



Mt. Iron-Buhl Public Schools #712

iPad Program Procedures and Information 2015-2016

Using Technology to Transform and Enhance Student Learning

Technology has become an essential part of our everyday life. Its ever-changing influence is impacting how we as a global society advance in the constantly evolving 21st century. The Mt. Iron-Buhl Public School District believes that the integration of technology in the classroom should be for the academic benefit of all students. To that end, we will use technology to enhance:

Literacy	Curriculum	Assessment	Differentiation
As it is our district's goal to reach continual higher proficiency in reading, technology integration will be used to enhance literacy instruction in all content areas.	Up-to-date and quality curriculum is vital to student success. Technology integration will be used to update and enrich the way our students access and interact with curriculum materials.	In order to monitor and improve student achievement, technology integration will be used to improve the quality of both formative and summative assessments of learning in the classroom.	In recognition of the variety of skill levels, interests, and learning styles of our students, technology integration will be used to increase differentiation in the classroom.

21st Century Skills: Our students need to be prepared to function competently in a 21st century global community. Technology integration will be used to increase students' 21st century skills: creativity and innovation, critical thinking and problem solving, communication, and collaboration.

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1. RECEIVING YOUR iPad, iPad CHECK-IN, iPad Summer Use

1.1 Receiving your iPad

iPads will initially be distributed the first week of school. **The district must have a student and parent signed Student Pledge document on file before the iPad can be issued to their child. The district will send out a Student Pledge at the beginning of each school year, but only one copy need be on file for the student's time in the district.**

1.2 iPad Check-in

iPads will be returned during the final week of school so they can be checked for serviceability. If a student transfers out of the Mt. Iron-Buhl School District during the school year, the iPad will be returned at that time.

1.3 iPad Check-in / Other Factors

Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Mt. Iron-Buhl 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 Mt. Iron-Buhl, 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 St. Louis County Sheriff's Department. Furthermore, the student will be responsible for any damage to the iPad, and must return the iPad and accessories to the Mt. Iron-Buhl High School office in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

2. TAKING CARE OF YOUR iPad

Students are responsible for the general care of the iPad they have been issued by the school. If your iPad is broken or fails to work properly please notify the school office.

2.1 General Precautions

- The iPad is the school's property and all users will follow these procedures and the Mt. Iron-Buhl acceptable use policy for technology.
- 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.
- iPads must remain free of any writing, drawing, stickers, skins, or labels that are not the property of the Mt. Iron-Buhl School District.
- iPads must 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. The guidelines below should be followed:

- iPads should always be within the protective case provided by the District.

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.
- Do not place anything near the iPad that could put pressure on the screen.

- Clean the screen with a soft, dry cloth or anti-static cloth. **DO NOT use water or household cleaners (Clorox wipes, window cleaner, etc) on the iPad screen.**
- 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.

3.2 iPad Undergoing Repair

Loaner iPads may be issued to students when they leave their iPads for repair in the Technology Department. **Before receiving a loaner iPad, students must pay the \$50 repair fee. This fee may be adjusted after iPad damage has been assessed.** 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. If students do not come to school with their iPad properly charged, they are responsible for getting the course work completed as if it were charged.

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.

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 on the iPad can be used at the discretion of the teacher
- Internet games are not allowed on the iPads unless permission is obtained from the teacher for instructional purposes.
- During class, only apps used in class should be open.

3.6 iPad Camera and 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 and State and Federal Laws. 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. Use of the iPad and any other devices with audio and video recording capabilities during instructional time is at the discretion of the teacher and the student must obtain prior approval to use the device for such purposes. Any electronic recordings obtained with the recording device are for instructional/educational purposes and **not** individual use. Therefore, electronic recordings obtained with the iPad may not be shared, published, or rebroadcasted for any reason by the student without permission. Furthermore, users of the iPad should be aware that State and Federal laws in many instances prohibit secret or surreptitious recording undertaken without the knowledge and consent of the person or persons being recorded. Violations of State and Federal recording laws may be reported to the proper authorities and may result in criminal prosecution.

3.7 Home Internet Access

Students are allowed to set up wireless networks on their iPads. This will assist them with iPad use while at home. Students and parents must adhere to the internet acceptable use policy.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the iPad/Home Directory

Students may save work to Google **Drive** or they can e-mail documents to themselves for storage on a flash drive or District server. 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 Mt. Iron-Buhl School District makes no guarantee that our network will be up and running 100% of the time. In the 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 Mt. Iron-Buhl 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. **Only school approved apps will be allowed on the iPads. The district does have the capability, via management software, of seeing which individual "personal" apps have been installed on the iPad. Students whose iPads are found to have unapproved apps will be disciplined according to the guidelines set forth in section 6.7 of this document.**

5.2 Personal Data and Backups

Students will not be able to sync their iPad to their own personal home computer or any other device. The iPad is district property and will only properly sync with a district sync station. The Mt. Iron-Buhl School District will not be responsible for any personal data that has not been properly backed up.

5.3 Inspection

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

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. ACCEPTABLE USE

The use of the Mt. Iron-Buhl School District technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Mt. Iron-Buhl 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 Mt. Iron-Buhl School District. This procedure 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 these procedures, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Mt. Iron-Buhl School District 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 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 to bring home, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements.

6.2 School's Responsibilities are to:

- Provide Internet and Email access to its students.
- Provide Internet Blocking of inappropriate materials as able within the school's network. Parents should monitor internet use while away from school.
- Provide network data storage areas. These will be treated similar to School lockers. Mt. Iron-Buhl School District reserves the right to review, monitor, and restrict information stored on or transmitted via Mt. Iron-Buhl School District owned equipment and network 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.

6.3 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's 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 the Mt. Iron-Buhl School District designated Internet System is at your own risk. Mt. Iron-Buhl School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping Mt. Iron-Buhl School District protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s). If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is required to notify the office as soon as possible.
- Returning their iPad to the Office at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Mt. Iron-Buhl for any other reason must return their individual School iPad on the date of termination.

6.4 Student Activities Strictly Prohibited:

- **Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.**
- **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 chat rooms, sites selling term papers, book reports and other forms of student work**
- **Messaging services-EX: iMessage, Facebook, Snapchat, Instagram, etc.**
- **Internet/Computer Games**
- **Cyber bullying**
- **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 such as MSN Messenger, Yahoo Messenger
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
- 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
- Bypassing the Mt. Iron-Buhl web filter through a web proxy

6.5 iPad Care

- 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.
- Report any issues with the iPad or accessories as soon as possible.
- iPad cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a sleeve replacement fee.
- iPads that malfunction or are damaged must be reported to the High School Office. 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 entire cost of repairs to iPads that are damaged intentionally, or by any act of ***"purposefully destroying school property"***.

If the iPad is damaged by an act of ***"purposefully destroying school property"***, it must be reported to the District Staff as soon as possible and a repair form will need to be filled out immediately. Your repair will be processed as quickly as possible but no loaner will be provided to the student. Student discipline will be given to the student following existing District School policies. All costs associated with repairing the damaged iPad will be the responsibility of the student and family. Insurance policies will not be in effect or pay for costs associated with this type of damage where a student intentionally destroyed school property.

The replacement cost for damages and repair are reflected below:

Replacement cost for a damaged or broken screen repaired locally	\$50
Replacement cost for a damaged or broken screen not repaired locally	\$50-\$250
Replacement cost for the provided iPad case	\$30
Replacement cost for the provided iPad wall charger	\$30
Replacement cost for the entire iPad	\$500

The District opted to purchase insurance to help cover a portion of the replacement cost for damages and repairs.

Stolen iPads: iPads that are stolen must be reported immediately to the Office and the St. Louis County Sheriff's Department.

6.6 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 Mt. Iron-Buhl 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 Mt. Iron-Buhl's Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

6.7 Student Discipline If a student violates any part of the procedures, he/she may face discipline as determined by administration which may include:

1. Detention
2. Student(s) will check in/check out their iPads from the Principal or designee daily for three (3) weeks.
3. Two (2) weeks of iPad privilege suspension (student still responsible for all required work).
4. Loss of iPad privileges for a length of time determined by the administration.

7. 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:

- Record of serial number
- Tracking via Apple applications

7.2 Storing Your iPad

Nothing should be placed on top of the iPad, when stored in the locker. 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 with the 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, 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 Principal's office.

8. REPAIRING OR REPLACING YOUR IPAD/ACCESSORIES

8.1 Replacement Cost

If damage occurs through no fault of the student, the School District will include one replacement for a replacement cost of \$50. Additional replacements may cost the student/parent up to the full value of an iPad (approx \$500). The replacement cost must be paid through the Mt. Iron-Buhl Office before your student is allowed to obtain their replacement iPad.

Mountain Iron-Buhl Public School 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 arrive at school with my iPad fully charged.
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 the case provided.
9. I will use my iPad in ways that are appropriate, meet Mountain Iron-Buhl expectations and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the iPad.
11. I will not deface the serial number on any iPad.
12. I understand that my iPad is subject to inspection at any time without notice and remains the property of the Mountain Iron-Buhl School District.
13. I will follow the policies for proper technology use while at school, as well as outside the school day.
14. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
15. I will be responsible for all damages or loss caused by neglect or abuse.
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 iPad Procedures and Information, the Acceptable Use Policy, and the Student Pledge for iPad Use. By signing this agreement, I give permission for ISD 712 to create iCloud and Google accounts for me/my child. I understand that this agreement will remain in place for the duration of my/my student's time in the Mountain Iron-Buhl School District.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Individual school iPad and accessories must be returned to the Mountain Iron-Buhl High School Office at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Mountain Iron-Buhl for any other reason must return their individual School iPad on the date of termination.

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a sheriff's report, or in the case of fire, a fire report **MUST be filed by the student or parent.** A copy of the police/fire report must be provided to the Principal's office.

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional damages to iPads. Warranty, Accidental Damage Protection, or School District iPad Protection DOES NOT cover intentional damage of the iPads.