

iPad Handbook of Policy, Procedures, and Information

Loyalsock Township School District ***iPad Handbook of Policy, Procedures, and Information***

INTRODUCTION

Technology plays an important role in our lives today. Technology is simply one more learning tool that allows us to give students a well-rounded learning experience. A number of factors were taken into account as we made our decision to move forward with the purchase of iPads.

RECEIVING YOUR iPad & iPad CHECK-IN

Receiving Your iPad

The iPads will be distributed at the beginning of each school year during "iPad Orientation." Parents & students must sign and return the Student Pledge documents before the iPad can initially be issued to their child. Students in grades 8-11 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.

iPad Check-in

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

Check-in Fines

Individual school iPads and accessories must be returned to the LTSD library at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at LTSD 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 LTSD, the student will pay the replacement cost of the iPad. 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 LTSD in satisfactory condition.

Care Of Your iPad

The iPad is school property and all users will follow this policy and the LTSD acceptable use policy for technology. Students are responsible for the general care of the iPad they have been issued by the school. Any iPads that are broken or fail to work properly must be taken to the Technology Office for an evaluation of the equipment.

General Care

As recommended by Apple, use only a soft, lint-free microfiber cloth to clean the screen. Avoid getting moisture in openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad.

- Cords and cables must be inserted carefully into the iPad to prevent damage. Align the charge/sync cord carefully when connecting or removing it.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the LTSD.
- iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their iPad battery charged for school each day.
- Students will have the same iPad for the life of the iPad(senior iPads will go to next year'sfreshmen).
- Excessive pressure on the iPad screen may cause damage. Avoid leaning on top of the iPad or placing anything on top of it. Placing too many items in a carrying case or backpack could also put too much pressure on the screen.
- Avoid touching the screen with anything other than your finger or a proper stylus.
- Wrap the charge/sync cable carefully when not used.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the Loyalsock Township School District.
- To prevent damage, your iPad should not be near food and drink.
- Keep your iPad out of extreme temperatures, away from hot or cold surfaces, and away from water or dampness. DO NOT leave the iPad in a locked car overnight during winter months as the freezing conditions will damage components and impact battery life.
- The iPad is provided for the sole uses of the student to which it is assigned. Do not loan out your iPad, charger/sync cable, or cover to other individuals.
- When storing your iPad, do not place heavy items on top for against it.
- In the event you need a secure place to store your iPad, you may check it in for storage in the library.
- Keep your iPad off the floor where it could be stepped on or tripped over.
- Do not bump or drop the iPad against hard surfaces.
- Do not disassemble or attempt to do any physical repairs to the iPad.
- Do not attempt to break any security protocols placed on the iPads at anytime.
- Honor the school district's restrictions of access to sites and apps that are not allowed at school.

Carrying iPads

You are required to keep the iPad in the supplied protective cover or comparable personal cover. Backpacks carrying **other ?** (such as folders and workbooks), must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen while being carried to and from school.

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 should bring their iPad to all classes, unless specifically instructed not to do so by their teacher. |

iPads Left at Home

If students leave their iPad at home, they are responsible for getting the coursework completed as if they had their iPad present. If a student repeatedly leaves his or her iPad at home, he or she will be subject to appropriate disciplinary action that may include time served before or after school, restriction or loss of iPad privileges. When applicable, law enforcement agencies may be involved.

iPad Undergoing Repair

Loaner iPads may be issued to students whose machine is being repaired.

Charging Your iPad's Battery

iPads should be charged to full capacity each day before they are brought to school. Repeat violations will result in the administration of appropriate disciplinary action.

Sound, Music, Games, or Programs

Each student will need to have a personal iTunes account. The iTunes account will be the conduit through which apps are downloaded to the iPad. 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. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Appropriate music is allowed on the iPad.

Earbuds/headphones may be used in the classroom based upon individual teacher approval.

Printing

Printing services will not be available with the iPad. Students should talk to their teachers about the need to print assignments and printer availability from alternative technology.

Home Internet Access/Printing

Students are permitted 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.

Personalization

Screensavers/Background photos

Students will have the ability to customize their iPad (screen background). Appropriate media will be used. **You may personalize your lock screen and home screen with appropriate media.**

The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug and gang-related symbols or pictures are not permitted per school/district policies.

Attaching stickers, marking, painting, drawing or marring any surface of the iPad or school-issued cover is prohibited. You are required to passcode protect your iPad and keep the passcode confidential.

Personal Apps

Students may install appropriate personal apps on their iPad via their personal iTunes account. LTSD will, within reason, provide configuration settings that will not allow inappropriate content/apps/music to be installed on the iPad. However, this does not limit what can be downloaded to the student's individual iTunes account or other personal device (iPhone or iPod). If storage space becomes an issue on student iPads, student music, photos and apps will need to be deleted. All apps must be in accordance with the personal iTunes account and in compliance with the legal license agreements. All apps required and purchased by LTSD will be "gifted" to you for download via email. The school district will not be held liable for any personal apps or other

downloads that are purchased. Loading music from your personal collection is permitted in accordance with the legal license agreements. Personal content may need to be removed if more memory is required for school related apps and files. If illegal software/apps or inappropriate content is discovered, the iPad will be reset to factory defaults. The school does not accept responsibility for the loss of any software or documents deleted due to are set.

iPads and Extra Curricular Activities

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

MANAGING YOUR FILES & SAVING YOUR WORK

Saving to the iPad/Home Directory

Students should save work to the iPad. 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 recommended students regularly back up data to the cloud storage provided by the school. Syncing your device and/or backing up your device regularly will allow the restoration of all data. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Generally, iPad malfunctions are not an acceptable excuse for not submitting work.

Do not expect that files stored on your iPad will be private. LTSD officials may review your files and communications at any time to ensure you are using the iPad appropriately.

You are responsible for the appropriateness of all files, data, and internet history on your iPad. Do not take photos or video of other students or staff without their permission. The possessing, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden. Do not access another individual's materials, information, or files without permission.

Instructional Use

You are responsible to bring your iPad to school every day. If you do not have it, you must complete all work as if it were present. Loaner iPads will not be provided for this reason. Bring your iPad to school fully charged every day. It is your responsibility to have sufficient battery life for your expected use while at school. Limited access to a charging station will be available in designated areas. Updates to Apps and the iPad software are released periodically. It is your responsibility to keep your device updated and synced prior to class. Do not use the issued iPad for non-academic purposes during school hours (games, downloads, chat rooms, instant messaging, viewing websites not related to the assignment, etc.) without teacher permission.

SOFTWARE ON IPADS

Originally Installed Software

The apps and operating system originally installed by LTSD 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.

Additional Software

Students will be provided with purchase codes (at no charge to them) to purchase some basic apps: Pages, Keynote, iMovie, and Garage Band. Other apps may be added by the school or the student throughout the school year. For apps with a cost associated, students will be provided with a pre-paid code via e-mail.

Inspection

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

Procedure for re-loading software

If technical difficulties occur, the iPad will be restored from a backup stored in the iCloud or will be re-set to factory settings in the event a backup is not available. The school does not accept responsibility for the loss of any apps or documents deleted due to ***the necessity of*** a re-format and/or re-image.

Software 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. Operating systems with Apple devices change. LTSD will notify students on how to update apps, should updates be necessary.

Technology Support

Technology support for iPads will be available during the normal business day at LTSD between the hours of 7:45 a.m. and 3:45 p.m., Mon-Fri. After hours support will not be available.

ACCEPTABLE USE

The use of the Loyalsock Township School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by LTSD is not transferable or extendible by students to other people or groups (such as siblings) and terminates when a student is no longer enrolled in the District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. The Loyalsock Township School District's Student Code of Conduct 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.

Parent/Guardian Responsibilities

Talk to your children about values and standards that your children should follow for the use of the Internet just as you do on the use of all media information sources such as television, telephones,

movies and radio. LTSD students will have access to their devices during school hours. If or when the iPad is to be sent home with your student a notification will be sent out through the school's notification service. 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 at all times. Loyalsock Township School District will also be able to restrict the purchase of legal content through iTunes that can be put on the device.

School Responsibilities are to:

- Provide Internet and e-mail access to its students.
- Provide Internet filtering.
- Provide cloud based data storage. (These will be treated similar to school lockers. LTSD reserves the right to review, monitor, and restrict information stored on or transmitted via LTSD 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.
- Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

Students are responsible for:

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

iPads that malfunction or are damaged must be reported to the technology office. The school district will be responsible for repairing iPads that malfunction and/or repairs covered under warranty.

Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally, stolen, or lost. An iPad that is stolen must be reported immediately to the office and the PA State Police for full investigation and report.

Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Inappropriately utilizing photos, video, and/or audio recordings of any person.
- Changing iPad settings in an effort to circumvent the filtering system.
- Downloading inappropriate apps.
- Spamming or sending inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Vandalism to your iPad or another student's iPad.

PROTECTING & STORING YOUR IPAD COMPUTER**iPad Identification**

Student iPads will be labeled in the manner specified by the school. iPad can be identified based on serial number. Do not remove your iPad's identifying labels or markings.

Storing Your iPad

Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. If a parent or guardian wishes, their student may leave their iPad in the designated storage spot. iPads should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store his or her iPad, he or she may ask a teacher to store it until it is needed.

iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, commons area, the lunchroom, locker rooms, library, unlocked classrooms, 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.

REPAIRING OR REPLACING YOUR IPAD/COST OF REPAIRS

LTSD recognizes that with the implementation of the iPad initiative there is a need to protect the investment by both the District and the student/parent. Therefore, we have set the following guidelines in place.

Damage/ Loss

Take your iPad to the office if you experience any technical problems. If it cannot be fixed at that time, a loaner iPad may be issued to you if available. All iPad policy agreements remain in effect for the loaner iPad. If your iPad is stolen or damaged by another party, please report it to the office immediately. Your claim will be investigated further by the school district and/or PA State Police. Accidental damage causing the iPad to be unusable will be subject to a \$100 deductible to be paid by the parent/guardian.

Warranty Coverage:

- o Damages resulting from normal use and accidents.
- o Loss or damages resulting from theft. An official copy of a police report is required.
- o Loss or damages resulting from a fire. An official fire report from the investigating authority is required.
- o Loss or damages resulting from a natural disaster.
- o Damages resulting in a power surge.
- o Damages resulting from vandalism by another individual. If found guilty, the vandal will be liable to pay for damages.
- o Exclusions (Parent/Guardian will be liable for entire replacement cost of the device):
 - Intentional damages.
 - Lying on any damage report.
 - Not carrying the iPad in a proper protective case.
 - Not reporting damages in a timely manner.
 - Negligence.
 - Loss or damages resulting from fraudulent, intentional or criminal acts.

Accidental Damage

Students will be responsible for caring for their devices and will be expected to return them at the end of the year in good working condition. Students will be charged a **\$25 technology deposit ??**

at enrollment time. Depending on your personal homeowner's insurance policy, you may be able to add the device to your policy at a minimal cost.

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 computer.

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 items such as chargers and cables will be charged the actual replacement cost.

Warranty Repairs

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

Vandalism and Theft

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

Please note: You will be issued one cover and charger/sync cable with your iPad. You will be responsible for purchasing additional or replacement supplies if needed.

STUDENT PLEDGE FOR IPAD USE

1. I will take appropriate care of my iPad.
2. I will never leave the iPad unattended. Unattended iPads will be taken to the office.
3. I will never loan out my iPad to other individuals.
4. I will know where my iPad is at all times.
5. I will charge my iPad completely before the beginning of the school day.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will not disassemble any part of my iPad or attempt any repairs or jailbreak my iPad.
8. I will protect my iPad by keeping it in the school provided protective case.
9. I will use my iPad in ways that are appropriate, meet LTSD expectations, and are educational in nature.
10. I will not deface or place decorations (such as stickers, markers, etc.) on the iPad. I will not deface the serial number.
11. I understand that my iPad is subject to inspection at any time without notice and remains the property of LTSD. I will not put a security code on my iPad.
12. I will follow the policies outlined in the *iPad Handbook* at all times.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the District iPad and power cords in good working condition.
16. I will not utilize unauthorized photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.

Date:_____

I agree to the stipulations set forth in the above documents including the iPad Policy, Procedures, and Information; the Acceptable Use Policy; iPad Protection Plan and the Student Pledge for iPad Use. I agree to immediately return the iPad and peripherals in good working condition upon request or withdrawal from the school district. I assume full responsibility of my issued iPad. I acknowledge that this handbook is to be used as a guide to both acceptable and prohibited behavior of this technology.

Student Name (Please Print): _____

Grade: _____

Student Signature: _____

Parent/Guardian Agreement

I will be responsible for the iPad. I acknowledge that my student and I are to follow the LTSD Acceptable Use Policy (AUP) and that a violation of these guidelines could result in my child facing disciplinary action. I will be responsible for monitoring my child at all times while the iPad is at home or in my presence.

I acknowledge that fraudulent reporting of theft will be turned over to the police and insurance company for prosecution.

I agree to immediately return the iPad and peripherals in good working condition upon withdrawal from the school district. I acknowledge that this handbook is to be used as a guide and does not attempt to address every required or prohibited behavior by its users

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____

FAQ's

1. **Why Apple?** Apple is constantly refining their products, including both hardware and software. They have taken a very specific focus on education and empowering students to learn. Their products are very simple to use and create an exciting and stimulating environment.
2. **Will students be able to use their iPads on the buses?** YES! One of the goals of this initiative is to keep our students engaged and allow resources to be available at their fingertips at all times.
3. **What should students do if their iPads need to be left unattended during school?** The student should put their iPad in a secured locker or check it in/out in the library.
4. **Will replacement batteries be provided if needed?** If a battery fails testing, the district will replace the battery. Per Apple's website, the battery life of an iPad is about 1,000 charging cycles, with about 10 hours of use per charge.
**For more information and for battery saving tips, visit www.apple.com/batteries/ipad.html*
5. **Will students be able to install apps and download music to the iPad?** YES! Again, we want to keep our students engaged and allow resources to be always available. All apps, downloads, music, etc. must be obtained legally.
6. **Will students be able to email, chat, and play games on their iPads?** Yes, but only at designated times during school when permitted by the teacher and at home.
7. **Can students use their own accessories with the iPad?** YES. We do not want to restrict our students within the bounds of the Acceptable Use Policy and state and federal laws.
8. **Will LTSD provide maintenance and repair to the iPads?** Yes. Repairs must be reported to the building office who will then make arrangements with the Technology Department. Any Apple or downloaded app updates must be maintained by the student. If updates are available, the iPad will notify the student.
10. **What if my iPad is being repaired during the school year?** A limited number of loaner iPads will be available in warranted situations.
11. **What about data backup?** Currently, iPad files and data will be saved both locally on the device and on the Internet/"Cloud, not on district servers. Therefore, there is no centrally managed way for the Technology Department to backup and restore any data from the iPad or saved to the Cloud. Please refer to the ***Using Your iPad*** document for backup/restore instructions.
12. **Will the district be able to monitor and control iPad use?** Yes. The Technology Department will be able to enable/disable various features and settings of the iPad. While inside the district, the iPads will fall under our Internet filter, so students will not be able to access inappropriate sites. ***If you have Internet availability at home, you will need to monitor your child's Internet access. The district cannot monitor personal Internet access off campus.***
13. **What about virus and malware protection?** Due to the design of Apple products, they are not susceptible to viruses or malware.

PARENT PLEDGE FOR TITLE I iPad USE

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Intentional Damage

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 parent will pay for full replacement value. Lost

items such as chargers and cables will be charged the actual replacement cost.

Warranty Repairs

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

Vandalism and Theft

In cases of theft, vandalism and other criminal acts, a police report **MUST** be filed by the parent. Please note: You will be issued one cover and charger/sync cable with your iPad. You will be responsible for purchasing additional or replacement supplies if needed.

PLEDGE FOR IPAD USE

1. I/we will take appropriate care of my iPad.
2. I/we will never leave the iPad unattended.
3. I/we will never loan out my iPad to other individuals.
4. I/we will know where my iPad is at all times.
5. I/we will charge my iPad completely before the beginning of each day.
6. I/we will keep food and beverages away from my iPad since they may cause damage to the device.
7. I/we will not disassemble any part of my iPad or attempt any repairs or jailbreak my iPad.
8. I/we will protect my iPad by keeping it in the school provided protective case.
9. I/we will use my iPad in ways that are appropriate, meet LTSD expectations, and are educational in nature.
10. I/we will not deface or place decorations (such as stickers, markers, etc.) on the iPad. I will not deface the serial number.
11. I/we understand that my iPad is subject to inspection at any time without notice and remains the property of LTSD.
12. I/we will follow the policies outlined in the *iPad Handbook* at all times.
13. I/we will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I/we will be responsible for all damage or loss caused by neglect or abuse.
15. I/we agree to return the District iPad and power cords in good working condition.
16. I/we will not utilize unauthorized photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.
17. I will provide the District with a copy of my Drivers' License to prevent any unlawful acts involving the iPad when signed out and taken off of school property.

I agree to the stipulations set forth in the above documents including the iPad Policy, Procedures, and Information; the Acceptable Use Policy; iPad Protection Plan and the Parent Pledge for iPad Use. I agree to immediately return the iPad and peripherals in good working condition upon request or withdrawal from the school district. I assume full responsibility of my issued iPad. I acknowledge that this handbook is to be used as a guide to both acceptable and prohibited behavior of this technology.

Parent Name (Please Print): _____ Date: _____
Parent Signature: _____