

Amarillo ISD

iPad Policy, Procedures & Information 2016-2017

The focus of the 1:1 iPad program is to provide necessary tools and resources for a digital learning environment characterized by flexibility, collaboration, personalization, creativity, and technology-rich learning. Specifically, the iPads will be used to provide an electronic workflow of assignments and to provide electronic textbooks through apps such as NetTexts, iTunes U and other iPad applications customizable by teachers to provide a current and robust offering of materials. Other uses of the iPad related to education are too numerous to list.

AISD charges a user fee of \$30 for participation. This fee is due on the day students receive the iPad and must be accompanied by a signed User Agreement form.

The policies, procedures, and information within this document apply to all district-owned iPads used at AACAL, including any other device considered by the Administration to come under this policy. Individuals or teams of teachers may set additional requirements for use in their classroom.

1. iPad CHECK-IN AND CHECK-OUT

1.1 iPad Check-Out

iPads will be checked out each fall to incoming AACAL students. Parents & students must sign and return the iPad User Agreement when the iPad is issued to a student. The date of checkout will be given to students the first week of each school year.

1.2 iPad Check-in

All iPads, cases, chargers, and school-provided accessories must be returned at the end the year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at AACAL for any other reason, must return their individual school iPad on the date of withdrawal.

If a student fails to return the iPad upon completion of enrollment at AACAL, that student will be responsible for the replacement cost and may be subject to criminal prosecution or civil liability. Just like a textbook or a band uniform, the iPads are the property of Amarillo Independent School District, and students are responsible for returning them in reasonable condition. Any loss of or damage to an iPad is the responsibility of the student.

2. TAKING CARE OF YOUR iPad

2.1 General Precautions—VERY IMPORTANT

- The iPad is school property and all users will follow this policy and the AISD acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers or liquids of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- 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.

- Take care not to bump the iPad against lockers, walls, car doors, floors, etc., as it will eventually break the screen. iPads placed in backpacks often warp, so students should not place the iPad in a backpack.

- An iPad should always be locked or supervised directly by the student to whom it is assigned. For instance, iPads should never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day.

2.2 Carrying iPads

The protective cases provided with iPads have 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 district.

3. USING YOUR IPAD AT SCHOOL

iPads are intended for use at school each day. 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. Students who repeatedly leave their iPads at home, may be required to leave their iPads at school and check it out/in from their teacher or advisor at the beginning and end of each day.

3.2 iPads Undergoing Repair

Loaner iPads will be issued to students when they leave their iPads for repair. There may be a delay in getting an iPad should the school not have enough to loan. Loaners are provided with the same procedures, terms, conditions, and responsibilities mentioned in this policy.

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. Students who repeatedly (as determined by any staff member) fail to bring their iPads to school charged will be required to leave their iPads at school and check it out/in from their teacher or advisor at the beginning and end of each day. If students leave iPads at school, they are responsible for completing homework as if they had their iPad present.

3.4 Screensavers/Background photos

- Inappropriate media may not be downloaded or 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.
- Passcodes are to be used and must be given to the student's teacher, AISD administrator, Digital Learning Leader and/or AISD technicians upon request. Failure may result in loss of privilege.

3.5 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students may load school appropriate music and games; however, if these become a distraction to learning, students will lose that privilege.

3.6 Home Internet Access

Students are allowed to access other wireless networks on their iPads. This will assist them with iPad use while at home. Students **are not** required to have wireless access at home.

4. SOFTWARE ON iPADS

4.1 Originally Installed Software

Any software/Apps originally installed, or required, by AISD 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. Periodic checks of iPads will be made to ensure that students have not removed required apps.

4.2 Additional Software

Students are allowed to load extra software/Apps on their iPads under the following conditions:

- Room must remain on the iPads for district required apps and student work
- Any additional personal music, videos and/or apps loaded are subject to the policies in the Student Code of Conduct

4.3 Inspection

Students may be selected at random to provide their iPad for inspection. iPads are the property of AISD, and any staff member may confiscate any iPad at any time for any purpose.

4.4 Procedure for re-loading software

If technical difficulties occur or illegal software, non-AISD 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. Students are encouraged to use cloud storage as much as possible.

5. ACCEPTABLE USE

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

5.1 Opt out

• Students at AACAL are not allowed to opt out of having an iPad. Many of the learning activities in which students participate are now done via the iPad. When creating lessons, teachers consider ways the iPad can enhance the learning experience; therefore, it is imperative that students have an iPad. Should the iPad become an issue, parents should contact the Administration to see if a solution can be found.

5.2 School Responsibilities

- Provide Internet filtering of inappropriate materials on district networks.
- Immediately report any inappropriate digital content to the building principal.
- AISD reserves the right to review, monitor, and restrict information stored on or transmitted via School District owned equipment and to investigate inappropriate use of resources.
- Provide guidance to aid students in use of the device and help assure student compliance of the acceptable use policy.

5.3 Students Responsibilities

- 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. 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 AISD’s designated Internet System is at your own risk. AISD specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Monitoring all activity on their account(s)/device.
- Students should always secure their iPad after they are done working to protect their work information and device.
- If a student should receive inappropriate digital content, he/she should notify an adult.
- Returning their iPad at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment in AISD for any other reason, must return their individual school iPad computer on the date of termination.

5.4 Student Activities Strictly Prohibited:

- Jailbreaking or otherwise physically/technically altering the iPad.
- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- 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)
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student’s accounts, files, and/or data
- Use of the school’s internet/e-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications
- Using the iPad camera to take photographs or videos of another student or faculty member without their permission.
- Using the iPad camera to take any inappropriate photographs.
- Students are not allowed to give out personal information over the Internet—with the exception of teacher-directed instances.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- 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, demean, or bully recipients.
- Bypassing the AISD web filter through a web proxy

5.5 iPad Care

- Just like any school property issued to a student for individual use, students will be held responsible for maintaining their individual iPads and keeping them in good working order. Students are responsible for any and all damage.
- iPads that malfunction or are damaged must be reported immediately. All iPad repairs must be handled through the district.
- 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 are stolen must be reported immediately to a building administrator.

5.6 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 AISD Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet.
- Use or possession of hacking software is strictly prohibited and violators will be subject to *AISD Student/Parent Handbook*. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

5.7 Off Task Consequences

- When the iPad is being used for in-class assignments, the student is required to use the iPad exclusively for the work associated with class.
- If a student is found perusing the internet, utilizing any form of social media, checking email, engaging unrelated media, or doing anything that is not directly related to class, the iPad will be confiscated and disciplinary action will be taken according to the following steps:

- First Offense: Teacher Gives verbal warning to student.
- Second Offense: Student will email or call their parent about their behavior. The teacher will collect the iPad for that period.
- Third Offense: Referral to AP, who may assign a detention. The teacher will collect the iPad for that period.
- Fourth Offense: Referral to AP, who will collect the iPad and return it to a parent after conferencing with the parent and student.

6. PROTECTING & STORING YOUR iPad

6.1 iPad Identification

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

- Record of serial number
- AISD Fixed Asset Label. This may not be removed under any circumstance.
- Find My iPad is installed on each iPad and can be used to track the location of any iPad
- Each student is required to save a document entitled "User Info" that includes the name of the student to whom the iPad is assigned and the name of his/her teacher/advisor
- **Students must use a picture of themselves as their lock screen for easy identification.**

6.2 Storing Your 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 vehicle at school or at home.

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, the lunchroom, computer lab, 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 and dealt with as a disciplinary matter.

7. REPAIRING OR REPLACING YOUR iPad

7.1 Damage/loss policy

If an iPad is stolen, a police report must be made. AISD has contracted with Absolute to assist in the location of any stolen device. As part of the participation fee, Applecare maintenance will cover any defects in the iPad for a two year term. This coverage includes the iPad battery, but will not cover damage caused by misuse. Two instances of accidental damage are covered, each subject to a \$49 deductible fee, to be paid by the student.

7.2 COST OF REPAIRS

Students will be held responsible for ALL 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 cases and cables will be charged the actual replacement cost.

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