

1-to1 Personal Learning Initiative

2014-2015

iPad Policy, Procedures, and Information Guide



The focus of the 1-to1 Personal Learning Initiative – is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology be 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 tablet. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for college and the workplace. According to studies and school reports, students who use a computing device in a one-to-one education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas. The Apple iPad is a next generation device that makes learning more engaging and accessible.

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 and anywhere.

1.0 GENERAL INFORMATION

The policies, procedures and information within this document apply to all student iPads used at the Millis Public Schools, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

Do not put personal payment methods, such as credit cards, PayPal, or gift cards on the Apple ID that is associated with this school-owned iPad. Millis Public Schools will provide all necessary apps and content for this iPad.

1.1 Receiving your iPad

iPads will be distributed during “iPad Orientation.” Parents & students must sign and return the iPad Acceptable Use and Student Pledge document before the iPad can be issued to their child.

1.2 Returning your iPad

iPads with accessories including case, cable and power adapter will be returned back to the Millis Public Schools during final week of school. If a student transfers out of the Millis School District during the school year, the iPad and accessories will be returned at that time. Students who withdraw, are suspended or expelled, or terminate enrollment at Millis High School or at Middle School for any other reason must return their individual school iPad with accessories on the date of termination.

2.0 CARE OF THE IPAD

The iPad is school property and all users will follow this policy and the Millis Public Schools’ Acceptable Use Policy for this technology. 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 as soon as possible to the Millis Technology Department for an evaluation of the equipment.

2.1 General Precautions

- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be carefully inserted into and removed from the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the Millis School District.
- iPads must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their iPad’s battery charged for school each day.

2.2 Carrying iPads

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

- iPads should always be within the protective case when carried.
- Backpacks that hold other objects (such as folders and textbooks), should not be used to carry iPads to avoid placing too much pressure and weight on the iPad screen.

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 when it is closed.
- Do not place anything near the iPad 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.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc as it will eventually break the screen.

3.0 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 tablet. Students are 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 leaves their iPad at home, they will lose at home privileges of the iPad for two weeks and will have to leave their iPads in school with their homeroom teacher.

3.2 iPad Undergoing Repair

Loaner iPads may be issued to students when they leave their iPads for repair in the Technology Office. 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 losing at home privileges of the iPad for two weeks and will have to leave their iPads in school with their homeroom teacher.

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 is allowed on the iPad and can be used at the discretion of the teacher. Internet Games are not allowed on the iPads. Students are not allowed to download any games, apps, or content that are not approved by Millis Public Schools. If game apps are installed, it will be with Millis School District staff. All software/Apps must be district provided and approved. Data Storage will be through apps on the iPad and email to a server location.

3.6 Printing

There is no printing from the iPads in the schools.

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. NOTE: CIPA compliant filtering and monitoring is available within our school network, but is NOT available off school grounds, including at home. It is the sole responsibility of the parents/guardians to monitor and filter their home network.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the iPad/Home Directory

Students may save work directly on the iPad. It is recommended students e-mail documents to themselves and/or their teacher for storage on a flash drive or District server. Storage space will be available on the iPad— BUT it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

4.2 Network Connectivity

The Millis 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

5.1 Originally Installed Software

The software/Apps originally installed by the Millis Public Schools must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. Periodic checks of iPads will be made to ensure that students have not removed required apps or added apps that are not authorized by the school.

5.2 Additional Software

Students are not allowed to load extra software apps or games on their iPads unless otherwise directed to do so by their teachers or school staff. All apps, including games, must be approved by the Millis Public Schools. The Millis Public Schools will synchronize the iPads so that they contain the necessary apps. Students will not synchronize iPads or add apps to their assigned iPad, to include home syncing accounts.

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 Millis Public Schools 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

6.1 Statement of Responsibility

The use of the network is a privilege. The user is responsible for what he/she says and does on the network. Communication with thousands of others is quick and easy. Therefore it is important for the user to stop and think before communicating and to show respect for other people and for their ideas.

It is beneficial for all users to keep the network running efficiently. Each user must take responsibility for keeping down costs and avoiding system disruption.

Network administrators will make reasonable efforts to maintain reliable service. They cannot, however, absolutely guarantee that the system will always be available or operating correctly. Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration.

Internet access is available on every computer with network access in the Millis Public Schools. In general, the Internet is itself a complex network of regional, state, national, and international networks. This requires users to adhere to the same rules and guidelines outlined here for our network, as well as to any additional network policy procedures required, when the Internet connects them to other networks.

6.2 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.

NOTE: CIPA compliant Internet filtering and monitoring is available on our school network, but Internet filtering and monitoring is NOT available for use off school grounds, including at home. It is the sole responsibility of the parents/guardians to monitor and filter their home network.

6.3 School Responsibilities

- Provide Internet and Email access to its students.
- Provide Internet Blocking of inappropriate materials as able.
- Provide network data storage areas. These will be treated similar to school lockers. The Millis School District reserves the right to review, monitor, and restrict information stored on or transmitted via Millis School 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 Acceptable Use Policy.

6.4 Students Responsibilities:

- Use computers/and other electronic devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to network use and according to the **Millis Public Schools' Acceptable Use Policy – Computer Network Policy for Students**. This policy is available online and in the student handbooks and must be signed by students and their parents each year as part of the student handbook.
- Use 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 from delays, non-deliveries, mis-deliveries or service interruptions caused by the students’ own negligence, errors or omissions. Use of any information obtained via Millis School District’s designated Internet System is at your own risk. Millis School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Help Millis School District protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitor 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.
- Return their iPad, case, cable, and power adapter to the School District at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Millis Public Schools for any other reason must return their individual school iPad tablet and accessories on the date of termination.

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 Millis School District may be applied to the computer.
- iPad cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a replacement fee.
- iPads that malfunction or are damaged must be reported to the Technology Department. The school district will be responsible for repairing iPads that malfunction due to a manufacturing defect. iPads that have been damaged from student misuse, neglect or are accidentally damaged will be turned into the Technology Department for repair, and the cost of those repairs or replacement of the iPad will be the responsibility of the student’s parent/guardian.

- iPad damage: Students are responsible for any and all damage.
- iPads that are stolen must be reported immediately to the Millis Public Schools Office and the Millis Police Department

6.6 Student Discipline

The discipline procedures in the High School and Middle School Handbooks address serious and major offenses such as stealing and destruction of school or personal property, which apply to the iPad device. Depending on the seriousness of the offense, students may lose iPad and/or network privileges as well as being held for detention, suspension or in extreme cases, expulsion.

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
- Millis Schools Personalized Student Label

7.2 Storing Your iPad

When students are not using their iPads, they should be stored in their locked lockers. The Millis School District requires that students use either a lock provided by the school district or obtain a personal lock and provide the office with a key or combination to the personal lock. Nothing should be placed on top of the iPad when stored in the locker. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. iPads should not be stored in a student's vehicle at school, or at home. If a student needs a secure place to store their iPad, they may check it in for storage with their homeroom teacher.

7.3 iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the Technology Office or Principal's Office.

8. LOSS OR DAMAGE.

The iPads for the 1-to-1 Personalized Learning Initiative have been purchased by the Millis Public Schools for students to take home and use for the school year. The undamaged iPad, case, cable, and power adapter must be turned in when requested, or at the end of the school year.

Students and parents are responsible for the care and protection of the school owned iPad. If an iPad is damaged, lost or stolen, the student must notify the school office. The Technology Department will estimate the repair or replacement costs and a notice for payment of these costs shall be sent to the parents. While an iPad is being repaired, the school district will provide the student with a "loaner" iPad, if the department has loaners available at that time.

For 2014-2015 the Millis Public Schools have arranged for Worth Ave Group to provide optional iPad insurance.

In cases of theft, vandalism and other criminal acts, a police report, or in the case of a fire, a fire report must be filed by the student or parent. A copy of the police/fire report must be provided to the principal's office.

Millis Public Schools Student Pledge For iPad Use

- I will take good care of my assigned iPad.
- I will never leave my iPad unattended.
- I will never loan out my iPad to other individuals.
- I will know where my iPad is at all times.
- I will charge my iPad's battery at home daily.
- I will keep food and beverages away from my iPad.
- I will not put my iPad on the floor.
- I will not use my iPad in the cafeteria or on the playing fields.
- I will not store my iPad in the gym lockers.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will protect my iPad by not taking it out of the case provided with the iPad.
- I will protect my iPad by only carrying it while in the case provided.
- I will use my iPad in ways that are appropriate, meet Millis Public School expectations and are educational.
- I will not download any apps or content, including games, that are not specifically approved by Millis Public Schools.
- 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.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of the Millis Public School District.
- I will follow the policies outlined in the 2014 iPad Policy, Procedures, and Information Guide 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 financially responsible for all damage or loss caused to the iPad, case, cable, and power adapter.
- I agree to return the District iPad, case, cable, and power adapter in good working condition.

I understand and agree to the stipulations set forth in the above document including the 2014 iPad Policy, Procedures, and Information Guide; the Acceptable Use Policy (AUP) Computer Network Policy for Students and the Student Pledge for iPad Use.

Student Name: _____

Student Signature: _____ Date: _____

Parent Name: _____

Parent Signature: _____ Date: _____

_____ I want to **opt out** of my student taking the iPad home.