

Perry-Lecompton Middle School

iPad Implementation Policy

Overview

The Perry-Lecompton School District is committed to preparing our students to succeed in the changing societal landscape. It is essential that the District provide our students with the 21st-century skills that they need to be self-directed learners. We believe that effective teaching and learning include the effective use of technology to best prepare each student for the world in which they will live. To accomplish this vision, the District is making iPad technology available to all Perry-Lecompton Middle School students as described below.

The following requirements and guidelines apply to the iPads Implementation initiative.

I. Student Responsibilities

- A. Students are expected to use the iPads appropriately for educational purposes.

- B. Students are expected to have their iPads in school each day with a fully charged battery. Forgetting an iPad or having a dead battery will not be accepted as a reason for failing to complete work or turn in assignments. Repeated failure to bring the iPad to school or failing to charge the battery may result in the loss of home privileges for the student.

- C. Students are responsible for being informed of their assignments by subscribing to the calendars of their teachers.

- D. Students are responsible to download to the iPad any necessary documents and/or materials from the teachers' websites. If a family does not have wireless access at home, students must do this before school, during the school day, or after school.

- E. Students may load music and photos on their District-owned iPad, as long as all content complies with the Acceptable Use Policy. The use of music on the iPad during instructional time will be at the discretion of the classroom teacher. Students may set their own screensaver photos. The presence of inappropriate music or photos may result in the loss of the iPad and/or other disciplinary actions.

- F. Students may not install software, download apps, or attempt to reconfigure the software of the iPad. If non-conforming apps or software are discovered on District-owned iPads, the iPads will be restored to the school set of software, and disciplinary actions may be enacted. Tech staff is not responsible for saving, restoring, or backing up documents, music, or photos that students may be storing on the iPads.

- G. Students may recommend free or paid apps that can be used for educational purposes by notifying one of their teachers. These apps will be evaluated by staff for possible future inclusion on the iPads.

- H. Students are encouraged to store documents, worksheets, notes, and other files on their iPad, but they must be responsible for backing up or saving all work to other media. Students must either email documents to themselves as a backup, or they may use a cloud-based storage account such as Dropbox.

- I. Students may not attempt to hack or jailbreak the iPad.
- J. Students are required to personalize their iPad by using a school appropriate picture of themselves on the home screen. Students are required to use the school-provided case.
- K. Students are discouraged from printing and encouraged to use email and cloud-storage solutions. A printer will be available for limited printing from iPads.
- L. If students choose to set a passcode for their iPad, they are required to use their Power school password as the iPad password.

II. Parent Expectations

- A. Parents are required to complete a Parent iPad Orientation. This orientation will be conducted at the beginning of each school year. It will also be available online via the District website at <http://www.usd343.net>
- B. The District asks for the parents' support in communicating with their children about the standards of appropriate content and helping to monitor the use of the iPads at home. Parents are encourage to monitor and limit usage on their home network.
- C. Parents are responsible for filling out and signing the Parent/Student Agreement form and the iPad Protection Plan.
- D. If necessary, parents are expected to assist their child fill out any forms needed to report theft or damage.
- E. Parents are encouraged to become familiar with the iPad and help ensure the use of the technology to track their child's progress. The iPads allows parents and students to view teachers' Blackboard page, track homework through Power School, and monitor progress toward coursework completion.
- F. Parents should help to ensure that only the student and parents use the school-assigned iPad.

III. Terms of the iPad Loan

- A. iPads will be distributed at the discretion of the Administration upon confirmation that the Parent/Student Agreement form and iPad Protection Plan have been signed.
- B. Legal ownership of the iPads remains with the District. The use of the iPad is a privilege extended to students and is conditioned upon compliance with the requirements of this policy, the District's Acceptable Use Policy, and all other District policies.
- C. Student iPads and accessories will be checked in at the end of each school year at a date and time determined by the Administration. Students who graduate early, transfer, withdraw or are suspended or

expelled will return the iPad and accessories at the time of withdrawal. Students returning to school the following year will be issued the same iPad that was previously assigned to them.

D. The District reserves the right to repossess the iPad and accessories at any time if the student does not fully comply with the terms of this policy. The District may also choose to limit and/or withdraw home use privileges for failure to comply.

E. Failure to return the property in a timely fashion will result in a hold placed in the student records and may result in the involvement of law enforcement.

F. Software and apps will be managed by the district, due to the need to comply with licensing agreements.

G. The iPads will be subject to routine monitoring by teachers, administrators, and/or technology staff. Users have no expectation of privacy when using USD #343 equipment or technology systems.

H. If technical difficulties arise with an iPad, or non-conforming content is discovered, the iPad will be restored by staff. If the tech staff needs to restore an iPad, the District is not responsible for any content put on the iPad by the student.

I. Each iPad has identifying labels, which must not be removed or altered in any fashion. Students may not permanently mark the iPad itself in any fashion.

J. The use of iPads during instructional times is governed by classroom teachers. Failure to follow the instructions of the teacher may result in disciplinary action.

IV. General Care Instructions

A. iPad screens should only be cleaned with a soft, clean cloth. Chemical cleaners or liquids, including water, should not be used on the iPads.

B. Charging cables/cords should be inserted and removed carefully to prevent damage. This should be done on both ends of the cable by grasping the plugs rather than the cord. The charging cord should be plugged into the wall outlet before connecting the iPad. When disconnecting, remove the cable from the iPad before pulling the cord from the wall outlet.

C. iPads must be kept in the protective cases provided by the school at all times.

D. Students should never put weight on the iPads, stack items on top of them or wedge them tightly into a backpack or case. The iPad cases should not be used as a folder to carry other items, including any sharp or pointed items such as pens or pencils.

E. Liquids, food, and other debris can damage iPads. iPads should be closed in cases and away from food and liquids when students are eating.

F. iPads should not be exposed to temperature extremes. Students should not leave the iPad in any location where the temperature falls below freezing or exceeds 95 degrees. If the iPad is cold, it should be allowed to warm up to room temperature before use. An iPad exposed to direct sunlight or high temperatures may overheat during use and must be allowed to cool down before subsequent use.

G. Battery life is shortened by using wi-fi, Bluetooth, a high screen brightness, and video. Students should learn to manage these settings and apps to improve battery performance.

H. Students are encouraged to refer to the iPad Instruction Manual located on the iPad for further information.

V. Security and Theft Prevention

A. The iPad may ONLY be used by the student to whom it was assigned or by the parents of the student. The student may not loan it to another student.

B. The student is responsible for the security of the iPad at all times. The iPad should never be left unsecured. When not with the student, the iPads should be secured or stored in a locked location out of view. During after-school activities and/or away events, students are still responsible for securing the iPad.

C. Students should keep personal information about themselves and others off the iPad. Password security for network systems should be maintained, as should the privacy of locker combinations. It is the responsibility of the student to keep his or her information secure.

VI. Damage, theft, repair

A. Damage or hardware issues must be reported immediately to the PLMS office. For cases of hardware failure or accidental damage, a loaner will be provided for the student throughout the repair/replacement process. There may be a delay if there are no more loaners available.

B. Theft must be reported immediately to the PLMS office. Students/parents will be required to fill out a theft report.

C. The iPads contain software that can be activated to track and recover missing iPads. The District will coordinate with law enforcement to track missing or lost iPads.

D. **Damage** - Students will be responsible for caring for their devices and will be expected to return them at the end of the year in good working condition. Students will be charged a \$50 technology deposit at enrollment time. Students/Parents will be held responsible for ALL (full payment) damage to 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 chargers and cables will be charged the actual replacement cost. Depending on your personal homeowner's insurance policy, you may be able to add the device to your policy at a minimal

cost. Additionally, there will be an additional insurance plan available for parents through the Worth Ave Group.

F. **Warranty Repairs** - Warranty repairs will be completed at no cost to the student.

VII. Connecting to the District Network

A. Students/families who own iPads may use these in school in place of District-owned devices subject to the following conditions:

1. The iPad is available to the student for use everyday at school
2. The student/family is willing to provide the same apps, including any paid apps, which are provided on the school iPads and required for the student's coursework. Licensing agreements for paid content prohibit the school from installing content purchased by the school account on devices not owned by the district.
3. The District is not responsible for and cannot provide technical support for personally owned devices.

B. Any personally-owned iPads that are brought into the District must be brought to the PLMS office and registered with technology staff before they are allowed onto the school network. This is for network security purposes as well as to comply with federal legislation regarding Internet content filtering.

C. The district is not responsible for the loss, theft or damage of any personally-owned devices that are brought to 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 charge my iPad battery as needed.
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 a protective case (see 2.2).
9. I will use my iPad in ways that are appropriate, meet PLMS expectations, and are educational in nature.
10. I will not place decorations (such as stickers, markers, etc.) on the iPad. I will not deface the serial number.
11. I understand that my iPad is subject to inspection at any time without notice and remains the property of the Perry-Lecompton School District.
12. I will follow the policies outlined in the iPad Policy, Procedures, and Information while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the District iPad and power cords in good working condition.
16. I will not utilize photos, video, and/or audio recordings of any myself or any other person in an inappropriate manner.

I agree to the stipulations set forth in the above listed items 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/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

Individual school iPads and accessories must be returned to PLMS at the end of each school year. Students who withdraw, expelled, or terminate enrollment at PLMS for any other reason must return their individual school iPad on the date of termination.