/or data.
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger, iMessage, YIK YAK.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.

- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Jefferson West School District web filter.
- Uninstalling or altering apps and operating systems installed by USD 340 is prohibited. (i.e jail break the device)

Consequences of inappropriate use

If a student violates any part of the above policy, he or she will be subject to consequences as listed in the in Jefferson West High School Student Handbook, BOE District Policy, iPad policy, and internet use agreement.

- Student will lose the privilege of having the device 24/7 by checking-in/checking-out their iPads from the designated location daily.
- Student may lose use of the device for set amount of time.
- Student may be required to attend an iPad policy refresher class.
- Loss of individual iPad and be issued a generic loaner iPad on an as need basis.
- Disciplinary/legal action as deemed appropriate.

If a student loses the privilege to use the iPad, they will still be required to complete all coursework.

6.0 USD 340 Rights

- USD 340's network, facilities, and/or technology devices are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of USD 340. 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 computer, mobile device, application, or peripheral device associated with any or all USD 340 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all USD 340 technology.
- USD 340 reserves the right to define inappropriate use of technology.

Student Pledge for iPad Use

1. I will take proper care of my iPad.
2. I will never leave the iPad unattended.
3. I will never loan out my iPad to other individuals.
4. I will know where my iPad is at all times.
5. I will bring my iPad fully charged to school every day.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will not disassemble any part of my iPad or attempt any repairs or allow any person to do so.
8. I will not share my iPad passcode with another student.
9. I will protect my iPad by keeping it in a protective case.
10. I will use my iPad in ways that are appropriate, meet JWHS expectations, and are educational in nature.
11. I will not place decorations (such as stickers, markers, etc.) on the iPad. I will not deface the serial number.
12. I understand that my iPad is subject to inspection at any time without notice and remains the property of USD 340 Jefferson West School District.
13. I will follow the policies outlined in the iPad Handbook and the Use of Technology Resources Policy while at school, as well as outside the school day.
14. I will file a police report in case of theft, vandalism, and other acts covered by insurance as well as report to the Jefferson West administration.
15. I will be responsible for all damage or loss caused by neglect or abuse.
16. I agree to return the District iPad and power cords in good working condition.
17. I will not utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.
18. I will not alter the operating systems or profiles on the iPad.

Internet Use Agreement **Student Form Technology Acceptable Use Policy**

Use of computer network and internet services is an important skill for today's technologically literate students. Jefferson West Schools want to open these avenues of research to our students while attempting to ensure their safety. Please review these rules with your son/daughter with particular attention to #16. Students need to be reminded that the traditional "parent's warnings" against "talking to strangers" apply in this case for the same

safety reasons.

1. All use of on-line services (e.g. internet or local area network) must be in support of education and research, being constant with the purposes of Jefferson West Schools.
2. Any use of video or recording equipment in the classroom is to be preapproved in writing by the teacher.
3. Any use of the network to facilitate illegal activity is prohibited.
4. Any use of the network for commercial or for profit purposes is prohibited unless a written request has been submitted to and approved by the BOE.
5. Any use of the network for product advertisement or political lobbying is prohibited.
6. Network accounts are to be used by those authorized to use the account for only those purposes authorized.
7. Do not use other user's passwords or share your password with others.
8. Communication via the networks should not be assumed to be private or privileged information.
9. No use of the network or Internet shall attempt to disrupt the use of the network or internet by others.
10. Hardware or software shall not be destroyed, modified, or abused in any way.
11. Malicious use of the network to develop programs that harass other users of infiltrate a computer or computing system and damage the software of hardware components of a computer or computing system is prohibited.
12. Hate mail, harassment, discriminating remarks, flaming, spamming, and other anti-social behaviors are prohibited.
13. Installation or any attempt to illegally install or download copyrighted software on district computers is prohibited.
14. No personal software shall be loaded on any school computer or network.
15. Use of network to access or transmit obscene, objectionable or pornographic material is prohibited
16. Use of the network to transmit material likely to be offensive or objectionable to recipients is prohibited. Never respond to messages that are suggestive, obscene or threatening. Show such messages to an adult/teacher. They can forward a copy to the service provider for investigation.
17. Students should not use or give out any personal information about themselves or the school. This would include but not be limited to: your full name, home phone numbers, home address, school name, social security number, bank account number, credit card number.