

*Prairie Hills Schools  
iPad  
Policies, Procedures  
&  
Student Information  
Grades 6 - 12*

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*iPad*  
*Policies, Procedures & Information*

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## **1. RECEIVING YOUR iPad & iPad CHECK-IN**

### **1.1 Receiving Your iPad**

iPads will be distributed at the beginning of each school year during "iPad Orientation." Parents & students must sign and return the Student Pledge documents before the iPad can be issued to their child. Students in grades 9-12 will keep the same device over the course of their high school career. In order for this endeavor to be successful, it will take a joint effort among the students, staff and parents to ensure the success of this program. Students will be charged a \$40 technology fee at enrollment time. This revenue will be used to cover the cost of apps and repairs as the technology team deems appropriate.

### **1.2 iPad Check-in**

iPads will be returned to USD #113 during the final week of school so they can be checked for serviceability. If a student transfers out of the Prairie Hills School District during the school year, the iPad will be returned at the time of checkout.

### **1.3 Check-in Fines**

#### **1.3.1** Individual school iPads and accessories must be returned to the school of attendance at the end of each school year.

Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Prairie Hills Schools District for any other reason must return their individual school iPad computer on the date of termination.

#### **1.3.2** If a student fails to return the iPad at the end of the school year or upon termination of enrollment at Prairie Hills School District, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad. Failure to return the iPad will result in a theft report being filed with the local Police Department.

#### **1.3.3** Furthermore, the student will be responsible for any damage to the iPad and must return the iPad and accessories to the building principal in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad. (See section 8 for further information.)

## **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**

#### **2.1.1** The iPad is school property and all users will follow this policy and the Prairie Hills School District's acceptable use policy for technology.

#### **2.1.2** Only use a clean, soft cloth to clean the screen, no cleansers of any type.

#### **2.1.3** Cords and cables must be inserted carefully into the iPad to prevent damage.

#### **2.1.4** iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the Prairie Hills School District.

#### **2.1.5** iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.

#### **2.1.6** Students are responsible for keeping their iPad battery charged for school each day.

#### **2.1.7** Students, grades 9-12, will have the same iPad for the life of the iPad (senior iPads will go to next year's freshmen, unless other arrangements are made).

### **2.2 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 school will purchase a case for the iPad and should be used at all times and no other case may be used.

### **2.3 Screen Care**

#### **2.3.1** The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

#### **2.3.2** Do not put unnecessary pressure on the top of the iPad.

#### **2.3.3** Do not place anything near the iPad that could put pressure on the screen.

#### **2.3.4** Do not place anything in the carrying case that will press against the cover.

#### **2.3.5** Clean the screen with a soft, dry cloth or anti-static cloth.

**2.3.6** Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as it may crack or 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. Students should bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

#### **3.1 iPads Left at Home**

If a student leaves his/her iPad at home, they are responsible for getting the course work completed as if he/she had his/her iPad present. If a student repeatedly leaves his/her iPad at home, he/she will be subject to appropriate disciplinary action.

#### **3.2 iPad Undergoing Repair**

Loaner iPads may be issued to a student whose machine is being repaired.

#### **3.3 Charging Your iPad’s Battery**

iPads should be charged to full capacity each day before they are brought to school.

Not having a charged iPad shows irresponsibility and repeat violations will result in appropriate disciplinary action being taken.

#### **3.4 Screensavers/Background photos**

Screen lock passcodes are to be used. Students will be required to keep a picture of themselves or their name set to the lock screen image of their iPad so that if it is left unattended it can be easily identified.

#### **3.5 Sound, Music, Games, or Programs**

Each student grade 9 - 12 will need to have a personal Apple ID account. The Apple ID account will be the conduit through which apps are downloaded to the iPad. If you do not, that is something that is relatively easy to do. (FYI--You can set up an account without adding credit card information. . . .We would recommend this option). iTunes cards are the simplest way to add money to your account if students want to add music and personal apps.

##### **3.5.1 Personal Apps**

Students in grades 9 – 12 may install appropriate personal apps on their iPad via their personal Apple ID account. USD 113 may, within reason, provide configuration settings that will not allow inappropriate content/apps/music to be installed on the iPad. This would not, however limit what can be downloaded to the students’ individual iTunes account or other personally owned devices (iPhone, iPod, etc.) In the event storage space becomes an issue on individual iPads, personal music, photos and apps will need to be deleted.

**3.5.2** Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

**3.5.3** Appropriate music is allowed on the iPad. **Ear buds/headphones may be used in the classroom based upon individual teacher approval.** During passing periods, students may not use ear buds/headphones.

#### **3.6 Printing**

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

#### **3.7 Home Internet Access/Printing**

Students are allowed to connect to additional wireless networks on their iPads. This will be necessary to use web based services outside of the school setting. Printing at home 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. The district will not provide printers for home use.

### **4. MANAGING YOUR FILES & SAVING YOUR WORK**

#### **4.1 Saving to the iPad**

Students should save work to the iPad. 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 student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work. Cloud-based storage such as Gaggly Digital Locker is a good way to back up important assignments.

## **5. SOFTWARE ON IPADS**

### **5.1 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 school may add additional apps and OS upgrades. Periodic checks of iPads may be made to ensure that students have not removed required apps or installed inappropriate material.

### **5.2 Inspection and Monitoring**

Students may be selected at random to provide their iPad for inspection. iPad use and contents will also be monitored remotely. USD 113 will provide web filtering for iPads both on the school grounds and when the iPad is outside of its network. Changing the settings on the iPad to bypass this filter will be considered a breach of the student pledge and will be subject to disciplinary action.

### **5.3 Procedure for re-loading software**

If technical difficulties occur, the iPad will be re-set to factory. 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.

### **5.4 Software upgrades**

Updated 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. Prairie Hills School District will notify students on how to update apps, should updates be necessary.

### **5.5 Technology Support**

Technology support for iPads will be available during the normal business day at the school of attendance between the hours of 8:05 and 3:35. After hour support will be available by appointment only. For support, students will be expected to submit a ticket request via email to support @usd113.org providing their name, explaining the issue, and stating their building of attendance.

## **6. 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 is no longer enrolled in 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 Code of Conduct shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension and/or 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 when using the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. \*Students will have access to their device 24/7. Obviously, parents will need to establish ground rules for iPad use outside of the school day. Devices will have internet filtering on them at all times. USD No. 113 may also be able to restrict the purchased iTunes content that can be put on the device.

### **6.2 School Responsibilities are to:**

**6.2.1** Provide internet and e-mail access to its students.

**6.2.2** Provide internet filtering.

**6.2.3** Provide data storage (i.e. Google Drive, or something similar). (These will be treated similarly to school lockers. Prairie Hills School District reserves the rights to review, monitor, and restrict information stored on or transmitted via Prairie Hills School District owned equipment and to investigate inappropriate use of resources.)

**6.2.4** Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

**6.2.5** If a student wishes to use a cloud-based app (example, DropBox) they are welcome to sign up for a free account and will be responsible for its maintenance.

**6.2.6** Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

### 6.3 Students are responsible for:

- 6.3.1 Using iPads in a responsible and ethical manner.
- 6.3.2 Obeying general school rules concerning behavior and communication that applies to iPad/computer use.
- 6.3.3 Using all technology resources in an appropriate manner so as to not damage school equipment.
- 6.3.4 Helping Prairie Hills School District protect our computer system/devices by contacting an administrator about any security problems they may encounter.
- 6.3.5 Monitoring all activity on their account(s).
- 6.3.6 Securing their iPad after they are done working to protect their work and information.
- 6.3.7 Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language (bullying) or if the subject matter is questionable.
- 6.3.8 Returning their iPad to the school of attendance at the end of each school year. Individual school iPads and accessories must be returned to the school of attendance at the end of each school year. Students who withdraw, graduate early, are expelled (deleted suspended), or have terminated enrollment at Prairie Hills School District for any other reason must return their individual school iPad on the date of termination.

### 6.4 Student Activities Strictly Prohibited:

- 6.4.1 Illegal installation or transmission of copyrighted materials.
- 6.4.2 Any action that violates existing Board policy or public law.
- 6.4.3 Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- 6.4.4 Inappropriately utilizing photos, video, and/or audio recordings of any person.
- 6.4.5 Changing iPad settings in an effort to circumvent the filtering system.
- 6.4.6 Downloading inappropriate apps.
- 6.4.7 Spamming-Sending inappropriate emails.
- 6.4.8 Gaining access to other student's accounts, files, and/or data.
- 6.4.9 Vandalism to your iPad or another student's iPad.

### 6.5 iPad Care:

- 6.5.1 Students will be held responsible for maintaining their individual iPads, and keeping them in good working order.
- 6.5.2 iPad batteries must be fully charged and ready for school each day.
- 6.5.3 iPads that malfunction or are damaged must be reported to the building principal. The school district will be responsible for repairing iPads that malfunction and/or repairs covered under warranty. **iPads that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with the first \$50 of repair cost being the responsibility of the student.**
- 6.5.4 Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally, stolen, or lost.
- 6.5.5 iPads that are stolen must be reported immediately to the attendance center's office, so that it can be reported to local law enforcement.

### 6.6 Legal Propriety:

- 6.6.1 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.
- 6.6.2 Plagiarism is a violation of the Prairie Hills School District 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.
- 6.6.3 Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

### 6.7 Student Discipline:

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

- 6.7.1 Student(s) will check-in/checkout their iPads from the office daily, losing the privilege to take them home.
- 6.7.2 Required to attend an iPad policy refresher class.
- 6.7.3 Loss of individual iPad and be issued a generic loaner iPad.
- 6.7.4 Loss of iPad while being required to complete coursework.
- 6.7.5 Disciplinary/Legal action as deemed appropriate.

## **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 based on serial number and Prairie Hills School District identification number.

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

When students are not using their iPads, they should be stored in their locked locker. Nothing should be placed on top of the iPad. 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 in the attendance center's office.

### **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, 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. A student will be charged \$5.00 to retrieve their iPad that has been turned into the office due to not being supervised.

## **8. 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 both the District and the Student/Parent. Therefore, we have set the following guidelines in place.

### **8.1 Accidental Damage**

Students will be responsible for caring for their device and will be expected to return them at the end of the year in good working condition. Students will be charged a \$40 technology deposit at enrollment time. Students will be responsible for the first \$50 of damage in the event the device is accidentally damaged and needs repaired. Depending on your personal homeowners insurance policy, you may be able to add the device to your policy at a minimal cost.

### **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 computer.

### **8.3 Intentional Damage**

Students/Parents will be held responsible for ALL (full payment) intentional damage to iPads including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as chargers and cables will be charged the actual replacement cost.

### **8.4 Warranty Repairs**

Warranty repairs will be completed at no cost to the student.

### **8.5 Vandalism and Theft**

In cases of theft, vandalism and other criminal acts, a police report MUST be filed by the district or building principal.

## **9. DISTRICT RIGHTS:**

**9.1** 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. Students 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.

**9.2** 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.

**9.3** Prairie Hills Schools reserves the right to define inappropriate use of technology.

## Student Pledge for iPad Use

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 battery as needed.
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 keeping it in a protective case.
9. I will use my iPad in ways that are appropriate, meet Prairie Hills School's expectations, and are educational in nature.
10. I will not place decorations (such as stickers, markers, etc.) on the iPad. I will not deface the serial number.
11. I understand that my iPad is subject to inspection at any time without notice and remains the property of the Prairie Hills School District.
12. I will follow the policies outlined in the *iPad Handbook* and the *Appropriate use of Technology* while at school, as well as outside the school day.
13. I will be responsible for all damage or loss caused by neglect or abuse.
14. I agree to return the District iPad and power cords in good working condition.
15. 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; iPad Protection Plan and the Student Pledge for iPad Use.**

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

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

Parent/Guardian Name \_\_\_\_\_ Grade \_\_\_\_\_

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

**Individual school iPads and accessories must be returned to Prairie Hills School of attendance at the end of each school year. Students who graduate early, withdraw, are suspended/expelled, or have terminated enrollment at Prairie Hills USD 113 for any other reason must return their individual school iPad on the date of termination.**