

*Prairie Hills Schools
iPad
Policies, Procedures
&
Information:
Staff Handbook
2013-2014*

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1. TAKING CARE OF YOUR iPad

Staff are responsible for the general care of the iPad they have been issued by the district. iPads that are broken or fail to work properly must be reported to the technology department at the central office for an evaluation of the equipment.

1.1 General Precautions

- 1.1.1 The iPad is school property and all users will follow this policy and the Prairie Hills School District's acceptable use policy for technology.
- 1.1.2 Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- 1.1.3 Cords and cables must be inserted carefully into the iPad to prevent damage.
- 1.1.4 iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the Prairie Hills School District.
- 1.1.5 iPads must never be left in an unlocked classroom, unlocked car, or any unsupervised area.
- 1.1.6 Keep iPads away from all food and liquids.
- 1.1.7 Avoid temperature extremes for your iPad. High temperatures may actually result in a usage error message that will cause the iPad to malfunction.
- 1.1.8 iPad batteries must be fully charged and ready for the work day.
- 1.1.9 iPads that malfunction or are damaged must be reported to the technology staff. The school district will be responsible for repairing iPads that malfunction and/or repairs covered under warranty.
- 1.1.10 iPads that are stolen must be reported immediately to the central office and law enforcement.

1.2 Carrying iPads

A protective case/cover for the iPad is required to help protect the iPad and provide a suitable means for carrying the device throughout the day. iPads should always be within the protective case when carried. The district will purchase a case for the iPad and it should be used at all times. Other cases may be used if approved by district technology staff.

1.3 Screen Care

- 1.3.1 The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- 1.3.2 Do not put unnecessary pressure on the top of the iPad.
- 1.3.3 Do not place anything near the iPad that could put pressure on the screen.
- 1.3.4 Do not place anything in the carrying case that will press against the cover.
- 1.3.5 Clean the screen with a soft, dry cloth or anti-static cloth.
- 1.3.6 Do not "bump" the iPad against lockers, walls, car doors, floors, etc. as it may crack or break the screen.
- 1.3.7 Protective screen covers will be purchased and installed by the district.

2. 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.

2.1 iPad Undergoing Repair

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

2.2 Adding Music, Applications and Books

Each teacher will need to have a personal Apple ID. The Apple ID will be the conduit through which apps, music and most books are downloaded to the iPad. If a staff member does not already have a personal Apple ID, it is relatively easy to get one, and training will be provided to help you set it up. Accounts can be created without credit card information, and it is recommended that you use this method. iTunes cards are the simplest way to add money to an account if a staff member wants to add music or personal apps.

2.2.1 Personal Apps

Staff are encouraged to install appropriate personal apps on their iPad via their personal Apple ID. USD 113 will, within reason, provide configuration settings that will not allow inappropriate content/apps/music to be installed on the iPad. This does not, however limit what can be downloaded to the individual iTunes account or other personal device (iPhone, iPod, etc.) In the event storage space becomes an issue on individual iPad personal music, photos and apps will need to be deleted so that enough space will be available to run district-required apps.

2.3 Printing

2.4 Home Internet Access/Printing

Staff are allowed to set up additional wireless networks for use on their iPads. This will be necessary to use web based services outside of the school setting. If a staff member wishes to be able to print from home it 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. (District will not be providing printers capable of printing from the iPad.)

3. MANAGING YOUR FILES & SAVING YOUR WORK

3.1 Saving to the iPad/Home Directory

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 the teacher's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. The iPad will not connect to the main district network, so no network storage will be available from the iPad, nor will it be able to access the H: drive or other network drives available when on a traditional computer.

4. SOFTWARE ON IPADS

4.1 Originally Installed Software

The apps and operating system originally installed by USD No. 113 must remain on the iPad in usable condition and be easily accessible at all times. From time to time the district may add additional apps and OS upgrades. Periodic checks of iPads could be made to ensure that staff have not removed required apps or installed inappropriate material.

4.2 Additional Software

Staff will be provided purchase (at no charge to them) codes to purchase apps required by the district. Many apps that will be useful to staff are free and may be added to your Apple ID as you wish. You may also add any personally purchased apps to your Apple ID using iTunes cards or credit cards. If you already have an Apple ID, all apps you've previously purchased for that ID will also be available for installation on your district-owned iPad. Staff will retain ownership of *all* apps purchased with their Apple ID using codes or any other methods. Even when staff leave the district, they will retain ownership of the apps purchased with his/her Apple ID. In the event of a staff member leaving the district, the Apple ID will be removed from the iPad when it is turned back in.

4.3 Inspection

Staff can be selected at random to provide their iPad for inspection. iPad use and contents will also be monitored remotely.

4.4 Procedure for re-loading software

If technical difficulties occur, the iPad will be restored from a backup or will be re-set to factory settings. 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.

4.5 Software upgrades

Upgrade versions of licensed software/apps are available from time to time. Staff may be required to check in their iPads for periodic updates and syncing. Operating systems with Apple devices change. Prairie Hills School District will notify staff on how to update apps, should updates be necessary.

4.6 Technology Support

Staff may submit tech support ticket emails anytime to request tech support in the use of their iPad. They may also call the district office for phone support 8:00 – 5:00 Monday- Friday. After hours support will not be available. Technical assistance not associated with district requirements will not be available (home wireless, home printers, apps not required by the district, etc.).

5. ACCEPTABLE USE

The use of the Prairie Hills School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Prairie Hills School District is not transferable or extendible by students to people or groups outside the district and terminates when a student or staff member is no longer enrolled in or employed by the Prairie Hills School 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 Prairie Hills School District's Student or Staff Code of Conduct shall be applied to student/staff infractions. Violations may result in disciplinary action up to and including suspension and/or expulsion for students/staff. When applicable, law enforcement agencies may be involved.

5.1 District Responsibilities are to:

- 5.1.1 Provide wireless internet and e-mail access while in your assigned building.
- 5.1.2 Provide internet filtering.
- 5.1.3 Provide staff guidance to aid students in doing research and help assure student and staff compliance of the acceptable use policy.
- 5.1.4 Provide user accounts for free information storage in cloud-based (off site/online) applications.
- 5.1.5 Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

5.2 Staff are responsible for:

- 5.2.1 Using iPads in a responsible and ethical manner.
- 5.2.2 Obeying general school rules concerning behavior and communication that applies to iPad/computer use.
- 5.2.3 Using all technology resources in an appropriate manner so as to not damage school equipment.
- 5.2.4 Helping Prairie Hills School District protect our computer system/device by contacting an administrator about any security problems they may encounter.
- 5.2.5 Monitoring all activity on their devices and accounts.
- 5.2.6 Securing their iPad after they are done working to protect their work and information.

5.3 Activities Strictly Prohibited:

- 5.3.1 Illegal installation or transmission of copyrighted materials.
- 5.3.2 Any action that violates existing Board policy or public law.
- 5.3.3 Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- 5.3.4 Inappropriately utilizing photos, video, and/or audio recordings of any person.
- 5.3.5 Changing iPad settings in an effort to circumvent the filtering system.
- 5.3.6 Downloading inappropriate apps.
- 5.3.7 Spamming-Sending inappropriate emails.
- 5.3.8 Gaining access to others' accounts, files, and/or data.
- 5.3.9 Vandalism to your iPad or another's iPad.
- 5.3.10 Changing the operating system of the iPad or "jailbreaking."

5.4 Legal Propriety:

- 5.4.1 All work completed on your iPad should comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity.
- 5.4.2 Plagiarism is a violation of the Prairie Hills School District Code of Conduct. Model appropriate digital citizenship to your students by giving 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, whenever it used for your instructional presentations or displays.
- 5.4.3 Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.
- 5.4.4 Ownership of any course content completed as part of a staff member's job is retained by USD 113 Prairie Hills.

6. PROTECTING & STORING YOUR IPAD COMPUTER

6.1 iPad Identification:

All iPads will be labeled in the manner specified by the district. iPads can be identified based on serial number and Prairie Hills School District identification number. Removal of this identification could result in disciplinary action.

6.2 Storing Your iPad:

When the iPad is not in use, it should be stored in a secure location. Nothing should be placed on top of the iPad. iPads should not be stored in a vehicle.

6.3 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, 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 office.

7. REPAIRING OR REPLACING YOUR IPAD/ COST OF REPAIRS

The Prairie Hills School District recognizes that with the implementation of the iPad initiative there is a need to protect the investment by the District. Therefore, we have set the following guidelines in place.

7.1 Accidental Damage

Staff 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 if requested. If an iPad gets damaged, the district will cover expenses to repair an iPad for the first occurrence. However, it is the responsibility of a staff member to cover up to the first \$100 of repairs if the iPad is damaged from misuse or neglect after the initial repair.

7.2 Loss of iPad, Theft Away from School, Intentional damage

Staff will be responsible for the entire cost of replacement of an iPad if it is damaged intentionally by a staff member.

7.3 Warranty Repairs

Warranty repairs will be completed at no cost to the staff member.

7.4 Vandalism and Theft

In cases of theft, vandalism and other criminal acts, a police report MUST be filed by the staff member with assistance from the district administration.

8. DISTRICT RIGHTS:

- 8.1** USD 113's network, facilities, and/or mobile device are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of USD No. 113. Staff must acknowledge their understanding of this policy as well as the following 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.
- 8.2** The administration and/or their designee(s) have the right to inspect any mobile device, application, or peripheral device associated with any or all USD 113 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all USD 113 technology.
- 8.3** Prairie Hills Schools reserves the right to define inappropriate use of technology.

Staff Pledge for iPad Use

1. I will take good care of my iPad, protecting it from impact, extreme temperatures and contact with liquid.
2. I will keep food and beverages away from my iPad since they may cause damage to the device.
3. I understand the value of my iPad is approximately \$500, and its design makes it inherently susceptible to theft when used in a school setting. To this end, I will secure my iPad from theft by locking my home, classroom, desk, vehicle, etc. when I must leave it unattended. If I cannot secure it in a locked location, I will keep it on my person or ask another trusted individual to care for it in my absence.
4. I will only loan the iPad to others for use when I am available to properly supervise its use.
5. I will not disassemble any part of my iPad or attempt any repairs.
6. I will protect my iPad by keeping it in a protective case.
7. I will use my iPad in ways that are appropriate and meet Prairie Hills School's expectations.
8. I will not place decorations (such as stickers, markers, etc.) on the iPad. I will not deface the serial number.
9. I understand that my iPad is subject to inspection at any time without notice and remains the property of the Prairie Hills School District.
10. I will follow the policies outlined in the *iPad Staff Handbook* and the *Appropriate use of Technology* while at school, as well as outside the school day.
11. I agree to return the district iPad and power cords in good working condition.
12. I will not utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.

I agree to the stipulations set forth in the above documents including the iPad Policy, Procedures, and Information; the Acceptable Use Policy; and the Staff Pledge for iPad Use.

Staff Signature: _____ Date: _____

Individual school iPads and accessories must be returned to Prairie Hills School of attendance whenever requested by technology staff. Staff members who leave employment must return their individual iPad to their building principal on the date of staff check-out.