

Eddyville-Blakesburg-Fremont Community School District
iPad/Tablet Policy, Procedures, and Information
2012-2013

EBF CSD 1:1 iPad/Tablet Program

To learn is to pursue understanding. To teach is to encourage and enable the pursuit of understanding.

The focus of the 1:1 iPad/Tablet program at EBF Community School is to provide necessary tools and resources for a progressive learning environment characterized by flexibility, collaboration, personalization, creativity, and technology-rich learning. At EBF CSD technology will be integrated throughout the educational program in a seamless and timely fashion. The 1:1 iPad/Tablet setting empowers students and teachers to use technology like adults do in the real world, accessing and using purposeful technology-based tools anytime a task calls for them.

Learning at EBF CSD is a continuous dynamic interaction among students, educators, parents, and the extended community. Implementation of a 1:1 iPad/Tablet initiative enables anywhere, anytime learning that is no longer limited by the four walls of a classroom or building. Purposeful technology integration liberates teachers from being deliverers of content and, instead, allows them to be facilitators of deep, individualized learning for all students.

The policies, procedures, and information within this document apply to all district-owned iPads/Tablets used at the EBF CSD, including any other device considered by the Administration to come under this policy. Individuals or teams of teachers may set additional requirements for their classroom.

1. iPad/Tablet CHECK-IN AND CHECK-OUT

1.1 iPad/Tablet Check-out

iPads/Tablets will be checked out each fall to incoming EBF students. **Parents & students must sign and return the iPad/Tablet Student Pledge document before the iPad/Tablet can be issued to a student. (see page 9)**

1.2 iPad/Tablet Check-In

All iPads/Tablets, cases, chargers, and school-provided accessories must be returned at the end of each school year to be updated, serviced, and stored safely for the summer. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at EBF for any other reason, must return their individual school iPad/Tablet on the date of termination.

If a student fails to return the iPad/Tablet at the end of the school year or upon termination of enrollment at EBF, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad/Tablet, or, if applicable, any insurance deductible. Failure to return the iPad /Tablet will result in a theft report being filed with the Eddyville Police Department.

Just like a textbook or a band uniform, the iPads/Tablet are property of EBF Community School District, and students are responsible for returning them in reasonable condition. Any loss of or damage to an iPad/Tablet is the responsibility of the student and will be handled in a manner consistent with the student's iPad/Tablet Protection Plan. Students will be charged the actual cost of any needed repairs, not the exceed the replacement cost of the iPad/Tablet.

2. TAKING CARE OF YOUR IPAD/Tablet

Students are responsible for the general care of the iPad/Tablet they have been issued by the school. iPads/Tablets that are broken or fail to work properly should be taken to the student's teacher or advisor.

2.1 General Precautions

- The iPad/Tablet is school property and all users will follow this policy and the EBF acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers or liquids of any type.
- Cords and cables must be inserted carefully into the iPad/Tablet to prevent damage.
- iPads/Tablets and cases must remain free of any writing, drawing, stickers, or labels that are not the property of EBF School District.
- An iPad/Tablet should always be locked or supervised directly by the student to whom it is assigned. For instance, iPads/Tablet should never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their iPad's/Tablet's battery charged for school each day.

2.2 Carrying iPads/Tablets

The protective cases provided with iPads/Tablets have sufficient padding to protect the iPad/Tablet from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- iPads/Tablets should always be within the protective case provided by the district.
- No other items should be stored or carried within the iPad/Tablet case to avoid pressure and weight on the screen.

2.3 Screen Care

The iPad/Tablet 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/Tablet when it is closed.
- Do not place anything near the iPad/Tablet that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Take care not to bump the iPad/Tablet against lockers, walls, car doors, floors, etc., as it will eventually break the screen.

3. USING YOUR iPad/Tablet AT SCHOOL

iPads/Tablet are intended for use at school each day. In addition to teacher expectation for iPad /Tablet use, school messages, announcements, calendars, and schedules may be accessed using the iPad/Tablet. Students must be responsible to bring their iPad/Tablet to all classes, unless specifically instructed not to do so by their teacher.

3.1 iPads/Tablets Left at Home

If students leave their iPad/Tablet at home, they are responsible for getting the course work completed as if they had their iPad/Tablet present. Students who repeatedly (as determined by any staff member) leaves their iPads/Tablets at home, will be required to leave their iPads/Tablets at school and check it out/in from their teacher or advisor at the beginning and end of each day.

3.2 iPads/Tablets Undergoing Repair

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

3.3 Charging Your iPad's/Tablet's Battery

iPads/Tablets must be brought to school each day in a fully charged condition. Students need to charge their iPads/Tablets each evening. Students who repeatedly (as determined by any staff member) fail to bring their iPads/Tablets to school charged will be required to leave their iPads/Tablets at school and check it out/in from their teacher or advisor at the beginning and end of each day.

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.
- Passwords are not to be used.

3.5 Sound, Music, Games or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music (no videos) is allowed on the iPad/Tablet and can be used at the discretion of the teacher.
- All software/apps/games must be district approved.

3.6 Printing

Printing will be available with the iPad/Tablet on a limited basis. Students should talk to their teacher about when and how to print.

3.7 Home Internet Access

Students are allowed to set up wireless networks on their iPads/Tablets. This will assist them with iPad/Tablet use while at home. Students are not required to have wireless access at home.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the iPad/Tablet Home Directory

Students may save work to their iPads/Tablet. Limited storage space will be available on the iPad/Tablet- BUT it will NOT be back-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/Tablet malfunctions are not an acceptable excuse for not submitting work. Teacher will instruct students on methods of managing workflow.

4.2 Network Connectivity

The EBF 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. SOFTWARE ON iPADS/Tablets

5.1 Originally Installed Software

The software/ Apps originally installed by EBF must remain on the iPad/Tablet in usable condition and be easily accessible at all times. From time to time the school may add software application for use in a particular course. The licenses for this software require that the software be deleted from the iPads/Tablets at the completion of the course. Periodic check of iPads/Tablets will be made to ensure that students have not removed required apps.

5.2 Additional Software

Students are not allowed to load extra software/Apps on their iPads/Tablets. EBF will synchronize the iPads/Tablets so that they contain necessary apps for school work. Student will not synchronize iPads/Tablets or add apps to their assigned iPad/Tablet including syncing to home or personal iTunes accounts.

5.3 Inspection

Students may be selected at random to provide their iPad/Tablet for inspection. iPads/Tablets are property of EBF School District, and any staff member may confiscate any iPad/Tablet at any time for any purpose.

5.4 Procedure for Re-loading Software

If technical difficulties occur or illegal software, non-EBF installed apps are discovered, the iPad/Tablet will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to reformat 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/Tablet for periodic updates and syncing.

6. ACCEPTABLE USE

The use of the EBF Community School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the EBF 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 EBF School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of the technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The EBF 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

- 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 taking an iPad/Tablet home, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements.

6.2 School Responsibilities are to:

- Provide Internet access and provide an individual Google account to its students.
- Provide Internet Blocking of inappropriate materials on district networks.
- Immediately report any inappropriate digital content to the building principal.
- Provide network data storage areas. These will be treated similar to school lockers. EBF School District reserves the right to review, monitor, and restrict information stored on or transmitted via EBF School District owned equipment and to investigate inappropriate use of resources.
- Provide guidance to aid students in use of the device and help ensure student compliance of the acceptable use policy.

6.3 Students are Responsible For:

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to iPad/Tablet/computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting in delays, non-deliveries, mis-deliveries or service interruptions caused by the students own negligence, errors, or omissions. Use of any information obtained via EBF School District designated Internet System is at your own risk. EBF School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping EBF School District protect our computer system/ device by contacting any staff member about any security problems they may encounter.
- Monitoring all activity on their account(s)/device.
- Students should always secure their iPad/Tablet after they are done working to protect their work information and device.
- If a student should receive inappropriate digital content, he/she should IMMEDIATELY notify and adult.
- Returning their iPad/Tablet at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at EBF for any other reason, must return their individual school iPad/Tablet 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 outside data disks or external attachments without prior approval from the administration
- Changing of iPad/Tablet 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 school’s internet/e-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications
- Students are not allowed to give out personal information over the Internet- with the exception of teacher-directed instances.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (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) school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass, demean, or bully recipients.
- Bypassing the EBF web filter through a web proxy or by any other methods.

6.5 iPad/Tablet Care

Just like any school property issued to a student for individual use, students will be held responsible for maintaining their individual iPads/Tablet and keeping them in good working order. Students are responsible for any and all damage. An insurance option is available through the district.

- iPads/Tablets that malfunction or are damaged must be reported immediately. All iPad/Tablet repairs must be handled through the district. Students are responsible for the actual cost of damages- not to exceed the cost of replacement.
- iPad/Tablet batteries must be charged and ready for school each day.
- iPad/Tablet cases furnished by the district must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- iPads/Tablets that are stolen must be reported immediately to a building administrator.

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 EBF 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 EBF Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution of disciplinary action by the District.

7. PROTECTING & STORING YOUR iPad/Tablet

7.1 iPad/Tablet Identification

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

- Record of serial number
- EBF label
- Find My iPhone is installed on each iPad and can be used to track the location of any iPad.
- Each student is required to save a document entitled "User Info" that includes the name of the student whom the iPad/Tablet is assigned and the name of his/her teacher/advisor.

7.2 Storing Your iPad/Tablet

When students are not using their iPads/Tablet, they should be stored in their locked lockers. Nothing should be placed on top of the iPad/Tablet when stored in the locker. Students are encouraged to take their iPads/Tablets home everyday after school, regardless of whether or not they are needed.

iPads/Tablets should not be stored in a vehicle at school or at home.

7.3 iPads/Tablets Left in Unsupervised Areas

Under no circumstances should iPads/Tablets be left in unsupervised areas, other than in a locked locker. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. Any iPad/Tablet left in these areas is in

danger of being stolen. If an iPad/Tablet is found in an unsupervised area, it will be taken to the office and dealt with as a disciplinary matter.

8. COST OF REPAIRS

Students will be held responsible for ALL non-accidental damage to their iPads/Tablet including, but not limited to: broken screens, cracked plastic pieces, interoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for the full replacement value. Lost items such as cases and cables will be charged the actual replacement cost.

**Eddyville-Blakesburg-Fremont School
Student Pledge for iPad/Tablet Use**

Student Pledge for iPad/Tablet Use

I will abide by the rules and regulations set forth in this iPad/Tablet policy as well as all other Board policies.

- I will take good care of my iPad/Tablet.
- I will never leave the iPad/Tablet unattended.
- I will not take my iPad/Tablet into the restrooms or locker rooms.
- I will never loan out my iPad/Tablet to other individuals.
- I will charge my iPad's/Tablet's battery daily.
- I will keep food and beverages away from my iPad/Tablet since they may cause damage to the device.
- I will not disassemble any part of my iPad/Tablet or attempt any repairs.
- I will protect my iPad/Tablet by only carrying it while in the case provided.
- I will use my iPad/Tablet in ways that are educational, appropriate and meet EBF CSD expectations.
- I will not place decorations (such as stickers, markers, etc.) on the iPad/Tablet or deface the serial number.
- I understand that my iPad/Tablet is subject to inspection at any time without notice and remains the property of the EBF School District.
- I will follow the policies outlined in the iPad/Tablet portion of this handbook and applicable EBF BSD technology policies while at school, as well as outside the school day.
- I will not load extra software/apps onto my iPad/Tablet. (Sections 5.2 and 6.4 of EBF School iPad/Tablet Program)
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the District iPad/Tablet, case, and power cords in good working condition.
- I will notify school officials in case of theft, vandalism, and other acts covered by insurance.
- I understand that a police report will be filed by the school if necessary.

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

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Individual school iPad/Tablet 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 EBF for any other reason must return their individual school iPad/Tablet on the date of termination.