



1:1 iPad Learning Initiative

CENTRAL SCHOOL
Policies, Procedures and Information

2015-2016

Introduction

The focus of this One-to-One Personal Learning Initiative for the 7th and 8th grade students is to provide tools and resources to the 21st Century learner. The personalized, mobile, and individual use of an iPad is a way to empower students to maximize their full potential and to prepare them for high school, college, and the workplace. District 35 has selected the iPad as the device to use within the classroom and home environment. We ask that each student and parent review the information shared in this iPad Policies and Procedures document.

1.0 General Information

The policies, procedures and information within this document apply to all student iPad devices used at Glencoe School District 35, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

1.1 Receiving the iPad

iPads will be distributed during iPad Orientation held in August. Parents and students must sign and return the Acceptable Use Policy/Network Access Agreement and the iPad Student Pledge document before the iPad can be issued to their child. Parents and their student will also be guided in the creation of a school-related iTunes account to manage digital resources. Only use this school-related iTunes account with this District-issued iPad.

1.2 Returning the iPad

iPads with accessories will be returned to the Central School library during the final week of each school year as facilitated by your advisory teacher. If a student transfers out of Glencoe School District 35 during the school year, the iPad will be returned to the school office at that time. Students who withdraw or end enrollment at Central School for any other reason must return their District-issued iPad with accessories on the date of termination to the school office.

1.3 Failure to Return iPad

If a student fails to return the iPad at the end of the school year or upon termination of enrollment at Glencoe School District 35, that student/parents will be subject to full replacement cost of the device and accessories.

2.0 Care of the iPad

The iPad is school property and all users will follow this document and the Glencoe School District 35 Acceptable Use Policy for this technology. Students are responsible for the general care of the iPad they have been issued by the District. iPads that are broken or fail to work properly must be taken as soon as possible to the Spartan Lab located in the library for an evaluation of the equipment.

2.1 General Precautions

- ✓ 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.
- ✓ iPads must remain free of any writing, drawing, stickers, or labels that are not the property of District 35.
- ✓ iPads should never be dropped, tossed, or stepped on.
- ✓ iPads should not be left in places of extreme temperatures or limited ventilation (e.g., in a car).
- ✓ 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.

2.2 Carrying iPads

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

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 or on the screen.
- 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 iPad screen.
- Clean the screen with a soft, dry cloth or anti-static cloth. No cleaning fluids are necessary.

2.4 School-related iTunes Account

This District-issued iPad must only be associated with the school-related iTunes account created under the student's parent/guardian supervision and permission. If the iPad is synced to a computer at home, the District-issued iPad must remain associated to the school-related iTunes account. All apps and other digital content must be installed and managed only through the school-related iTunes account.

3.0 Using the iPad at School

The iPad is 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 tablet. Students must be responsible to bring their iPads to all classes unless specifically instructed not to do so by their teacher.

3.1 iPads Left at Home

If a student leaves his/her iPad at home, s/he is responsible for getting the schoolwork completed as if s/he had the iPad present.

3.2 iPad Undergoing Repair

Loaner iPads may be issued to students when they leave their iPads for repair in the Technology department through the library. There may be a delay in checking out a loaner iPad should the school not have enough on hand.

3.3 Charging your iPad's Battery

iPads must be brought to school each day in a fully charged condition. Students need to charge the iPads every evening. Repeat violations of this may result in a student losing at-home privileges.

3.4 Wallpaper/Background photos

Inappropriate media may not be used as a wallpaper or background photo. Inappropriate media includes, but is not limited to the following: the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures. A password to lock the screen is 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. Game apps

(including Internet ones) are not allowed on the iPads. All District-provided software/apps must be installed and available on the iPad at all times. Data storage will be through apps on the iPad and through Glencoe School District 35's Google Drive accounts.

3.6 Recording Tools

Use of the camera, video, and sound recording tools is meant for academic use only. Any inappropriate use of such tools will result in disciplinary action.

3.7 Printing

Printing is available with the iPad on a very limited basis. Printing at home would require a specific make/model printer at this time, proper settings on the iPad, capable iPad apps, and/or certain applications on the home computer. Students will be given information and instruction on printing with the iPad at school.

3.8 Home Internet Access

Students are allowed to set up home wireless networks on their iPads. It is incumbent upon the parents to monitor and manage student Internet activity while at home. It is the prerogative of the parents/guardians to limit or restrict iPad or Internet use at home. As a reminder, when the iPad device is at home, home filter options will be used.

4.0 Managing Your Files and Saving Your Work

4.1 Saving to the iPad/SD35 Network Resources

Students may save work directly on the iPad. It is recommended that students also save documents to their Glencoe Google Drive account. In addition, students are able to email documents to themselves and/or their teacher. Please note: Storage space will be available on the iPad, but it is LIMITED and it will NOT be backed up in case of re-imaging or device malfunction. 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 handing in school work.

4.2 Network Connectivity

Glencoe School District 35 makes no guarantee that their 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.

5.0 Software on iPads

5.1 Originally Installed Software/Apps

The software/apps originally distributed by Glencoe School District 35 must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software/apps for use in a particular course. Periodic checks of iPads will be made to ensure that students have not removed required apps or have added apps that are not authorized by the school.

5.2 Additional Software

Students are **not** allowed to load extra software apps on their iPads unless approved by or otherwise directed to do so by their teachers or school staff. Glencoe School District 35 will facilitate the distribution of Apps required on the iPads. Students will not synchronize iPads or add non-Glencoe 35 apps to their assigned iPad. Students are not allowed to sync iPads to personal (not school-related) iTunes accounts. Students can, however, sync all apps and media through their school-related iTunes accounts created during iPad orientation.

5.3 Inspection

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

5.4 Procedure for Re-loading Software

If technical difficulties occur, illegal software or tampering has been done, or non-Glencoe 35 apps are discovered, the iPad will be restored to factory state. The student and parent must work in conjunction with Central School technology support staff to re-establish any district-owned apps through the school-related iTunes account. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format.

5.5 Software Upgrades

Upgraded versions of licensed software/apps are available from time to time. Students will be required to update their iPads through their school-related iTunes account only when notified to do so by technology staff.

6.0 ACCEPTABLE USE

6.1 Statement of Responsibility

The use of Glencoe School District 35's technology equipment and network is a privilege, not a right. The privilege of using the technology resources provided by Glencoe School District 35 is not transferrable to people or groups outside the district and terminates when a student is no longer enrolled in Glencoe School District 35. This handbook is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of the iPad device. If a person violates any of the Policies, Procedures and Information named in this handbook, privileges may be terminated, access to the District's technology resources may be denied, and the appropriate disciplinary action shall be applied.

The act of tampering with an iPad voids any warranty and is in strict violation of Acceptable Use and the guidelines in this handbook. iPad privileges will be terminated and appropriate disciplinary action shall be applied.

Internet access is available on every computer with network access in Glencoe School District 35. Network administrators will make reasonable efforts to maintain reliable service. They cannot, however, absolutely guarantee that the system will always be available or operating correctly.

Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration.

The user is responsible for what he/she says and does with the computer device and on the network. Communication with thousands of others is quick and easy. Therefore, it is important for the user to stop and think before communicating and to show respect for other people and for their ideas.

6.2 Parent/Guardian Responsibilities

- ✓ Talk to your student about values and the standards that your student should follow on the use of the Internet just as you would on the use of all media information.
- ✓ Monitor your student's home Internet activity and instruct your student on proper digital citizenship.
- ✓ Monitor your student's iTunes account activity (apps downloads, podcasts, etc.).
- ✓ Help your student maintain the iPad as a personal learning tool in the pursuit of academic success.

6.3 School Responsibilities

- ✓ Provide Internet and Email access to students.
- ✓ Provide Internet filtering of inappropriate materials while using the school network.
- ✓ Provide network data storage areas. Glencoe School District 35 reserves the right to review, monitor, and restrict information stored on or transmitted via District 35 owned-equipment and to investigate inappropriate use of technology resources. Privacy should not be assumed.
- ✓ Provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

6.4 Student Responsibilities

- ✓ Use computers/iPad devices in a responsible and ethical manner.
- ✓ Obey general school rules concerning behavior and communication that apply to the iPad as well as all technology resources and network use according to the Glencoe School District Student Acceptable Use Policy and Network Access Agreement. The Student Pledge for iPad use must be reviewed and signed each year. The Student Acceptable Use and Network Access Policy is available in the official Parent/Student Handbook (online).
- ✓ Use all technology resources in an appropriate manner so as not to damage school equipment. This "damage" includes, but is not limited to, tampering with the iPad (therefore voiding warranty).
- ✓ Help Glencoe School District 35 protect our computer network and devices by contacting a teacher or staff member about any security problems that may be encountered.
- ✓ Monitor all activity on your account(s) and keep passwords private and uncompromised.
- ✓ Always put the iPad to sleep after use.
- ✓ If you should receive email or other electronic message(s) containing inappropriate or abusive language or if the subject matter is questionable, print a copy and turn it in to a teacher or principal.
- ✓ Return the iPad to your advisory teacher at the end of each school year for check-in. Students who withdraw or terminate enrollment at Central School must return the iPad on the date of withdrawal to the school office.

6.5 iPad Care

- iPad batteries must be charged and ready for school each day.
- Students will be held responsible for maintaining their individual iPads and keeping them in good working order.
- Only labels or stickers approved by the Glencoe School District 35 may be applied to the iPad.
- iPad carrying cases furnished by the school district must be used daily and returned with only normal wear and no alterations to avoid paying a replacement fee.
- iPads that malfunction or are damaged must be reported to the Technology Department via the Central School library. The school district will be responsible for facilitating repairs of iPads that malfunction.
- Any damage to iPads must be reported immediately to a teacher. iPads that have been damaged from student misuse, neglect or are accidentally damaged will be repaired through the District 35 Technology Department. A student with his/her iPad out for repair will pick up/drop off an iPad from the Central School library for temporary use at school. This temporary iPad will not be available for home use.
- iPads that are stolen must be reported immediately to the Central School library.

The fee structure approved by the Board of Education will be used for repair and replacement costs.

6.6 Student Discipline

The discipline procedure in Glencoe School District 35 Parent/Student Handbook addresses serious and major offenses such as stealing, tampering and destruction of school or personal property, which apply to the iPad device. Depending on the seriousness of the offense, students may lose iPad and/or technology resource/network privileges as well as disciplinary action.

7.0 Protecting & Storing Your iPad Computer

7.1 iPad Identification

Student iPads will be labeled in the manner specified by the school district. Individual iPads can be identified in the following ways:

1. Record of serial number
2. Glencoe School District 35 ID label
3. Student's First Name/Last Name as labeled by school staff

7.2 Storing Your iPad

The iPad should always remain in the school provided case and when not in use be stored in his/her locked locker. Glencoe School District 35 requires that a student use the combination lock provided by the school district to secure the locker. 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 never be stored in a parent's vehicle at school or at home.

7.3 iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Any iPad left unattended in these areas is in danger of being stolen. If an iPad is found in an unsupervised area (such as a hallway), it will be taken to the library and the student will need to request return of their device.

8.0 Repairing or Replacing the iPad

Glencoe School District 35 recognizes that with the implementation of the iPad initiative there is a need to protect the District's investment. If the iPad should be in need of repair, the iPad must be brought to the Central School library for damage assessment or determination of malfunction. Students and their parents will be held responsible for damage based on the following Board approved schedule:

DAMAGE:

1st incident: \$0
2nd incident: \$50
3rd incident: \$100

LOST or STOLEN:

1st incident: \$50
2nd incident: \$100
3rd incident: \$300

8.1 Warranty Protection

The iPads have been purchased by the District and carry two-year AppleCare protection on them. AppleCare covers device malfunction or warranty repair. The AppleCare Protection Plan provides repair or replacement coverage to be determined by an Apple-authorized Technician, which includes the following:

1. The iPad itself
2. Battery
3. Included USB cable and power adapter

AppleCare does not cover the iPad if it is lost, stolen or damaged due to neglect.

Throughout the school year, students should go to the Spartan Lab in the Central library for all assistance with any iPad issues, including:

- Damaged device
- Troubleshooting
- iPad backup
- Help using an app
- Exporting content from the iPad
- To report a lost or stolen iPad

8.3 Claims

All Warranty Protection claims will be facilitated through the District 35 Technology Department. In cases of fire, theft, vandalism and other criminal acts, a copy of the police/fire report must be provided to the Business Office.



Glencoe School District 35
Student Pledge for iPad Use

- ✓ I will use my iPad in ways that are appropriate, meet Central School expectations and are educational.
- ✓ I will respect the privacy of others and only use my camera and recording tools for educational purposes.
- ✓ I will take full responsibility of my assigned iPad. I will never leave my iPad unattended.
- ✓ I will never loan out my iPad to other individuals (students or adults).
- ✓ I will know where my iPad is at all times.
- ✓ I will charge my iPad battery daily.
- ✓ I will not disassemble any part of my iPad or attempt any repairs myself.
- ✓ I will protect my iPad by only carrying it while in the case provided.
- ✓ I will only add content and apps as provided by Glencoe District 35.
- ✓ I will not place decorations (such as stickers, markers, etc.) on the iPad.
- ✓ I will not deface the Glencoe School District 35 label on any iPad.
- ✓ I understand that my iPad is subject to inspection at any time without notice and remains the property of Glencoe School District 35.
- ✓ I will keep food and beverages away from my iPad.
- ✓ I will follow the policies and guidelines outlined in the iPad One-to-One Handbook while at school, as well as outside the school day.
- ✓ I will be responsible and report all damage or loss.
- ✓ I will file a police report in case of fire, theft, vandalism, and other acts.
- ✓ I agree to return the District iPad, carrying case, cables and cords in good working condition.

We,

(Student's name – please print clearly)

(Parent/Guardian's name – please print clearly)

understand and agree to the stipulations set forth in the above document including the iPad One-to-One Initiative Student/Parent Handbook; the Acceptable Use Policy (AUP)/Electronic Network Access Agreement for Students and the Student Pledge for iPad Use.

Student Signature

Date

Parent Signature

Date



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(Student's name – please print clearly)

(Parent/Guardian's name – please print clearly)

understand and agree to the stipulations set forth in the above document including the iPad One-to-One Initiative Student/Parent Handbook; the Acceptable Use Policy (AUP)/Electronic Network Access Agreement for Students and the Student Pledge for iPad Use.

Student Signature Date

Parent Signature Date