

1-to-1 iPad Initiative Procedures and Information Guide



Crestwood iPad Policy

The focus of the 1-to-1 iPad 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 21st Century students is the iPad. 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 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 any time, any place.

iPad Procedures and Information Guide

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1.0 GENERAL INFORMATION

The procedures and information within this document apply to all students iPad use at Howard-Winneshiek Community School District, including any other device considered by the Administration to come under this document. Teachers may set additional requirements for use in their classroom.

1.1 Receiving your iPad

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

1.2 Returning your iPad

iPad with accessories will be returned back to Howard-Winneshiek Community School District during the final week of school. If a student transfers out of Howard-Winneshiek Community School District during the school year, the iPad will be returned at that time. Students who withdraw, are suspended or expelled, or terminate enrollment at Howard-Winneshiek Community School District 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 document and Howard-Winneshiek Community School Districts 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 Principal’s Designated Coordinator(s) teacher 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 inserted carefully into the iPad to prevent damage. The iPad must remain free of any writing, drawing, stickers or labels that are not the property of Howard-Winneshiek Community School District.
- iPads must never be left in a locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their iPad’s battery charged for school each day.

2.2 Carrying and Transporting iPads

The protective case provided with the iPad has sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school.

- iPads should always be within the protective case provided by the school.
- Students are responsible for their iPads at all times.

2.3 Screen Care

The iPad screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad.
- 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.
- 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. Students must 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 weeks and will have to leave their iPad in school with their Principal's Designated Coordinator(s).

3.2 iPad Undergoing Repair

Loaner iPad may be issued to students when they leave their iPad for repair with Principal's Designated Coordinator(s). 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.

3.4 Screen Savers/Background Photos

Inappropriate media may not be used as a screensaver or background photo. Inappropriate media includes but is not limited to the presence of guns, weapons, pornographic materials, inappropriate language, tobacco, alcohol, drug, gang related symbols or pictures and will result in disciplinary actions. Passwords are not to be used.

3.5 iPad Camera/Microphone

The iPad comes equipped with audio and video recording capabilities through a built-in microphone and front and rear-facing cameras. All electronic recordings created with the device must comply with District Policies. District policy prohibits the use of electronic recording devices in a manner that compromises the privacy interests of other individuals. District policy also prohibits harassment and bullying. Users of the iPad device are required to use the device in a manner that complies with these and other District Policies. Use of the iPad in a manner that violates District policy may result in revocation of the device and may result in further disciplinary consequence.

Any electronic recordings obtained with the recording device are for instructional/educational purposes and individual use. Therefore, electronic recordings obtained with the iPad may not be shared, published or rebroadcasted for any reason by the student without permission.

3.5 Home Internet Access

Students are allowed to set up wireless networks on their iPads.

4.0 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 for storage on a flash drive. 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

Howard-Winneshiek Community 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.

5.0 SOFTWARE/APPS ON IPADS

5.1 Originally Installed Software

The software/apps originally installed by Howard-Winneshiek Community School District must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software/apps 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 Inspection

Students may be selected at random to provide their iPad for inspection.

5.3 Procedure for Re-loading Software

If technical difficulties occur or non-authorized software/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.

5.4 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.

6.0 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.
- Tech Department 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 at Howard-Winneshiek Community School District. 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 student about values and the standards that your children should follow on the use of the Internet just as you would on the use of all media information sources such as television, telephones, movies, and radio.

6.3 School Responsibilities

- Provide Internet and Email access to its students.
- Provide Internet blocking of inappropriate materials as able.
- The iPads will be treated similar to school lockers. Howard-Winneshiek Community School District has 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 Acceptable Use Policy.

6.4 Students Responsibilities

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to network use and according to **Howard-Winneshiek Community School District Acceptable Use Policy**. This policy is available online.
- 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 from delays, non-deliveries, mis-deliveries or service interruptions caused by the students’ own negligence, errors or omissions. Use of any information obtained via Howard-Winneshiek Community School District designated Internet system is at your own risk. Howard-Winneshiek Community School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping Howard-Winneshiek Community School District protect our computer system/device by contacting an administrator or teacher about any security problems they may encounter.
- Monitoring all activity on their account(s).
- If a student should receive email or other electronic message 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 a teacher.

7.0 PROTECTING & STORING YOUR IPAD

7.1 iPad Identification

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

- Howard-Winneshiek personalized label
- Record of serial number

7.2 Storing Your iPad

Students are responsible for their iPads at all times.

8.0 LOSS OR DAMAGE

In cases of theft, vandalism or criminal acts, an official police report will be filed.

The Student is responsible for maintaining a 100% a working iPad at all times. The Student shall use reasonable care to ensure that the iPad is not damaged. In the event of damage, the Student and Parent will be billed a fee according to the following schedule:

- First incident – up to \$100
- Second incident – up to \$200
- Third incident – up to full cost of repair or replacement

Howard-Winneshiek Community School District reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration.

Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school.
- Lending equipment to others other than one's parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner.

Howard-Winneshiek 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 daily.
- ✓ I will keep food and beverages away from my iPad.
- ✓ I will not disassemble any part of my iPad or attempt any repairs.
- ✓ 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 Howard-Winneshiek Community School Districts expectations and are educational.
- ✓ 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 Howard-Winneshiek Community School District.
- ✓ I will follow the policies outlined in the iPad Policy, Procedures, and Information Guide while at school, as well as outside the school day.
- ✓ I will be responsible for all damage or loss caused by neglect or abuse.
- ✓ I agree to return the District iPad, case and power cords in good working condition.

I understand and agree to the stipulations set forth in the above document including the *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.