

Adopted: July 18, 2018

Revised: \_\_\_\_\_

## **536 IPAD AND OTHER ELECTRONIC DEVICE**

### **I. PURPOSE**

It is the expectation and the belief of the Lyle Public School District that the following is true:

- a. The focus of the Lyle iPad program at Lyle is to provide tools and resources to the 21st Century Learner.
- b. Excellence in education requires technology to be seamlessly integrated throughout the educational program.
- c. The iPad computer provides a simple and portable way to manage information and allows students constant access to learning opportunities.
- d. 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.
- e. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community.
- f. 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.
- g. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

### **II. GENERAL STATEMENTS OF POLICY**

- a. The policies, procedures and information within this document apply to all iPads used at Lyle, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.
- b. The use of personal electronic devices by students is strictly prohibited.
- c. It is expected students and parents will sign and follow the contents of the Internet Acceptable Use and Safety Policy, #524.

### **III. EXPECTATIONS OF IPAD USE**

- a. Distribution of School Issued iPad
  - i. iPads will be distributed to students (grades 7-12) within the first week of school. Parents and students are expected to understand all facets of iPad use, care, and proper storage of iPads.
  - ii. The use of iPads is provided to all students across the district, so that;
    1. Students in grades Kindergarten through 6<sup>th</sup> grade are provided iPads within their classrooms at the discretion of the teacher. Students in these grade levels are not allowed to take iPads home.
    2. Students in grades 7 through 12 are provided an iPad. All students within these grade levels are expected to have an iPad with them for all classes, except Physical Education. This makes iPads integral parts of each child's education, similar to other course material, pencils, and paper. Failure to bring their device

to all classes is disruptive to their learning and the intentions of the classroom teacher. Student is expected to perform all learning objectives set forth by the teacher, including all classwork and homework.

b. iPad Return

- i. Individual school iPads and accessories must be returned to the Lyle School at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Lyle for any other reason must return their individual school iPad on the date of termination.
- ii. If a student fails to return the iPad at the end of the school year or upon termination of enrollment at Lyle, 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 Local Police Department.
- iii. Furthermore, all students 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 Lyle School in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

c. Expectations of Proper Care of Your iPad

- i. The iPad is school property and all users will follow this policy and the Lyle Acceptable Use Policy for technology. Students, however, 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 office for an evaluation of the equipment.

d. General Care

- i. Students will be held responsible for maintaining their individual iPads and keeping them in good working order.
- ii. Students must use school issued iPad cases only. iPad cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- iii. iPads must remain within protective case at all times.
- iv. The protective cases provided have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school.
- v. Additional precaution to protect the device from harm is expected of the student. There is always a threat of damage when the device is dropped, items are placed on top of the device, or the device is placed within the backpack where pressure may be applied. Again, precautionary care of the device is the expectation as students should maintain a high level of care towards the device.
- vi. iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the Lyle School District.
- vii. Students may be selected at random to provide their iPad for inspection.

e. Screen Care

- i. The iPad screens can be damaged if subjected to rough treatment or dropped. The screens are particularly sensitive to damage from excessive pressure on the screen.
- ii. Do not lean on the top of the iPad when it is closed.
- iii. Do not place anything near the iPad that could put pressure on the screen.
- iv. Do not place anything in the carrying case that will press against the cover.
- v. Clean the screen with a soft, dry cloth or anti-static cloth. Do not use cleansers of any type.

- vi. Do not bump the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen
- f. iPad Chargers
  - i. is lost or damaged. Students in need of another charger will be charged with a replacement cost payable before one is issued.
  - ii. Cords and cables must be inserted carefully into the iPad to prevent damage.
  - iii. iPad batteries must be charged and ready for school each day. Repeat violations of the policy will result in disciplinary action and may include loss of use.
  - iv. Grades K-6: iPads stay at school. Students must put iPads in charging stations each night.
  - v. Grades 7-12: iPads charged at night should be able to go through a school day without needing a recharge, so iPads must be brought to school each day fully charged. Students need to charge their iPads each evening. Repeat violations of this policy will result in disciplinary action and may include loss of use.
- g. Damaged or Malfunctioning Device
  - i. iPads that malfunction or are damaged must be reported to the office immediately.
  - ii. The school district will be responsible for repairing iPads that malfunction.
  - iii. 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 entire cost of repairs to iPads that are damaged intentionally.
  - iv. Loaner iPads may be issued to students when they leave their iPads for repair in the Media Center. There may be a delay in getting an iPad should the school not have enough to loan out.
  - v. 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 of the repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as sleeves, cable and chargers will be charged the actual replacement cost.
- h. Using Your iPad
  - i. iPads are intended for use at school each day. Thus, an operable and fully charged device is expected at the beginning of each day.
  - ii. In addition to teacher expectations for iPad use, school messages, current grades, announcements, calendars and schedules may be accessed using the iPad computer.
  - iii. Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher.
  - iv. Students whose iPads are stored at school overnight are expected to check them out upon arrival after and must leave it at a prescribed place in the school, as noted by their teacher. Students without permission to take iPads home are strictly prohibited from bringing them home and will face disciplinary actions if they do bring them home.
- i. Taking iPads Home
  - i. Only those students who pay the insurance fee will be able to take their device home with them each evening. Those who do so are expected to charge their device at night and bring them to school the next day fully charged. They will not be given an opportunity to charge them at school if they fail to charge them at night.
- j. iPad Limitations and Capabilities
  - i. Saving Work: Although saving work directly to the iPad is allowed, 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 students' 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.

- ii. Network Capabilities: The Lyle School District makes no guarantee 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.
- iii. Software: The software/Apps originally installed by Lyle 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 particular course. The licenses for this software 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.
- iv. Additional Software: Students are not allowed to load extra software/ Apps on their iPads. Lyle School will synchronize the iPad 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. If technical difficulties occur or illegal software, non-Lyle 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.
- v. 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.
- vi. Printing will not be available with the iPad. Students can email their teacher to have a document printed if it is assigned.
- vii. Screensavers: 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.
- viii. Passwords are not to be used.
- ix. 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 Lyle staff only.

k. Acceptable Use

- i. The use of the Lyle School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Lyle School District is not transferable or extendible by students to people or groups outside the district which terminates when a student is no longer enrolled in the Lyle School District. The 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.
- ii. Violations may result in disciplinary actions up to and including suspension/expulsion for students.
- iii. When applicable, Law Enforcement agencies may be involved.

l. Student Activities Strictly Prohibited

- i. Illegal installation or transmission of copyrighted materials
- ii. Any action violating existing School Board policy or public law
- iii. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials

- iv. Use of chat rooms, sites selling term papers, book reports, and other forms of student work Messaging services (ex: MSN Messenger, Twitter, ICQ. Etc.
  - v. Internet/Computer Games not approved by staff
  - vi. Use of outside data disks or external attachments without prior approval from administration
  - vii. Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc.) Downloading Apps
  - viii. Spamming/Sending mass or inappropriate emails
  - ix. Gaining access to other students' accounts, files, and/or data
  - x. 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 is not allowed
  - xi. Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
  - xii. Bypassing the Lyle School web filter through a web proxy or personal hotspots.
- m. Lost or Stolen Devices
- i. Students will be held responsible for their iPad if it is lost or stolen. iPads lost or stolen must be reported immediately to the office and the police department, if considered stolen.
  - ii. The Lyle School will assist the student in retrieving the lost or stolen property. However, if it isn't recovered, the student will be responsible for the replacement of the item.
- n. Legal Propriety
- i. 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.
  - ii. Plagiarism is a violation of the Lyle 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, texts etc.
  - iii. Use or possession of hacking software is strictly prohibited and violators will be subject to Lyle School Student Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the district.
- o. Fees
- i. Pre-School/Elementary: There will be no fee for students in pre-k through grade 6 for use of student iPads. iPads must remain on school property and cannot be taken home for any reason. Rentals are not permitted.
  - ii. Middle/High School: There will be a \$40.00 Take Home Fee which must be paid before a student may take home their device. This fee is non-refundable, even if the student later decides to not take iPad home. The proceeds from the technology fee shall be used to offset expenditures associated with repair and insurance for the student issued mobile learning device, and the cost of apps {software} issued to students via the mobile learning device in lieu of personally purchased student tools, supplies and materials.

**Lyle Public School  
Student Pledge for iPad Use**

1. I am responsible for the care, use, and safety 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 iPads battery daily at home, if applicable.
6. I will keep food and beverages away from my iPad since it may cause damage to the device.
7. I will not disassemble any part of my iPad or attempt any self-repairs, including clearing my device.
8. I will protect my iPad by only carrying it while in the case provided.
9. I will use my iPad in ways that are appropriate.
10. I will not place decorations on my iPad or case.
11. I understand that my iPad is subject to inspection at any time without notice and remains the property of the Lyle Public School District.
12. I will file a police report in case of theft, vandalism, and fire.
13. I will be responsible for all damage or loss caused by neglect or abuse.
14. I will honor myself and others by communicating in a respectful manner in all electronic communication, both in and out of school and at all times.
15. I agree to return the District iPad case and power cords in good working condition and understand additional charges will be assessed if this is not followed
16. I will follow the expectations in this policy and the Acceptable Use Policy #524
17. I will return my iPad to school personnel at the end of the school year, or when my enrollment at Lyle Public School ends.

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) \_\_\_\_\_ Grade \_\_\_\_\_

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

Parent Name (please print) \_\_\_\_\_

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

---

Office Use Only:

\$40.00 fee paid                       Check # \_\_\_\_\_                       Cash

\_\_\_\_\_ Date Received

\_\_\_\_\_ Office Initials