

# **Jasper City Schools**

## **iPad Policy, Procedures, and Information**

### **2013-2014**

**Jasper City Schools iPad Initiative** The focus of the iPad initiative in the Jasper City Schools is to provide tools and resources to the 21st Century Learner. Excellence in education requires technology to be seamlessly integrated throughout the educational program. The iPad provides a simple and portable way to manage information and allows students constant access to learning opportunities. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

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, anyplace.

The policies, procedures, and information within this document apply to all iPads used in the Jasper City Schools, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

Students and families who choose not to rent an iPad will still be able to complete assignments.

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## 1. RECEIVING YOUR iPad & iPad CHECK-IN

### 1.1 Receiving Your iPad

iPads will be distributed each fall during —*iPad Orientation*. **Parents & students must sign and return the iPad Protection Plan and Student Pledge documents and pay a rental fee before the iPad can be issued to their child.** Please review the iPad Rental plan included in this policy manual.

### 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 the Jasper City Schools during the school year, the iPad will be returned at that time.

### 1.3 Check-in Fines

The iPad and accessories must be returned to the school media center at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment in the Jasper City Schools for any other reason must return their iPad on the date of termination. A student who fails to return the iPad at the end of the school year or upon termination of enrollment in the Jasper City Schools will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad, or, if applicable, any insurance deductible. Failure to return the iPad will result in a theft report being filed with the City of Jasper Police Department.

Furthermore, the student will be responsible for any damage to the iPad, consistent with the District’s iPad Protection plan and must return the iPad and accessories to the school media center 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 YOUR iPad

Students are responsible for the general care of the iPad they have been issued by the school. Any iPad that is broken or fails to work properly must be taken to the Media Center for an evaluation of the equipment.

### **2.1 General Precautions**

The iPad is school property and all users will follow this policy and the Jasper City Schools —Acceptable Use Policy for technology.

- Only use a clean, soft cloth to clean the screen; do not use cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the Jasper City Schools.
- iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day.
- Student must use school issued iPad cases.

### **2.2 Carrying iPads**

The protective cases provided with iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- iPads should always be within the protective case when carried.
- Some carrying cases 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.

### **2.3 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 lean on the top of the iPad when it is closed.
- 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 bump the iPad against lockers, walls, car doors, floors, etc, as it will eventually break the screen.

## **3. 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 computer. Students must be responsible to 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 a student repeatedly (3 or more times as determined by any staff member) leaves their iPad at home, they will be required to check out their iPad from the help desk for 3 weeks.

### **3.2 iPad Undergoing Repair**

Loaner iPads may be issued to students when they leave their iPads for repair in the Media Center. There may be a delay in getting an iPad should the school not have enough to loan.

### **3.3 Charging Your iPad's Battery**

iPads must be brought to school each day in a fully charged condition. Students should charge their iPads each evening.

Repeat violations (minimum of 3 days-not consecutively) of this policy will result in students being required to check out their iPad from the help desk for 3 weeks. Second offense will result in the loss of iPad privileges for 3 weeks.

In cases where use of the iPad has caused batteries to become discharged, students may be able to connect their iPads to a power outlet in class.

### **3.4 Screensavers/Background photos**

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Passwords are not to be used.

### **3.5 Sound, Music, Games, or Programs**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the iPad and can be used at the discretion of the teacher.
- Internet games are not allowed on the iPads. If game apps are installed, the installation will be performed or supervised by JCS staff.
- Students will be responsible for providing their own headphones.

### **3.6 Home Internet Access**

Students are allowed to set up wireless networks on their iPads. This will assist them with iPad use while at home. Printing at home will require a wireless printer, proper settings on the iPad, and the correct app.

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

### **4.1 Saving to the iPad/Home Directory**

Students may save work to the home directory on the iPad. It is recommended students e-mail documents to themselves for storage on a flash drive or District server. 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.

### **4.2 Network Connectivity**

The Jasper City Schools makes no guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

## **5. SOFTWARE ON iPADS**

### **5.1 Originally Installed Software**

The software/Apps originally installed by the Jasper City Schools must remain on the iPad in usable condition and be easily accessible at all times.

From time to time, the students may be asked to sync the iPad with a computer located in the library or instructed by a teacher to download a free application via the schools' wireless internet, for use in a particular course. The licenses for this software require that the software be deleted from iPads at the completion of the course. Periodic checks of iPads will be made to ensure that students have not removed required apps.

### **5.2 Additional Software**

Jasper City Schools will synchronize the iPads so that they contain the necessary apps for school work. Students may add educational apps to their assigned iPad, with approval by JCS staff.

### **5.3 Inspection**

Students may be selected at random to provide their iPad for inspection.

### **5.4 Procedure for re-loading software**

If technical difficulties occur or illegal software is detected, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

### **5.5 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.

## **6. ACCEPTABLE USE**

The use of the Jasper City School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Jasper City 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 Jasper City Schools. 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 the appropriate disciplinary action shall be applied. The Jasper City School District's Student Code of Conduct shall be applied to student infractions.

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

### **6.1 Parent/Guardian Responsibilities**

- Talk to your child about the values and standards that he/she should follow on the use of the Internet, just as you do in the use of all media information sources, such as television, telephones, movies, and radio.
- Should you want your child to opt out of having an iPad, you will need to sign a form indicating this and understand that he/she is still responsible for meeting the course requirements (may take longer).

### **6.2 School Responsibilities are to**

- Provide Internet and Email access to its students.
- Provide Internet Blocking of inappropriate materials as able.
- Provide network data storage areas. These will be treated similar to school lockers. The Jasper City Schools reserves the right to review, monitor, and restrict information stored on or transmitted via Jasper City School 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.
- On occasion, an outside email account may be required by the district to participate in online learning experiences.

### **6.3 Students are Responsible for**

- Using iPads/computers/electronic devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to iPads/computers/electronic devices.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the students own negligence, errors, or omissions. Use of any information obtained through the Internet system of the Jasper City Schools is at your own risk. The Jasper City Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping the Jasper City Schools protect the computer system/device by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Students should always turn off and secure their iPad after they are done working to protect their work and information.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it in to the office.
- Returning their iPad to the Media Center at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Jasper City Schools for any other reason must return their iPad on the date of termination.

#### 6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing School 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
- Messaging services eg.- MSN Messenger, ICQ, etc.
- Internet/Computer Games unless directed by a teacher
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of iPad settings – deleting profiles or resetting iPad to default settings, etc. (exceptions include personal settings such as font size, brightness, etc).
- Downloading inappropriate apps
- Spamming eg.-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger, etc.
- 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 web filter of the Jasper City Schools through a web proxy.

#### 6.5 iPad Care

Students will be held responsible for maintaining their individual iPads and keeping them in good working order.

- iPad batteries must be charged and ready for school each day.
- Only labels or stickers approved by the Jasper City School District may be applied to the computer.
- iPad cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- iPads that malfunction or are damaged must be reported to the Media Center. The school district will be responsible for repairing iPads that malfunction. iPads that have been damaged from student misuse, neglect, or are accidentally damaged will be repaired with the cost being the responsibility of the student. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally.
- **iPad damage: Students are responsible for any and all damage.**
- iPads that are stolen must be reported immediately to the Office and the Police Department.

#### 6.6 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 Jasper City Schools 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.
- Use or possession of hacking software is strictly prohibited and violators will be subject to Disciplinary measures defined in the Jasper City Schools Student Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

### **6.7 Student Discipline**

If a student violates any part of the above policy, the following disciplinary steps will be applied:

- 1st offense – Student(s) will check-in/check-out their iPads from the help desk daily for three (3) weeks.
  - 2<sup>nd</sup> offense – Three (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 and the help desk.
- Senior students will also lose their senior privilege during this same period.

## **7. PROTECTING & STORING YOUR iPad COMPUTER**

### **7.1 iPad Identification**

Student iPads will be labeled/engraved in the manner specified by the school. iPads may be identified in the following ways:

- Record of serial number
- Jasper City Schools label/engraving

### **7.2 Storing Your iPad**

When students are not using their iPads, the device should be stored in their locked lockers. Nothing should be placed on top of the iPad, when stored in the locker. 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 with the help desk/media center.

### **7.3 iPads Left in Unsupervised Areas**

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, Media Center, 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 Media Center or the office. A student will be charged \$10.00 to retrieve their iPad that has been turned into the Media Center or the office due to not being supervised.

## **8. REPAIRING YOUR iPad COMPUTER**

### **8.1 iPad Rental**

The Jasper City Schools iPad's are available for students to rent. The rental cost is \$35.00 annually for each iPad with a maximum cost of \$50.00 per family. Parents will need to pay this rental fee and sign the rental agreement at the school office before the student is allowed to check out an iPad. The full value of an iPad is approximately \$600. If you can not afford this fee, please see building administration.

### **8.2 Personal iPads**

Students may wish to carry their own personal iPad. If this is the case, the students' iPad must be synced to the school district's computers to ensure the District required applications and safety precautions are installed.

### **8.3 Repairs**

Students or parents must file a police or fire report and bring a copy of the report to the Principal's office before an iPad can be repaired or replaced by the School District.

## **9. COST OF REPAIRS**

Students will be held responsible for ALL intentional damage to their 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. Students will be responsible for the actual replacement cost of lost items such as sleeves, cables, chargers, etc.

**JASPER CITY SCHOOLS**  
**STUDENT/PARENT iPad/NETBOOK USE AGREEMENT**  
**NOTE: THIS FORM APPLIES ONLY TO STUDENTS TO WHOM AN iPad IS ISSUED.**

Student Name \_\_\_\_\_  
Last Name First Name Grade

Parent Name \_\_\_\_\_  
Last Name First Name Driver's License #

Parent Email Address \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Terms:

1. I agree to pay a non-refundable annual use/maintenance fee of **\$35 (or \$50 per family)** on or before taking possession of the iPad and its accessories (i.e., protective case and charger/sync cord).
2. I understand that I will be assigned the **same** iPad each year such devices are issued.
3. I agree to create and maintain an iTunes account and accept responsibility for any purchases made through it.
4. I agree to practice digital citizenship and responsible social networking.
5. I agree to comply at all times with the Jasper City Schools District's Acceptable Use Policy and iPad Acceptance Form and Procedures Manual incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate my rights of possession, effective immediately, and the school system may repossess the iPad and its accessories.
6. I agree that I will not deface the iPad or its accessories in any way, including the addition of decals, markings, etc.
7. I agree that I will not alter (i.e. "jailbreak") the iPad, software configuration, or functionality installed by Apple and/or the Jasper City Schools.
8. I will take good care of my iPad.
9. I will never leave the iPad unattended.
10. I will never loan my iPad to other individuals.
11. I will know where my iPad is at all times.
12. I will charge my iPad's battery daily at home prior to each school day.
13. I will keep food and beverages away from my iPad since exposure to these items they may cause damage to the device.
14. I will not disassemble any part of my iPad or attempt any repairs.
15. I will protect my iPad by only carrying it while in the case provided.
16. I will use my iPad in ways that are appropriate and are for educational purposes
17. I will not place decorations (such as stickers, markers, etc.) on the iPad. I will not deface the serial number iPad sticker on any iPad.
18. I understand that my iPad is subject to inspection at any time without notice and remains the property of the Jasper City Schools.
19. 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.
20. I will file a police report related to my iPad in case of theft, vandalism, and/or fire.
21. I will be responsible for all damage or loss caused by neglect or abuse.
22. I will honor myself and others by communicating in a respectful manner in all electronic communication.
23. I agree to return my iPad, case, power cords, and other issued equipment, in good working condition.

Title:

Legal title to the iPad and its accessories is in the name of Jasper City Schools and shall at all times remain so. My right of possession and use is limited to and conditioned upon my full and complete compliance with this Agreement and the Acceptable Use Policy.



**The Jasper City Schools recognizes that with the implementation of the iPad initiative there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection: loss or damage, warranty, accidental damage protection, and insurance.**

Loss or Damage:

If the iPad is damaged, lost, or stolen, I am responsible for the **\$50** insurance deductible. This plan will include one repair/replacement. Additional replacements will cost me or my parent/guardian the full cost of the repair or the full value of an iPad. I agree to report the damage, loss, or theft of the iPad and/or its protective case to the school within 24 hours of occurrence.

NOTE: Seniors must clear all records and pay all fees before participating in graduation ceremonies.

Apple Care Warranty:

This coverage is purchased by the Jasper City School District as part of the purchase price of the equipment. Apple warrants the iPads from defects in materials and workmanship for one year. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair the iPad or an iPad replacement. The Apple Care warranty does not warrant against damage caused by misuse, abuse, accidents, or computer viruses.

Accidental Damage Protection:

The Jasper City School District has purchased coverage to protect the iPads against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters. This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage, or cosmetic damage.

Insurance for Theft, Loss or Fire:

iPads that are stolen, lost, or damaged by fire are not covered by the Apple Care Warranty or the accidental damage protection outlined above.

Term of Agreement:

*My right to the use and possession of the iPad and its accessories terminates not later than one week before the end of the academic school year, unless earlier terminated by Jasper City Schools or upon my withdrawal from Jasper City Schools.*

Repossession:

*If I do not timely and fully comply with all terms of this Agreement, including the timely return of the iPad and its accessories, the school system shall be entitled to declare me in default and come to my place of residence, or other location of the iPad and its accessories, to take possession of the iPad and its accessories.*

Appropriation:

*My failure to timely return the iPad and its accessories and my continued use of it without the school system's consent may be considered unlawful appropriation of property that legally belongs to Jasper City Schools.*

SIGNATURES:

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date