

**PHILLIPSBURG USD 325**  
**TECHNOLOGY POLICIES, PROCEDURES AND INFORMATION**

The USD 325 iPad Learning Initiative is meant to enable students to learn independently, collaborate with peers, and communicate their understandings using rich media. Providing students this 1-to-1 learning environment allows them to accomplish this anytime, anywhere – just as they will do as lifelong learners and contributors in our 21<sup>st</sup> century society and economy once they complete their learning at USD 325.

Because this technology and its application is new and continually evolving, students, staff, parents and patrons have a variety of questions. The following information, policies and procedures answer many of these questions by establishing parameters and guidelines for the integration of these tools into instruction and learning at USD 325.

**LEARNING AND STUDENT LEADERSHIP OPPORTUNITIES**

- Student technology leaders will be encouraged to participate in learning and leadership opportunities within our technology rich learning environment. Their voice will be an important part of making this a positive experience for all students.
- Learning with technology creates an opportunity for students to become models and teachers for their peers through collaboration and positive peer support. Students are encouraged to share their expertise and support the learning of students and staff in the classrooms.
- Students should recommend learning apps that will support their course work to teachers.
- A community of technology learners should be constantly aware of appropriate use of technology in promoting a climate for a safe and positive school culture. Cyber bullying and other violations of District policies cannot be condoned and can result in the loss of all technology privileges including iPad privileges.

**IPAD DISTRIBUTION AND CHECK IN**

- Students will be charged an annual technology fee at enrollment time.
- Devices will be distributed at the beginning of each school year after required documentation and fees have been taken care of.
- Students and staff will keep the same device from year to year.
- Student iPads will be returned during the final week of school so they can be checked for serviceability and necessary updates.
- If a student or staff member transfers out of the of the school District during the school year, the iPad will be returned at the time of checkout.
- Student devices and accessories must be returned at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at USD 325 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, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad, 2-part charger and district-supplied case. Failure to return the iPad will result in a theft report being filed with the Phillips County Sheriff's Office.
- Staff and students will be responsible for any damage to school issued devices. There may be fees for any needed repairs, not to exceed the replacement cost of the device. (See Attached Table)

**TAKING CARE OF YOUR IPAD**

- The iPad is school property and all users will follow this policy and the Responsible Use Policy for their grade levels or staff assignment.
- Students and Staff 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 building Principal or Tech

Staff for an evaluation of the equipment.

- The district supplies a protective case/cover for the iPad to provide a suitable means for carrying the device throughout the day.
- A replacement fee will be charged if cases are lost, damaged or not returned. (See Attached Table)
- A 2-part charger: both the brick and cable will be returned when the iPad is checked in at the end of the year. A replacement fee will be charged for **each issued part** that is damaged or not returned. (See Attached Table)
- Cords and cables must be inserted carefully into the iPad and removed just as carefully in order to prevent damage.
- iPads and cases must remain free of any writing, drawing, stickers, or labels that are not the property of the School District.
- iPads must never be left in a vehicle, an unlocked locker, or any unsupervised area. If an iPad is found in an unsupervised area, it will be taken to the office. A high school student will be charged \$5.00 to retrieve their iPad if it is turned into the office for being left in an unsupervised area.

#### **IPAD SCREENS:**

- iPad screens are glass and can be scratched or damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Never place heavy objects on top of the iPad or put unnecessary pressure on the top of the iPad.
- Do not place anything in the case that will press against the cover.
- Avoid placing the iPad in a bag with other items that could damage your device.
- Clean the screen with a soft, dry cloth or anti-static cloth; Do NOT use cleansers of any kind.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as it may crack or break the screen. Corners are the most vulnerable to damage and if bumped or dropped on a corner the screen may break. Handle with care!
- Protective screen covers are available as an optional, personal purchase in discount and specialty stores or online.
- The marketplace offers many additional accessories that can protect the iPad. We encourage families to consider these options. These must be pre-approved by school administration.

#### **PROTECTING AND STORING IPADS**

##### **IPad Identification:**

- Student iPads will be labeled in the manner specified by the school. Labels must not be removed.
- iPads can be identified based on serial number and School District identification number.

##### **Storing Your iPad:**

- iPads must be kept in protective cases at all times.
- When students are not using their iPads, they should be stored in a secure location.
- Nothing should be placed on top of the iPad.
- iPads should not be stored in a student’s vehicle, at school or left at home. If a student needs a secure place to store their iPad, they may check it in for storage at the school.

#### **REPAIRING OR REPLACING IPADS/COST OF REPAIRS**

##### **Accidental Damage**

- Users will be responsible for the damage in the event the device is accidentally damaged and needs repaired.
- 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

- Everyone will be held responsible for all costs associated with intentional damage to devices and/or cases. Should the cost of repair exceed the cost of purchasing a new device, the responsible party will pay for full replacement value.
- Loaner iPads **may** be issued to students whose devices are being repaired.

#### Vandalism and Theft

- In cases of theft, vandalism and other criminal acts, parents **MUST** immediately file a police report with the Phillips County Sheriff's Office.

#### **USING IPADS 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.
- If students leave their device at home, they are responsible for getting the course work completed as if they had their iPad present. If students repeatedly leave their device at home, parents will be notified and the student may be subject to disciplinary action.
- Students should bring their iPad to school each day charged and ready for full day of schoolwork. Students who repeatedly bring their iPad without necessary charge will be subject to appropriate disciplinary action. It is the student's responsibility to have their iPad fully charged each day.

#### SCREENSAVERS/BACKGROUND PHOTOS

- Background and Lock screen photos must be appropriate for a school setting.

#### LOCK CODES

- Screen lock and restriction pass codes are not permitted.

#### SOUND, MUSIC, APPS, OR WEBSITES

- Storage and bandwidth are limited. Required coursework and apps take priority. In the event storage space becomes an issue on individual iPads, personal music, photos and apps will need to be deleted.
- Streaming Media is not allowed without permission from a teacher.
- Headphones/earbuds are to be used according to building policy.
- Any media stored on the iPad **MUST** be school appropriate.

#### CREATING A PERSONAL APPLE ID

- High school students will use a personal email account to set up an iTunes/Apple ID account on their iPad. This account will be the conduit through which apps are downloaded to the iPad. An iTunes/Apple ID account can be set up without credit card information and with payment options set to "None."
- Students who do not have an existing iTunes/Apple ID account will be able to create one with district support.

#### PRINTING

- It is the intent of the district to create a paperless environment to the fullest extent possible. Students with a specific need to print should talk to their teachers or building tech staff. Students will be given information and instruction on printing at school when and if necessary and

appropriate.

#### HOME INTERNET ACCESS

- Students may connect to additional wireless networks on their iPads. This will be necessary to use web-based services outside of the school setting.

#### CONTENT FILTERING AND STORAGE

- USD 325 will, within reason, provide configuration settings that will restrict inappropriate content/apps/music on the iPad.
- This does not, however limit what can be downloaded to the students individual iTunes/Apple ID account via credit card, gift cards, or synced from cloud storage from existing personal devices.

#### IPADS AND EXTRA-CURRICULAR ACTIVITIES

- Administrators, coaches and sponsors may limit whether or not iPads are allowed on trips or at particular events.
- If devices are not allowed by a coach or sponsor they may be stored in a secure location and picked up at the end of the event.

#### **MANAGING YOUR FILES AND SAVING WORK**

- Since limited storage space is available on the iPad, users will save work to the iPad and back up data regularly to iCloud, Dropbox, Drive or another storage service.
- USD 325 is not responsible for data backup in the event an iPad has to be re-imaged or restored to factory settings.
- It is the user's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.
- iPad malfunction is not an acceptable excuse for not submitting work.

#### **SOFTWARE AND SUPPORT FOR IPADS**

- The apps and operating system originally installed by USD 325 must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may require additional apps and OS upgrades. Periodic checks of iPads will be made to ensure that users have not removed required apps or installed inappropriate material.
- Users may be provided with redemption codes or access via self-service portal to install district purchased Apps. Other Apps may be added at specified times during the school year.
- Students will be selected at random to provide their iPad for inspection.
- iPad use and contents may be monitored remotely.
- 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.
- Upgrades to versions of licensed software/Apps and iOS may be released during the school year. Users should wait for permission to update. Students may be required to check in their iPads for periodic updates and syncing.
- Technology support for iPads will be available during the normal business day at the buildings between the hours of 7:30 and 3:30. After hours support will NOT be available.
- Mobile Device Management Profiles installed on iPads are not to be removed. Students who do not have active profiles on their device will be subject to appropriate consequences.

#### **LOST, DAMAGED OR STOLEN IPADS**

- **If the iPad is lost**, it must be reported to the building Principal immediately. It is the responsibility of the student and family to recover the lost iPad. If necessary, the district and the police may assist in recovery.

- **If the iPad is damaged**, it must be reported to the building Principal immediately so repair can be processed as quickly as possible. If appropriate, a loaner will be provided until the repair is completed.
- If the iPad is experiencing technical difficulties outside of school hours, students should report issues and schedule any necessary repair upon return to school.
- Frequent damage to the iPad may result in users losing privileges.
- **If the iPad is stolen or vandalism occurs**, users must file a police report and report it to the school administration. A loaner may be provided until the iPad is recovered or is determined to be non-recoverable.
- **Charges for lost, stolen, or vandalized iPads: See attached chart.**

**SCHOOL RESPONSIBILITIES ARE TO:**

- Provide Internet access during school hours
- Provide a district e-mail account for each user.
- Provide Internet filtering for users utilizing USD 325's network
- Provide instruction for using network and/or cloud data storage. (These will be treated similar to school lockers. USD 325 reserves the right to review, monitor, and restrict information stored on or transmitted via District 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 responsible use policy.
- Support configuration of user accounts for free information storage in cloud-based (off site/online) applications.
- Randomly monitor pictures, video, and audio recordings of users/devices to ensure appropriate use.

**PARENT/GUARDIAN RESPONSIBILITIES ARE TO:**

- Talk to your children about values and the standards they 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.
- Establish ground rules for iPad with their student for use outside of the school day if they will have the opportunity for take home privileges.

**USERS ARE RESPONSIBLE FOR:**

- Using iPads in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that applies to iPad and all technology use.
- Monitoring all activity on their account(s).
- Securing their iPad after they are done working to protect their work and information.
- Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.
- Returning their iPad at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at USD 325 for any other reason must return their individual school iPad on the date of termination.
- Troubleshooting your home network. Tech support is available from your internet provider.

**ACCEPTABLE USE:**

- Use of District technology resources is a privilege, not a right. The privilege of using the technology resources provided by the School District is not transferable or extendible by users to people or

groups outside the district and terminates when a user is no longer enrolled in or employed in the School District.

- District policies are 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 terms and conditions named in this or other district policies, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied.
- Violations may result in disciplinary action up to and including suspension and/or expulsion for user. When applicable, law enforcement agencies may be involved.

**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/Sending inappropriate emails.
- Gaining access to other user's accounts, files, and/or data.
- Vandalism to any device.

**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, principal, building tech staff or parent.
- Plagiarism is a violation of USD 325 responsible use policies. 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.
- Violation of applicable state or federal law may result in criminal prosecution and/or disciplinary action by the District.

**STUDENT DISCIPLINE:**

If a student violates any part of the above policy, board policy, or USD 325 student handbook policy, he/she may be subject to the following disciplinary steps:

- Required to check-in/checkout iPad from the office daily.
- Required to attend an iPad policy refresher class.
- Loss of individual iPad and be issued a generic loaner iPad.
- Loss of iPad while being required to complete coursework (low tech pen and paper option).
- Disciplinary/Legal action as deemed appropriate.

**SCHOOL RIGHTS:**

- USD 325's network, facilities, systems, software, hardware and/or mobile devices are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of USD 325. Users must acknowledge their understanding of this policy as well as the preceding guidelines. Failure to adhere to these standards may result in disciplinary action and/or revocation of the offender's mobile device and/or network privileges.
- The administration and/or their designee(s) has the right to inspect any mobile device, application, or peripheral device associated with any or all USD 325 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all USD 325 technology.
- USD 325 reserves the right to define inappropriate use of technology.

## PERSONAL RESPONSIBILITY PLEDGE FOR iPad USE

I understand the iPad is an academic tool to support my learning, so:

- I will respect other people's iPad and will not move, hide or use another student's iPad.
- I will care for my iPad according to common sense standards and district policies.
- I will have my iPad charged, with me and ready for use at school each day.
- I will never leave the iPad unattended or in a vehicle.
- I will never loan my iPad to other individuals.
- I will keep food and beverages away from my iPad since they may cause damage to the device.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will protect my iPad by keeping it in a district-provided/approved protective case.
- I will use my iPad in ways that are appropriate, meet school expectations, and are educational in nature.
- I will not place decorations (such as stickers, markers, etc.) on the iPad or its case.
- I will not deface any serial number or district identification.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of the School District.
- I will follow the policies outlined in the Student Handbook and the Responsible Use Policy while at school, as well as outside the school day.
- I will file a police report in case of theft, vandalism, and other acts covered by insurance.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the District iPad, power cords and accessories in good working condition.
- I will not utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.

### Table of Applicable Replacement/Repair Charges:

<b>Screen: Original</b>	<b>\$75.00 for first offense (damage to original iPad screen)</b>
<b>iPad Entire Charger (brick and cord)</b>	<b>\$40.00</b>
<b>iPad Charger Cord Only</b>	<b>\$20.00</b>
<b>iPad Brick Only</b>	<b>\$20.00</b>
<b>Case</b>	<b>\$25.00</b>
<b>Internal Damage: Anything requiring screen removal to fix such as volume button, home button, etc</b>	<b>\$30.00</b> <b>(additional charges may occur)</b>

I agree to the stipulations set forth in the above documents including the iPad Policy, Procedures, and Information; the Responsible Use Policy; iPad Protection Plan and the Personal Pledge for iPad Use.

Student Name (Please Print): \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (Please Print): \_\_\_\_\_.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_