

USD #347

iPad Policy, Procedures, and Information

INTRODUCTION

The Kinsley-Offerle School District USD 347 is increasing access to technology and extending these learning opportunities to our students. After a year of researching different ideas and ways to implement an effective program, the school district is making iPads available to students in 4th grade through high school seniors. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, collaboration, and communication. Technology plays an important role in our lives today. Our current approach to providing technology access to our students is not where we would like it to be, and due to the increased daily use and the limited number of laptops available, staff and students did not have adequate access to technology when they needed it throughout the day. As we looked at a number of options, we felt the iPad would best meet the students' learning needs.

A number of factors influenced the decision to move forward with the purchase of iPads. Some of those factors included: functionality, design and size, battery life, availability of a variety of apps, camera availability, ability to individualize and personalize learning, ease of use, and cost. The district wanted all staff and students to have a common device with similar capabilities in order to facilitate transitions and support increased learning based on identified instructional goals of rigor, relevance, relationships, communication, collaboration, creativity, and critical thinking. Know that we are committed to continuing to offer an appropriate balance of teaching and learning tools and techniques for all of our students.

iPads are only one of many tools in a student or teacher toolbox. The district is committed to offering an appropriate balance of teaching and learning tools and techniques for all of our students and staff guided by common core standards and established 21st century skill sets. Technology is simply one more learning tool that allows us to give students a complete learning experience; mobile technology like the iPads will allow staff to tailor that learning experience to meet individual student learning styles and needs. We are excited about the many positive, educational benefits this initiative will provide to our students. With that said, a number of questions will need to be answered.

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1. RECEIVING THE iPad & iPad CHECK-IN

1.1 Receiving the iPad

iPads will be distributed at the beginning of each school year. Parents & students must sign and return the Responsible Use Policy and this document before the iPad can be issued to their child. Students will keep the same device over the next 3-4 years. 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.

1.2 iPad Check-In

iPads will be returned during the final week of school so they can be checked for serviceability. If a student transfers out of USD 347 during the school year, the iPad will be returned at the time of checkout.

1.3 Check-In expectations

1.3.1 Individual school iPads and accessories must be returned to the building office at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at USD 347 for any other reason must return their individual school iPad on the date of termination.

1.3.2 If a student fails to return the iPad at the end of the school year or upon termination of enrollment at USD 347, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad. Failure to return the iPad will result in a theft report being filed with the Sheriff's Department.

1.3.3 Furthermore, the student will be responsible for any damage to the iPad and must return the iPad and accessories to the building office in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

2. TAKING CARE OF THE 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 your building's designated area for an evaluation of the equipment.

2.1 General Precautions

2.1.1 The iPad is school property and all users will follow this policy and the Kinsley-Offerle acceptable use policy for technology.

2.1.2 Only use a clean, soft cloth to clean the screen, no cleansers of any type.

2.1.3 Cords and cables must be inserted carefully into the iPad to prevent damage.

2.1.4 iPads and covers must remain free of any writing, drawing, stickers, or labels that are not the property of the Kinsley-Offerle School District.

2.1.5 iPads must never be left in an unlocked locker, car, or any unsupervised area. Subject to a \$5 fine.

2.1.6 Students are responsible for keeping their iPad battery charged for school each day. Subject to a \$1 fine. Fine will increase for repeat offenses and be subject to further disciplinary action, including loss of the device.

2.1.7 Students will have the same iPad for the life of the iPad (senior iPads will go to next year's 4th graders).

2.2 Carrying iPads

The school will provide a protective case/cover for the iPad. This is required to help protect the iPad. iPads should always be within the protective case when carried.

2.3 Screen Care

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

- 2.3.2 Do not put unnecessary pressure on the top of the iPad.
- 2.3.3 Do not place anything near the iPad that could put pressure on the screen.
- 2.3.4 Do not place anything in the carrying case that will press against the cover.
- 2.3.5 Clean the screen with a soft, dry cloth or anti-static cloth.
- 2.3.6 Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as it may crack or break the screen.
- 2.3.7 Students may choose to purchase protective screen covers for additional screen protection.

3. USING THE 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.

3.1 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 students repeatedly leaves their iPad at home, they will be subject to appropriate disciplinary action. Students are responsible for all work, even if their iPads are broken, misplaced, lost, stolen, revoked, etc.

3.2 iPad Undergoing Repair

Loaner iPads may be issued to students whose device is being repaired

3.3 Charging the iPad Battery

iPads should be charged to full capacity each day before they are brought to school. Subject to a \$1 fine. Fine will increase for repeat offenses and be subject to further disciplinary action, including loss of the device.

3.4 Screensavers/Background Photos

a. Students 6-12 will have the ability to customize their iPad (screen background). Appropriate media will be used. Screen lock passcodes are not to be used.

b. Students 4-8 may have the ability to customize their iPad (screen background) with approval. Appropriate media will be used. Screen lock passcodes are not to be used.

3.5 Sound, Music, Games, or Programs

a. Each student, 6-12 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.

b. iPads for students PK-8 will be managed through the district.

3.5.1 Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

3.5.2 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 iPads.

3.6 Printing

Printing services are not available with the iPad.

3.7 Home Internet Access/Printing (6-12)

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. School staff will not assist with printing at home.

3.8 Personal Apps (6-12)

Students may install appropriate personal apps on their iPad via their personal iTunes

account. USD No. 347 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 student's individual iTunes account or other personal device (iPhone, iPod, etc.). In the event storage space becomes an issue on individual iPads, student music, photos and apps will be deleted.

3.9 iPads and Extracurricular Activities (6-12)

USD 347 sponsors a variety of after school activities, especially sports, many of which require travel to other schools. While the conditions of these activities are so varied that it is impossible to have a uniform policy for security, we do have the following options for students and their families to consider. Families should have a discussion so that students and parents are both aware of how they will proceed. After school security depends on each student having a clear understanding of how he/she will handle the iPad, as well as an understanding that each student needs to handle his/her assigned iPad responsibly. Coaches/sponsors for individual activities may limit whether or not iPads are allowed to be on buses or at particular events. **DO NOT LEAVE iPads ON THE BUS.**

4. MANAGING FILES & SAVING WORK

Students should save work to the iPad. It is recommended students regularly back up data. 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. Students are responsible for all work, even if their iPads are broken, misplaced, lost, stolen, revoked, etc.

5. SOFTWARE ON iPads

5.1 Originally Installed Software

The apps and operating system originally installed by USD No. 347 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.

5.2 Additional Software

Students will be provided with purchase codes (at no charge to them) to purchase some basic apps. Other apps may be added by the school or the student throughout the school year. Some apps will be free and others may cost.

5.3 Inspection

iPads are the property of USD 347. As such, students will be selected at random to provide their iPad for inspection. iPad use and contents will also be monitored remotely. (These will be treated similar to school lockers. USD 347 reserves the right to review, monitor, and restrict information stored on or transmitted via USD 347 owned equipment and to investigate inappropriate use of resources.)

5.4 Procedure for Re-Loading Software

If technical difficulties occur, the iPad will be restored from a backup (if last sync'd 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 a re-format and/or re-image.

5.5 Software Upgrades

Upgraded versions of licensed software/apps are available from time to time. Students will be required to check in their iPads for periodic updates and syncing. Operating systems with Apple devices change. The school district will notify students on how to update apps, should updates be necessary.

5.6 Technology Support

Technology support for iPads will be available during the normal business day at:

- a. Kinsley Junior/Senior High School between the hours of 8:00–8:20 and 3:40–4:00. After-hours support will not be available.
- b. Kinsley-Offerle Elementary School between the hours of 8:00-8:20 and 3:30-4:00. After-hours support will not be available.

6. ACCEPTABLE USE

The use of USD 347's technology resources is a privilege, not a right. The privilege of using the technology resources provided by USD 347 is not transferable or extendable by students to people or groups outside the district and terminates when a student is no longer enrolled in USD 347. 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 terms or 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. USD 347's Responsible Use Policy Student Handbook Policies, and this document 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.

6.1 Parent/Guardian Responsibilities

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, cell phones, movies, and radio.

*High school 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. Devices will have Internet filtering on them while on the school's network. USD 347 may also restrict legally purchased content that can be put on the device.

6.2 School Responsibilities (while on the school network) are to:

- 6.2.1 Provide Internet and Internet filtering to its students.
- 6.2.2 Possibly provide email access to its students.
- 6.2.3 Provide staff guidance to aid students in doing research and help assure student compliance of the Responsible Use Policy.
- 6.2.4 Monitor to the best of our ability, pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

6.3 Students are responsible for:

- 6.3.1 Using iPads in a responsible and ethical manner.
- 6.3.2 Obeying general school rules concerning behavior and communication that applies to iPad/computer use.
- 6.3.3 Using all technology resources in an appropriate manner so as to not damage school equipment.
- 6.3.4 Helping USD 347 protect our computer system/device by contacting an administrator about any security problems they may encounter.
- 6.3.5 Monitoring all activity on their account(s).
- 6.3.6 Securing their iPad after they are done working to protect their work and information.
- 6.3.7 Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.

- 6.3.8 Returning their iPad to the building office at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at USD 347 for any other reason must return their individual school iPad on the date of termination.
- 6.4 Student Activities Strictly Prohibited:**
- 6.4.1 Illegal installation or transmission of copyrighted materials.
- 6.4.2 Any action that violates existing Board policy or public law.
- 6.4.3 Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- 6.4.4 Inappropriately utilizing photos, video, and/or audio recordings of any person or recording, photographing, or videoing others without the legal consent of all those who are being recorded.
- 6.4.5 While on USD 347 property, students may not utilize wireless access points other than that provided by the district. This includes, but is not limited to, cell phones, "hot spots," "Mi-Fi," gaming systems, MP3 players, etc.
- 6.4.6 Downloading inappropriate apps.
- 6.4.7 Spamming/sending inappropriate emails.
- 6.4.8 Gaining access to other students' accounts, files, and/or data.
- 6.4.9 Vandalism to your iPad or another student's iPad.
- 6.5 iPad Care:**
- 6.5.1 Students will be held responsible for maintaining their individual iPads and keeping them in good working order.
- 6.5.2 iPad batteries must be fully charged and ready for school each day.
- 6.5.3 iPads that malfunction or are damaged must be reported immediately to the building office. Administration will notify parents at the time damage is reported. USD 347 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, students will be responsible for the cost of the repair in the event the device is accidentally damaged and needs repaired per incident. If the iPad is damaged and is still functional, students and/or parents may choose to delay repair until the iPad is no longer functional. At the time when an iPad is no longer functional, the student will pay for the repair per this policy. (If necessary, a payment plan may be arranged.) Students will also be expected to pay for any damages or repairs at the end of their 6th grade and/or Senior years when it is time for the iPads to rotate to other students. *If there is an option for students to purchase iPads at the end of the iPad's service, it is understood that the student would only have the option of purchasing their own damaged iPad.**
- 6.5.4 Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally, stolen, or lost.
- 6.5.5 iPads that are stolen must be reported immediately to the building office and the Sheriff's Department.
- 6.6 Legal Propriety:**
- 6.6.1 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.
- 6.6.2 Plagiarism is a violation of the USD 347 Student Handbook, the Responsible use policy (grades 4-12) and this document. Give credit to all sources used, whether quoted or summarized. This includes, but is not limited to, all forms of media on the Internet, such as graphics, movies, music, and text.
- 6.6.3 Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the district.
- 6.7 Student Discipline:**

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

- 6.7.1 Student(s) will check in/check out their iPads from the office daily.
- 6.7.2 Required to attend an iPad policy review.
- 6.7.3 Loss of iPad.
- 6.7.4 Disciplinary/legal action as deemed appropriate.

6.8 Ineligible Students:

Ineligible students not showing progress may have their iPads revoked.

7. PROTECTING & STORING THE iPad

7.1 iPad Identification:

Student iPads will be issued with a case that is purchased by the district and labeled in the manner specified by the district. (The value of the case is \$50.00)

7.2 Storing the iPad:

When students 6-12 are not using their iPads, they should be stored in their locked locker. Nothing should be placed on top of the iPad. Students 6-12 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 students 6-12 need a secure place to store their iPad, they may check it in for storage at the designated area in their building. Students K-8 will check in their iPad at the end of each day to the designated area in their building for charging.

7.3 iPads Left Unsupervised:

Under no circumstances should iPads be left unsupervised. 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 unsupervised, it will be taken to the office. Students will be charged \$5.00 to retrieve their iPad that has been turned into the office due to not being supervised. Repeat offenses may result in further disciplinary action or loss of the iPad.

8. REPAIRING OR REPLACING THE iPad/COST OF REPAIRS

USD 347 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. Students will be receiving equipment and software valued at approximately \$400. We ask that students bear in mind the value of the iPad and take actions to prevent problems. We offer this advice: Avoid leaving iPads in situations that increase the risk of theft. Don't create temptation. Therefore, we have set the following guidelines in place.

8.1 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 cost of the repair in the event the device is accidentally damaged and needs repaired per incident.

8.2 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.

8.3 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/damaged items such as cases, chargers and cables will be charged the actual replacement cost.

8.4 Vandalism and Theft

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

9. SCHOOL RIGHTS:

USD 347's network, facilities, and/or mobile device are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of USD 347. 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 347 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all USD 347 technology. Kinsley-Offerle School District USD 347 reserves the right to define inappropriate use of technology.

-Approved by USD 347 BOE 10-10-22

USD #347

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I have read and understand the conditions of the USD 347 iPad Policy.

Student Name: _____ Date: _____
(please print)

Student Signature: _____

Parent/Guardian Name: _____ Date: _____
(please print)

Parent/Guardian Signature: _____