

Schoolcraft Learning Community
iPad Policies, Handbook, and Acceptable Use Policy
2013-14

The focus of the iPad program at Schoolcraft Learning Community 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, and one of the learning tools of these twenty-first century students is the iPad technology. The individual use of iPads is a way to empower students to maximize their full potential. 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 technology resources used at Schoolcraft Learning Community. Teachers may set additional requirements for use in their classrooms.

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1. RECEIVING YOUR iPad

1.1 Distribution

iPads will be distributed each fall during “iPad Orientation.” Parents & students must sign and return the *iPad Parent and Student Agreement* documents before the iPad can be issued to their child. The *iPad Parent and Student Agreement* outlines four options for families to protect the iPad investment for the school district. Please review *iPad Parent and Student Agreement* plan included in this handbook.

1.2 iPad Check-in

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

1.3 Check-in Fines

Individual school iPads and accessories must be returned to the SLC Technology Department at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at SLC 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 SLC, that student 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 Bemidji/Beltrami Law Enforcement. Furthermore, the student will be responsible for any damage to the iPad, consistent with SLC’s iPad Parent and Student Agreement and must return the computer and accessories to the SLC 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 and all signed out accessories are SLC property and all users will follow this policy and

the SLC Acceptable Use Policy for technology.

- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Do not eat or drink ANYTHING when using your iPad.
- 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 SLC.
- iPads must never be left unattended, in an unlocked car or any unsupervised area.
- Students are responsible for ensuring their iPad's battery is charged for school each day.
- Students are provided with a durable iPad case. Students may not "personalize" these cases in any way. Students are not to take their iPads out of the durable cases for **ANY** reason.

2.2 Carrying iPads

Students are encouraged to carry their iPads in a backpack to and from school (preferably a padded backpack, if possible.)

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.
- Do not place anything near the iPad that could put pressure on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the iPad against 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 Technology Department for 3 weeks.

3.2 iPad Undergoing Repair

Loaner iPads may be issued to students when they leave their iPads for repair with 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

iPads must be brought to school each day in a fully charged condition. Students need to 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 Technology Department 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.
- iPad passwords cannot be changed. (Student should use Google Apps password.)
- The "lock screen" must be a photo of the student or a clearly identifiable written name (no nicknames).

3.5 Sound, Music, Games, Books or Programs

- Downloaded music is not allowed on the iPad unless approved by the teacher for assignment use. Pandora is on the iPad for personal listening at home.
- All software/apps must be district provided. Data Storage will be through apps on the iPad and email to a server location.
- Students may not delete apps from the iPads.
- Students MAY NOT sync the iPad with their home computer.
- Books may be downloaded with parental approval (remember, educational use) with a parent iTunes account.

3.6 Printing

Printing will be available with the iPad. Students should talk to their teachers about which printer to print to. Students will be given information and instruction on printing with the iPad at school.

3.7 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/iCloud Accounts

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 and is set to automatically back up to their assigned iCloud accounts.

4.2 Network Connectivity

Schoolcraft Learning Community makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, SLC will not be responsible for lost or missing data.

5. SOFTWARE ON iPADS

5.1 Originally Installed Software

The software/Apps originally installed by SLC 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 management at the school level. Periodic checks of iPads will be made to ensure that students have not removed required apps, nor added non-school approved apps.

5.2 Additional Software

Students are not allowed to load extra software/Apps on their iPads. SLC will synchronize the iPads, so that they contain the necessary apps for school work. Students will not add apps to their assigned iPad, nor sync to their home computer.

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, non SLC installed apps are discovered, 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 POLICY

The use of the SLCs technology resources is a privilege, not a right. The privilege of using the technology resources provided by SLC is not transferable or extendable by students to people or groups outside the district and terminates when a student is no longer enrolled at SLC. 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. 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 children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Should you want your student to opt out of bringing their iPad home, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements (may take longer).

6.2 School Responsibilities:

- Provide Internet and Email access and iCloud accounts for its students.
- Provide Internet Blocking of inappropriate materials as able.
- Provide network data storage areas.
- These will be treated similar to school lockers. SLC reserves the right to review, monitor, and restrict information stored on or transmitted via SLC 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.

6.3 Student Responsibilities:

- Using computers/devices in a responsible and ethical manner. Students should not allow the iPad to become a distraction from classroom instruction for themselves or those around them.
- Obeying general school rules concerning behavior and communication that apply to iPad/computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment.
- Helping SLC protect our computer system/device by contacting an administrator about any

security or hardware issues 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 Technology Department at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at SLC for any other reason must return their individual school iPad computer on the date of termination.

6.4 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
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Messaging services-EX: MSN Messenger, ICQ, etc
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc)
- Downloading apps
- Spamming-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
- 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 SLC 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.

- iPad batteries must be charged and ready for school each day.
- Only labels or stickers approved by the SLC may be applied to the iPad.
- iPad cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a cover replacement fee.
- iPads that malfunction or are damaged must be reported to the Technology Department.
- iPads that are stolen must be reported immediately to SLC. Administration will report the matter to Law Enforcement.

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 SLC 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 SLC 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 will be put on the following disciplinary steps:

- 1st Offense – Student(s) will checkin/checkout their iPads from the Technology Department daily for three (3) weeks.
- 2nd Offense – Three (3) weeks of iPad privilege suspension (student still responsible for all required work)
- 3rd Offense – Loss of iPad privileges for a length of time determined by the administration and the Technology Department.

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:

- Record of serial number
- SLC engraving
- SLC Label
- Internet Location services

7.2 Storing/Transporting Your iPad

When students are not using their iPads, they should be stored in their cubbies or backpacks. Nothing should be placed on top of the iPad, when stored in the cubby or backpack. iPads should not be stored in a vehicle due to theft and temperature damage. iPads can be used on the school bus for educational purposes, and must be very attentive to maintaining personal control of their iPad at all times. If a student decides not to bring their iPad home, there will be a secure charging station available on campus. Students are required to have a charged iPad at the beginning of each school day, whether they are taken home, or left at school.

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, unlocked classrooms, etc. 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 Technology office.

8. REPAIRING OR REPLACING YOUR iPad

8.1 Repairs

If the student iPad is not working properly, it must be brought to the Technology Department to determine if repairs are warranted. There will be no charge for warranty covered repairs. Repairs (including shipping) due to negligence, or purposeful damage will be the student's financial responsibility. Repairs due to accidental damage (including shipping) will be shared equally between the school and the student. Repairs due to non-warranty hardware defects will be covered by the school.

8.2 Personal Home or Homeowners coverage

Students or parents may wish to carry their own personal insurance to protect the iPad in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the iPad.

8.3 Loss/Damage Beyond Repair

If the iPad is lost, stolen or damaged beyond repair one time during my child's tenure at SLC, the

student will pay 50% of the replacement cost (including shipping) for a new iPad. If the iPad is lost, stolen, or damaged beyond repair more than one time during my child's tenure at the SLC, I will pay the entire replacement cost (including shipping charges) for a new iPad for each such additional occurrence. Lost items such as cases and cords will be charged to the student.

9. SLC iPad Program Fee

SLC 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. In order to help continue this great learning opportunity, we have instituted a \$50 program fee for the 1:1 iPad Initiative. This fee is non-refundable, and is required of all students, with a \$150 family maximum. A payment plan option is available for interested families. If this creates financial hardship, you may contact the Director regarding scholarship opportunities.

10. SLC 1:1 iPad Student Agreement

1. I will take good care of my iPad.
2. I will never leave the iPad unattended.
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's battery daily.
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.
8. I will protect my iPad by only carrying it while in the case provided.
9. I will use my iPad in ways that are appropriate, meet SLC expectations and are educational.
10. 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.
11. I understand that my iPad is subject to inspection at any time without notice and remains the property of SLC.
12. 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.
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 SLC's iPad, case and power cords in good working condition.
16. I will not take my assigned iPad out of the durable case assigned to me.

11. SLC 1:1 iPad Parent Agreement

The iPad is being loaned to your child by SLC to expand and personalize his/her learning opportunities this year. It is essential that the iPad Student Agreement, the Acceptable Use Policy and the other program policies be followed by your student to ensure the safe, efficient, and ethical operation of SLC's iPad. In order for your child to use the iPad in class and to take it home, you must accept the following terms and responsibilities:

- I have paid the *iPad Program Fee* or made a payment arrangement.
- I have read the Acceptable Use Policy, the 1:1 iPad Student Agreement, the iPad Handbook and Policies, and the SLC Family Handbook. I also have discussed these documents with my child.
- I will supervise my child's use of the iPad at home. I will discuss appropriate use of the Internet, will supervise my child's use of the Internet, and will not rely solely on the Parental Controls preferences applied to the iPad.
- I understand that the iPad is being provided for educational use by my child and that the iPad should not be used by parents or other family members.
- I will remind my child, as necessary, to charge the iPad nightly and to bring it to school each day with a fully charged battery. I will have my child use a surge protector when charging the iPad.
- The iPad will be kept by my child in the durable case provided at all times.
- Away from school, I will ensure that the iPad is used in a location which is free from food, liquid, and debris and which provides a flat surface on which to operate it.
- Recognizing that I am the best judge of whether my child can responsibly/safely use the iPad away from home, I understand that SLC has not banned students from traveling with the iPad or from using it in locations other than home/school. I further understand that my child may not travel with or use the iPad away from home/school other than with my permission and that I am responsible for damage/loss that may occur.
- I understand that the iPad may be inspected by SLC staff upon request and that the iPad and its contents (whether created at home or at school) can be reviewed by SLC staff at any time. I understand my child should not delete the browser history, cache, or cookies from the iPad and will be held responsible for any inappropriate use of the iPad at home or at school in accordance with SLC Policies.
- I understand that my child may not deface or decorate the iPad or the durable case.
- I will not attempt to repair, alter, or make additions to the iPad, its hardware or software.
- I understand that the iPad and its contents are SLC's property. I will not remove any program/files on the iPad except for the personal documents of my child.
- My child or I will immediately report all damage and/or any other problems to the SLC Technology Department.
- I will not attempt to remove asset or identification tags on the SLCs hardware or software.
- I will report loss/theft of the iPad to SLC and the proper authorities within 24 hours.
- I understand that I am responsible for certain costs related to damage/loss not covered by warranty

as described below. I also understand that SLC will arrange for all repairs from its vendor. I further understand that SLC will not loan my child an iPad for home use if any repair/replacement charges remain unpaid for more than 30 days.

- **Damage:** I will pay 50% of the cost of repairing accidental damage not covered by warranty to the iPad assigned to my child. The warranty does not cover damage as a result of abuse, neglect, misuse, unauthorized repair/modification, power surges, lightning, fire, and the like. I will pay 100% of damage from abuse, neglect, misuse.
- **Loss/Damage Beyond Repair:** If the iPad is lost, stolen or damaged beyond repair one time during my child's tenure at SLC, I will pay 50% of the replacement cost (including shipping) for a new iPad.
- **Loss of AC Adapter:** If the AC adapter is damaged or lost, I will pay the entire replacement cost.

SLC 1:1 - iPad Student Agreement

I agree to the stipulations set forth in the SLC 1:1 iPad Student Agreement document including the iPad Policy, Procedures, and Information; and the Acceptable Use Policy.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

SLC 1:1 - iPad Parent Agreement

I agree to the stipulations set forth in the SLC 1:1 iPad Parent Agreement document including the iPad Policy, Procedures, and Information; and the Acceptable Use Policy.

Parent Name(s) (Please Print): _____

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

I do not want my child to receive an iPad to bring home. I understand that the classroom requirements will stay the same, and that my child is expected to complete all required work in the same time frame as expected from other students. I also understand that I am still required to pay the iPad Program Fee.

Parent Name: _____ Signed: _____

Date: _____

SLC 1:1 - iPad PROGRAMS FEE AGREEMENT

Please select one of the four payment options by placing a check mark next to the option number.

_____ 1. I have paid the \$50.00 program fee.

Cash _____ Check _____ (SLC Staff Initial _____)

_____ 2. I am requesting to set-up a payment plan (we'd appreciate a minimum of \$10.00 per month/per student). Our family's plan is to pay \$_____ per month (by the 15th) until the balance is paid.

Cash _____ Check _____ (SLC Staff Initial _____)

_____ 3. I am requesting a half scholarship (\$25) to cover my student's program fee.

_____ I have attached the \$25 remaining balance.

_____ I will make \$_____ monthly payments until \$25 balance is paid.

Cash _____ Check _____ (SLC Staff Initial _____)

_____ 4. I am requesting a full scholarship (\$50) to cover my student's program fee. (You may be contacted by an administrator to confirm this.)

(SLC Staff Initial _____)