

**Glenville-Emmons**  
**iPad Policy, Procedures, and Information**  
**2018-2019**

**Glenville-Emmons iPad Program** The focus of the iPad program at Glenville-Emmons is to provide tools and resources to the 21st Century Learner. Excellence in education requires technology to be seamlessly integrated throughout the educational program. The iPad tablet provides a simple and portable way to manage information and allows students constant access to learning opportunities. 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.

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, anyplace.

The policies, procedures, and information within this document apply to all technology devices used at Glenville-Emmons, including any other electronic device considered by the Administration to come under this policy.

Teachers may set additional requirements for use in their classroom. Students and families who choose not to purchase/rent an iPad will still be able to complete assignments.

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## **1. RECEIVING YOUR iPad**

**Parents & students must sign and return the Student Pledge document before the iPad can be issued to their child.**

### **1.1 iPad Check-in**

iPads will be returned during the last couple weeks of school so they can be checked for serviceability. If a student transfers out of the Glenville-Emmons School District during the school year, the iPad will be returned at that time. Students on the iPad purchase (rent-to-own) plan will be given their iPad back for use during the summer months. Students on the technology fee plan will have their iPad re-issued to them in the fall.

### **1.2 Check-in Fines**

Individual school iPads and accessories must be returned to the Glenville-Emmons School at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Glenville-Emmons for any other reason must return their individual school iPad on the date of termination. If a student fails to return the iPad at the end of the school year or upon termination of enrollment at Glenville-Emmons, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad, or, if applicable, any insurance deductible. Failure to return the iPad will result in a theft report being filed with the Freeborn County Sheriff's Department. Furthermore, the student will be responsible for any damage to the iPad, consistent with the District's iPad Protection plan and must return the device and accessories to the Glenville-Emmons School in satisfactory condition. If the student is not on the insurance plan they will be charged the set breakage fee for any needed repair set forth in district policy.

## **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 iPad Technician for an evaluation of the equipment.

### **2.1 General Precautions**

- The iPad is school property and all users will follow this policy and the Glenville-Emmons Acceptable Use Policy for technology.
- Only use a clean, soft cloth to clean the screen; do not use cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the Glenville-Emmons School District.
- Students are responsible for keeping their iPad's battery charged for school each day.
- Students must use school issued iPad cases

## **2.2 Carrying iPads**

The protective cases provided with the 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.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum 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. 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 be 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 be subject to disciplinary action.

### **3.2 iPad Undergoing Repair**

Loaner iPads may be issued to students when they leave their iPad for repair with the iPad Technician. 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 of this policy will result in disciplinary action.

### **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, and 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. If game apps are installed, it will be by G-E staff.
- All software/Apps must be district provided. Data Storage will be through apps on the iPad and email to a server location.

### **3.6 Printing**

Printing will not be available with the iPad. Students can email their teacher to have a document printed if it is assigned.

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

### **4.1 Saving to the iPad/Home Directory**

Students may save work directly to the iPad. It is recommended students e-mail documents to themselves or use a cloud based solution for their file storage. 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. iPad malfunctions are not an acceptable excuse for not submitting work.

### **4.2 Network Connectivity**

The Glenville-Emmons 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 Glenville-Emmons School 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. The licenses for this software may require that the software be deleted from iPads at the completion of the course. Periodic checks of iPads 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. Glenville-Emmons School will synchronize the iPads so that they contain the necessary apps for school work. 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, illegal software, or non-Glenville-Emmons School 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**

The use of the Glenville-Emmons School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Glenville-Emmons 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 Glenville-Emmons 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 the appropriate disciplinary action shall be applied.

**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 having an iPad, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements (may take longer).

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

- Provide Internet Blocking of inappropriate materials as able.
- Provide staff guidance to aid students in doing research and help assure 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/computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment.
- Helping Glenville-Emmons School District protect the computer system/devices by contacting an administrator about any security problems they may encounter.
- Monitoring 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.
- Returning their iPad to the school at the end of each school year, if not on the rent-to-own plan. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Glenville-Emmons School for any other reason must return their individual school iPad computer on the date of termination.

### 6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing School Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Messaging services-EX: MSN Messenger, ICQ, etc.
- Internet/Computer Games
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of iPad 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 anonymous and/or false communications such as MSN Messenger, Yahoo Messenger
- Vandalism (any 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) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Glenville-Emmons School web filter through a web proxy

### 6.5 iPad Care

- **iPad damage: Students are responsible for any and all damage.** 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 Glenville-Emmons School District may be applied to the device.
- iPad cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- iPads that malfunction or are damaged must be reported to the iPad Technician. The school district will be responsible for repairing iPads that malfunction. iPads that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with cost being borne by the student. Students will be responsible for the cost of repairs to iPads that are damaged intentionally or not covered by the insurance policy.
- iPads that are stolen must be reported immediately to the Office and the Police Department.

## 7. COST OF REPAIRS

**Students will be held responsible for ALL intentional damage to their 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 the charging cube and cable will be charged the actual replacement cost. An insurance policy is available to help protect against accidental damage or replacing a non-functioning charging cube and/or cable.

Charging cubes and cables will **ONLY** be replaced if the iPad insurance has been purchased and items have been physically exchanged with our technology administrator to determine if they are malfunctioning.

## 8. Theft

Students will be held responsible their iPad if it is stolen. iPads that are stolen must be reported immediately to the Office and the Police Department. The Glenville-Emmons School will assist the student in retrieving the stolen property. However, if it isn't recovered the student will be responsible for the replacement of the item.

## 9. 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 Glenville-Emmons School 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 Glenville-Emmons School Student Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

## 10. Fees & Other Requirements

**Elementary:** There will be NO fee for students K-3rd grade for use of iPads. iPads must remain on school property and cannot be taken home for any reason. Rentals are not permitted.

**4<sup>th</sup>-12<sup>th</sup> Grade:** There will be 2 options available to choose from. The first option allows students to borrow their iPads but they may not leave school property. These iPads must be checked in and out of the office each day. Option 2 is a **\$40** yearly technology fee to rent the iPad for the school year. These iPads may be taken home to complete school work but will be returned to the school at the conclusion of the school year. An insurance policy is available in case of accidental damage to an iPad, charging cube or cable. This is a **\$35 per year** fee which must be paid before a student receives their iPad or other district issued device. The insurance policy covers cracked glass screens, LCD screen, headphone jack damage, and replacement of the charging cube and cable. In order to receive a new charging cube or cable, they must be physically returned to the districts technology administrator. The insurance policy does not cover lost or stolen charging cubes, cables or iPads. The proceeds of the Technology Fee shall be used to offset expenditures associated with repair and insurance for the cost of apps (software) issued to students via the mobile learning device in lieu of personally purchased student tools, supplies, and materials.

**Email Address Requirement:** A valid email address and password will be created for each student. Email will be used for teacher/staff/student communication and will not be shared with ANY outside party.



## **Glenville-Emmons School**

### **Student Pledge for Internet, Technology & 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's battery daily.
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 only carrying it while it is in a case.
9. I will use my iPad in ways that are appropriate.
10. I will not place decorations (such as stickers, markers, etc.) on the iPad.
11. I understand that my iPad is subject to inspection at any time without notice and remains the property of the Glenville-Emmons School District. Students who bring their own tablet or other electronic device may also be subject to inspection if inappropriate use is suspected.
12. I will follow the policies outlined in the *iPad Handbook* and the *Acceptable Use Policy* while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and fire.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I will honor myself and others by communicating in a respectful manner in all electronic communication.
16. I agree to return the District iPad, case and power cords in good working condition.

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

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

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

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student email address: \_\_\_\_\_

Password: \_\_\_\_\_

**Individual school iPads and accessories must be returned to the Glenville-Emmons School office at the end of each school year unless on a rent-to-own program. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Glenville-Emmons School for any other reason must return their individual school iPad computer on the date of leaving.**