

Plainview-Elgin-Millville

iPad Student Acceptable Use

Procedures and Information

PEM iPad Program

The focus of the iPad program at Plainview-Elgin-Millville is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future. 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. Plainview-Elgin-Millville has developed five goals for our iPad program:

- Enhance and accelerate learning
- Leverage technology for personalized instruction
- Promote collaboration and increase student engagement
- Strengthen 21st century skills necessary for future success
- Provide equity for all learners

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 at Plainview-Elgin-Millville (PEM) including any other device considered by the Administration to come under this policy.

Teachers may set additional requirements for use in their classroom.

1. RECEIVING YOUR iPad & iPad CHECK-IN

1.1 Receiving Your iPad

Parents & students must complete the iPad Protection Plan Agreement(HS) as well as sign and return the Parent/Student Agreement form before the iPad can be issued to their child.

1.2 iPad Check-in

iPads will be returned during the final week of school so they can be checked for serviceability.

1.3 Check-in Fines

Individual school iPads and accessories must be returned to the Plainview-Elgin-Millville Technology Department at the end of each school year. Students who graduate early, withdraw, transfer, are suspended or expelled, or terminate enrollment at Plainview-Elgin-Millville for any other reason must return their individual school iPad on the date of termination. If a student fails to return the iPad at the end of the school year or upon termination of enrollment at Plainview-Elgin-Millville, that student will be subject to criminal prosecution or civil liability. The student will also pay the reimbursement cost of the iPad. Failure to return the iPad will result in a theft report being filed with the Plainview 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 Plainview-Elgin-Millville Technology Department 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. iPads that are broken or fail to work properly must be taken to the Technology Department for an evaluation of the equipment.

2.1 General Precautions

The iPad is school property. All users will follow the guidelines in this handbook, as well as the district Acceptable Use Policy.

- a. Only use the approved cloth to clean the screen, no cleansers of any type.
- b. iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the Plainview-Elgin-Millville School District.
- c. Cords and cables must be inserted carefully into the iPad to prevent damage.
- d. iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- e. Students are responsible for keeping their iPad's battery charged for school every day.

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:

- a. iPads should always be within the protective case with the cover closed when carrying.
- b. No papers should be put inside the flap of the carrying case as it impacts the magnetic seal of the case.

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.

- a. Do not lean on the top of the iPad when it is closed.
- b. Do not place anything near the iPad that could put pressure on the screen.
- c. Do not place anything in the carrying case that will press against the cover.
- d. Clean the screen with the approved cloth.
- e. 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. 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 (HS)

If students leave their iPad at home, they are responsible for the course work completed as if they had their iPad present. If a student repeatedly leaves their iPad at home, they may be required to “check out” their iPad from the Media Center for a period of time as determined by school administration.

3.2 iPad Undergoing Repair

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

3.3 Charging your iPad's Battery (HS)

iPads should be brought to school each day with at least a 75% charge. Students need to charge their iPads when it goes below 75% charge. Repeated violations of iPads not being charged for school may result in students being required to “check out” their iPad from the Technology Department. Multiple offenses may result in the loss of iPad privileges. 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/Passwords

- a. Inappropriate media may not be used as a screensaver or background photo.

- b. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or any other inappropriate pictures will result in disciplinary actions.
- c. Passcodes are mandatory. This password must be kept confidential and furnished to the technology department if requested.

3.5 Sound, Music, Games, or Programs

- a. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- b. Earbuds/Headphones are not allowed except in classroom settings with staff approval.
- c. All software/apps must be district provided. Data Storage will be through apps on the iPad, cloud-based computing and email to a server location.

3.6 Printing

Limited printing at school will be available with the iPad. Students will still be able to print from their Google Apps account on the Media Center computer.

3.7 Home Internet Access (HS)

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.

3.8 Classroom Calendars

Students are responsible for being informed of their assignments by subscribing to the calendars of their teachers.

3.9 Class Downloads

Students are responsible to download to the iPad any necessary documents and/or materials from Schoology. If a family does not have wireless access at home, students must do this before school, during the school day, or after school.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the iPad/Home Directory

Students should save work to the iPad. It is recommended students backup documents via Google Apps, Dropbox, or email. 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 Plainview-Elgin-Millville School District 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. APPS ON iPADS

5.1 Originally Installed Software

The software/apps originally installed by Plainview-Elgin-Millville Schools must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software applications 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 Inspection

Students will be selected at random to provide their iPad for inspection. iPad use and contents will also be monitored remotely.

5.3 Procedure for re-loading software

If technical difficulties occur, illegal software, or non school appropriate installed apps are discovered, the iPad will be wiped to factory settings. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

5.4 Software upgrades

Upgrade versions of licensed software/apps are available from time to time. Most syncing and updating will be done remotely through the School Technology Department. However, students may be required to check in, turn in their iPads for periodic updates. Operating systems with Apple devices change. Plainview-Elgin-Millville High School will notify students on how to update apps, should updates be necessary.

6. ACCEPTABLE USE

The use of the Plainview-Elgin-Millville School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Plainview-Elgin-Millville 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 Plainview-Elgin-Millville 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 handbook or any other district policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.

The Plainview-Elgin-Millville 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

- a. Parents are encouraged to talk to their children about the values and the standards that children should follow on the use of the Internet just as should be done on the use of all media information sources such as television, telephones, movies, and radio.
- b. Parents who do not want their child to have an iPad for home use will need to sign a form with this acknowledgement. Students will be required to check out an iPad daily from the media center. Parents should also understand that any student without an

iPad for home use is still responsible for meeting the course expectations. This may require the student to come in early and stay late at school in order to complete all necessary course requirements.

- c. Parents will be responsible for filling out and signing the Parent/Student Agreement form and paying the Protection Plan (if they select this protection plan option) at this time.
- d. Parents are encouraged to become familiar with the iPad and help ensure the use of the technology to track their child's progress. The iPad allows parents and students to view teachers' assignment calendars, track homework, and monitor progress toward coursework completion.

6.2 School Responsibilities are to:

- a. Provide Internet and Email access to its students.
- b. Provide Internet Blocking of inappropriate materials as able.
- c. Provide network data storage areas, which will be treated similar to school lockers. PEM School District reserves the right to review, monitor, and restrict information stored on or transmitted via PEM School District owned equipment and to investigate inappropriate use of resources.
- d. Provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Procedures and Electronic Technologies Acceptable Use and Safety Policy.
- e. Provide user accounts for free information storage in cloud based applications.
- f. Pictures, videos, and audio recordings of any student or staff member are allowed only with written consent.

6.3 Students are Responsible for:

- a. Using computers/devices in a responsible and ethical manner.
- b. Obeying general school rules concerning behavior and communication that apply to iPad/computer use.
- c. Using all technology resources in an appropriate manner so as to not damage school equipment.
 - a. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by the students own negligence, errors or omissions.
 - b. Use of any information obtained via PEM School District's designated Internet System is at the student's own risk. PEM School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- d. Helping Plainview-Elgin-Millville Schools protect our computer system/device by contacting an administrator about any security problems they may encounter.
- e. Monitoring all activity on their account(s).
- f. Students should always turn off and secure their iPad after they are done working to protect their work and information.
- g. If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to save a copy and turn it in to the Principal.
- h. Students are required to turn in their iPad to the Technology Department at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Plainview-Elgin-Millville High School for any other reason must return their individual school iPad computer on the date of termination.

6.4 Student Activities Strictly Prohibited:

- a. Illegal installation or transmission of copyrighted materials.
- b. Any action that violates existing Board policy or public law.
- c. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, cyber bullying or sexually explicit materials.
- d. Pictures, video, and audio recordings of any student or staff member without written consent.
- e. Pictures, video, and audio recordings of any student or staff member at any time in locker rooms or restrooms.
- f. Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- g. Messaging services-EX: MSN Messenger, ICQ, etc, unless the iPad messaging service directed and monitored by the classroom teacher.
- h. Internet/computer games.
- i. Use of outside data disks or external attachments without prior approval from Administration.
- j. Changing iPad settings (exceptions include personal settings such as font size, brightness, etc).
- k. Downloading inappropriate apps for an educational device.
- l. Spamming – sending mass or inappropriate emails.
- m. Gaining access to other students' accounts, files, and/or data.
- n. Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
- o. Use of MSN and Messenger through anonymous or false accounts.
- p. 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.
- q. Participation in credit card fraud, electronic forgery, or other forms of illegal behavior.
- r. 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.
- s. Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
- t. Bypassing the PEM School District web filter 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.

- a. iPad batteries must be charged and ready for school each day.
- b. Only labels or stickers approved by the PEM School District may be applied to the iPad.
- c. Students are allowed to personalize their iPad case within guidelines of school policies and rules.
- d. iPads that malfunction or are damaged must be reported to the Technology Department. The school district will be responsible for repairing iPads that malfunction due to normal wear and tear.

- e. iPads that have been accidentally damaged will be repaired with cost being borne by the guidelines of the iPad Protection Plan agreement. **Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally.**
- f. iPads that are stolen must be reported immediately to the Principal and the School Resource Officer. Students are responsible for the replacement cost of any lost iPad.
- g. Charging cables/cords should be inserted and removed carefully to prevent damage. This should be done on both ends of the cable by grasping the plugs rather than the cord. The charging cord should be plugged into the wall outlet before connecting the iPad. When disconnecting, remove the cable from the iPad before pulling the cord from the wall outlet.
- h. Students should never put weight on the iPads, stack items on top of them, or wedge them tightly into a backpack or case. The iPad cases should not be used as a folder to carry other items, including any sharp or pointed items such as pens or pencils.
- i. iPads should not be exposed to temperature extremes. Students should not leave the iPad in any location where the temperature falls below freezing or exceeds 95 degrees. If the iPad is cold, it should be allowed to warm up to room temperature before use. An iPad exposed to direct sunlight or high temperatures may overheat during use and must be allowed to cool down before subsequent use.

6.6 Legal Propriety

- a. Students are obligated to comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If a student is unsure, they should ask a teacher or parent.
- b. Plagiarism is a violation of the Plainview-Elgin-Millville Schools Code of Conduct. Students should 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.
- c. Use or possession of hacking software is strictly prohibited and violators will be subject to PEM 9-12 Student/Parent 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, he/she may be put on the following disciplinary steps:

- a. 1st offense – student(s) will check in/check out their iPads from the Technology Department daily up to one (1) week.
- b. 2nd offense – student(s) will check in/check out their iPads from the Technology Department daily. for up to three (3) weeks and be required to attend an iPad policy refresher class.
- c. 3rd offense – students may lose iPad privileges for a length of time determined by Administration.

The school has the right to discipline students for infractions concerning iPad use that are not specifically outlined in the above policy.

7. PROTECTING & STORING YOUR IPAD COMPUTER

7.1 iPad Identification

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

- a. Record of serial number
- b. Plainview-Elgin-Millville Public Schools Label

7.2 iPad Storage

When students are not using their iPads, they should be stored in their 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, he/she may check it in for storage with the 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 office.

8. PROTECTION PLAN AND ACCIDENTAL DAMAGE

8.1 iPad Protection Plan (HS)

Annual Protection Plan Premium: \$25 per student + Deductible

- Devices that have damage must be brought to the Technology Department as soon as the damage occurs. Violation of this may raise the repair cost for your device that you would have to cover.
- The District’s protection plan coverage is voluntary.
- A police report must be filed in the event of the theft of a device.
- The District has sole authority to determine any and all replacement costs and fees due to damage (including aesthetic damage), theft, and lost devices/cases.
- If damage/theft does occur, the District reserves the right to require students to check in/out the device daily. Families are responsible to pay for any replacement/repair costs before a student is permitted to bring the device home.
- Damaged devices/cases must be returned to the District before replacement can be determined.

Plan Premium: \$25
 Plan Deductible: \$35 for the 1st iPad Repair,
 \$50 for the 2nd iPad Repair,
 Full Repair Costs for 3rd Repair
 (Price determined by the iPad repair company)

Students and families who choose not to participate in the voluntary iPad fee program must provide proof of homeowners insurance covering the cost of the iPad, provide a deposit of \$429 to be returned at the end of the year less any damage costs, or waive the iPad Protection plan and take full responsibility for any damages to the iPad.

All parents must sign and complete the iPad Protection Plan Agreement form specifying which option of the protection plan they are choosing for their student. This must occur before the student is given the iPad.

8.2 Claims

All personal insurance claims must be reported to the high school office. 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 with School District Protection.

9. COST OF REPAIRS

Students will be held responsible for ALL damage to their iPads caused by neglect or intentional misuse including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as sleeves and cables will be charged the actual replacement cost.

10. CONNECTING TO THE DISTRICT NETWORK

All students are required to use the school owned iPad. Other devices may be used in school where appropriate.