



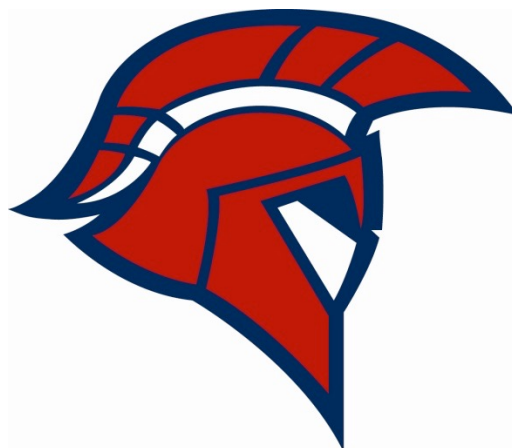
1:1 iPad Learning Initiative

2017-18

Information, Expectations, Procedures and Guidelines

Springfield Platteview Community Schools is proud to offer our junior high and high school students Apple iPad devices for use at school and home. The 1:1 iPad program, which provides mobile computing and wireless technology to all grade 7-12 students, has been designed to enhance delivery and assist with individualized instruction.

For parents and students, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving an iPad.



For students and parents, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving an iPad:

- Students will receive instruction on the proper use and care of an iPad.
- Students will be able to take the iPad home during the school year once the student and parent have signed the Acceptable Use of Technology form, iPad Consent form, and pays the required insurance fee.
- Students are expected to treat the iPad as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the iPad unattended or in a car.
- Students must take precautions to prevent damage to the iPad; for example, do not leave the iPad where there is danger of coming into contact with moisture or excessive heat. This includes protecting the iPad from inclement weather.
- The iPad comes with preloaded applications (apps). Students may load additional, appropriate apps, onto the device. But, the student must manage their storage space to do everything needed for school work. You will have 64 GB of data available on the iPad.
- Students are to use the iPad to access only socially and educationally appropriate materials and websites.
- Students who wish to use the iPad to purchase goods and services from the internet have full responsibility for any financial obligations incurred from doing so.
- Students are to use the iPad in accordance with the Springfield Platteview Community Schools Acceptable Use regulations as signed by both students and parents before receiving the iPad.
- iPads are property of Springfield Platteview Community Schools and must be returned at the end of the school year, upon withdrawal from Springfield Platteview Community Schools, and/or at the request of the administration. Willful failure to return the iPad in accordance with the stated conditions will result in criminal prosecution.
- Since the iPads are property of the school district, officials of the school have the right to review all material stored on or accessed by any iPad and/or student. School officials may revoke a student's iPad privileges for any misuse or violation of policies.

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iPad Specifications:

iPad Air 2, by Apple, Inc.
64 GB Memory

Receiving Your iPad:

iPads will be distributed during our “iPad Rollout and Paperwork Collection days.” At least 1 parent and student must attend an annual session for iPad orientation and information session. Before receiving an iPad, students and parents must sign and return the following forms:

- 1) Springfield Platteview Community Schools’ **Technology Acceptable Use Agreement**.
- 2) The **Insurance/ iPad Consent Form**.

If a student wishes to take the iPad with them outside of the building, they will be required to pay an insurance premium.

Any student and parent who may need assistance in paying the iPad insurance fee should contact your building principal.

Taking Care of Your iPad:

See student user guide.

Using Your iPad At School:

- iPads are intended for use at school each day. Students are responsible for bringing their iPads to school and all classes each day, unless specifically told not to do so by a teacher or administrator.
- If students forget to bring an iPad to school, they may check out a loaner for the day from the school’s media center. Loaners are on a first come, first serve basis and are subject availability. Repeat violations may result in disciplinary action.
- iPads must be brought to school each day fully charged. iPads have battery life of up to 10 hours, so charging should not be needed throughout the school day. Charge stations will be available in the cafeteria in the mornings and during lunch for those who forget to charge. Only charge your iPad with the charger you are given at checkout or a school provided charger.
- If you lose your charger, they are available for a \$15 fee at the school’s media center (\$10 for puck, \$5 for cord).
- All students are provided lockers with your own locker combination. **DO NOT SHARE YOUR COMBINATION** with any other student(s).

iPad Repairs:

- Loaner iPads may be issued to students when they leave their iPads for repair with the Technology team located in the media center at each school.
- Students will be expected to return the loaner iPad by the end of the school day to the media center until their issued iPad returns from Apple repaired, unless otherwise allowed.

Screen Savers and Background:

- Only appropriate backgrounds and screen savers may be used on the iPad.
- Presence of any weapons-related, pornographic, inappropriate language, alcohol or drug-related, gang-related, or inappropriate pictures or words on the iPad or within its files, as determined by the administration, will result in disciplinary action and where appropriate, law enforcement officials.
- Passwords on screen savers or any other parts of the device that are not issued by the school are prohibited.
- The iPad is the property of Springfield Platteview Community Schools. Therefore, staff, teachers, and administration have the right to check any material being used or stored on the iPad at any time.
- Violations of this policy can result in disciplinary action.

Sound:

- Sound should be muted at all times unless permission is obtained from a teacher or administrator for educational purposes.

Printing:

- Students are only authorized to print to a school printer after being told they could do so by the teacher. No personal printing is allowed.

Managing Your Files and Saving Your Work:

- Students should save all of their work to their iPad, Drop Box storage, Schoology account, or to their iCloud account. It is the student's responsibility to ensure work is not lost due to technical mistakes and accidental deletions.

iPad Applications (Apps):

Installed Apps:

- The apps installed on your iPad must remain on your iPad in usable condition and be easily accessible at all times.
- Distributing apps to unauthorized devices is prohibited.

Additional Apps:

- Students may download appropriate apps for personal and school use. Administrators determine whether apps are appropriate in content and may uninstall apps that do not meet our criteria for appropriate use.
- Students are responsible for managing their allotted storage availability on their iPads. Personal apps may need to be removed to allow for needed storage on the iPad.

Security:

- The iPad has an anti-virus software package installed.
- The virus software will be updated from the internet. Students are required to allow anti-virus software updates to download uninterrupted.
- iPads will be filtered by software for appropriate use 24 hours day. **Filtering solutions are not 100% fool-proof. Please see a teacher or an administrator if any inappropriate sites are seen or accessed.**

Inspection:

- Students may be selected at random to provide their school-issued iPad for inspection without notice by administrators, teachers, and/or the technology department.

iPad Identification and Protection:

- Student iPads will be labeled in the manner specified by the school. Under no circumstances are students to modify, remove, or destroy these labels.
- Students are not allowed to change the password that has been set by the school without administrative permission. Under certain circumstances passwords need to be changed if they have been compromised, but will only do so through the administration.
- Tampering with the iPad security measures is forbidden. Violations of this policy will result in disciplinary action and possible loss of technology use privileges.

Acceptable Use Guidelines:

- Students are responsible for their ethical, socially appropriate and educational use of the technology resources of Springfield Platteview Community Schools.
- Access to Springfield Platteview Community Schools technology resources is a privilege, not a right. Each employee, student, and/or parent will be required to follow the Acceptable Use policy and this User Agreement policy to retain their privileges of using the iPad.
- Transmission of any materials that is in violation of the law is prohibited and law enforcement will be contacted. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and iPad viruses.
- Any attempt to alter data, the configuration of the iPad, or the files of another user, without the consent of the administration and/or technology department, is against our Acceptable Use policy and will result in disciplinary action, including the loss of privileges to check out iPad for home use.

Integrity and Civility:

- In addition to any standard or rules established by the schools, the following behaviors are specifically prohibited as they violate the standard of integrity and civility associated with our school district:
 - ✓ Cheating
 - ✓ Plagiarizing
 - ✓ Falsifying information
 - ✓ Violating copyright laws
 - ✓ Hacking into others' systems, including the school and/or district
 - ✓ Gaining unauthorized access to any network or other iPad or computer

Email:

- Students will be provided a school email address for school purposes only. Personal use of this email address is strictly prohibited.

Technology Left in Unlocked Areas:

- Under no circumstances should iPads or other technology equipment be left in unlocked areas. Do not leave unattended in locker areas, PE or athletic locker rooms, classrooms, commons areas, cafeteria, bathrooms, busses, or hallways. Any iPad left in these areas is in danger of being stolen.
- Lockers are to be locked at all times. Do not share your locker combination with anyone, including “best friends.” If your locker lock combination has been compromised, see an administrator as soon as possible for a new combination.
- Unsupervised iPads will be confiscated by staff and taken to the administrative office. Disciplinary action may result from iPads being left without supervision. Each student is responsible for their iPad once it has been issued to the student.

TECHNOLOGY AND iPad
OTHER ACCEPTABLE USE POLICIES FOR STUDENTS:

1. Students are expected to follow directions provided by staff with regard to using technology, the school district network, and computer applications made available through school use.
2. Students are expected to use technology in the classroom for school use only. Students may use iPads for appropriate personal use outside the classroom, during lunch and before and after school as an example.
3. Students are expected to refrain from revealing personal information on any websites they may use.
4. If a student inadvertently reaches an objectionable website that wasn't blocked by the content filtering system, they are expected to navigate away from the page and report that website immediately to a teacher or the administration.
5. Students are expected to observe all copyright laws when using information and material found on the internet.
6. Use of technology, at school or at home, to support illegal, inappropriate or obscene purposes, or to humiliate or degrade another student or staff member is strictly prohibited and may be grounds for disciplinary and legal actions, account termination, and/or monetary damages associated with such use by the student. Illegal activities are defined as violations of local, state, and/or federal law.
7. Inappropriate use of technology is defined as activities associated with violence, obscenities, vulgarities, degrading or humiliating other student(s), harassment, threats, profanity, other offensive language, sexually explicit materials (including nudity, graphically or written), racial slurs and comments, and any other actions which are disruptive to the educational community of Springfield Platteview Community Schools.
8. Commercial use, product advertisement, or political lobbying activities on the technology equipment are prohibited.

9. Each user is responsible for all activity on the users account and will keep the password(s) confidential.
10. Students are responsible for keeping their storage space adequate enough to fulfill all school purposes.
11. Principals in each building are the final authority on discipline issues associated with acceptable use policies related to technology use. This includes all disciplinary matters unless it reaches long term suspension and/or expulsion levels, at which time students are afforded their due process rights associated with school district policy and state laws.
12. Springfield Platteview Community Schools cautions users that no computer network and filtering system should ever be considered completely private, and are subject to being monitored by local, state, and federal agencies.
13. Springfield Platteview Community Schools will take reasonable precautions to insure the security and appropriate use of the iPad network. However, it accepts no responsibility for harm caused directly or indirectly through its use.
14. Technology use consequences are listed in each school's student-parent handbooks.

Springfield Platteview Community Schools is NOT RESPONSIBLE, NOR LIABLE for and disclaims any liability arising from any injury or damage caused by or stemming from unauthorized access to the network, inappropriate use of unauthorized or authorized use of the network.

The student and the student's parents/guardians, by submitting to the Acceptable Use Policy through your signature, agree to waive Springfield Platteview Community Schools from any liability for physical or emotional harm or damage to a student that is caused by or related to the inappropriate use of technology.

Thank you for your support and cooperation in making our iPad Learning Initiative possible!

Student Discipline for Inappropriate Use:

See Parent/ Student Handbooks.

User Guide for iPad Air 2, by Apple, Inc.

<https://help.apple.com/ipad/8/>

General iPad Information

Battery and Charging

- * Students are expected to have their iPad charged each day when they arrive at school.
- * The iPad battery will still be draining when the cover is closed and the iPad is hibernating. To ensure the battery stays charged longer, students can power down their iPad by holding the power button at the top of the iPad until they are prompted to let it shut down.

Browser & Browser History

- * Student content is filtered by ContentKeeper. Content filtering is not 100% effective, but is a strong supporting mechanism for ensuring students are safe while browsing.
- * Students may not erase their browser history.

Cases

- * Students must have their iPad in a school issued protective case at all times.
- * Students will check out the same device each year, except in years when we refresh our iPad contract with Apple, Inc.
- * Each student will be provided an iPad, iPad case, USB sync cable and a 10W USB charger.
- * Students will need to return all 4 of these items on the last day of each school year.

E-Mail

- * Students will be provided an email account which they will use to communicate with teachers. Please be advised this email belongs to the school and should only be used for educational and appropriate communication.

Music

- * Purchases made by the Springfield Platteview Schools will stay on the iPad for the length of its use by the district.
- * Purchases made by students on their own Apple ID will remain with the student even after they have returned their iPad to the school.
- * All downloads from the App Store and from iTunes take up storage space on the iPad. Please be careful how much you download.

Notifications

- * As a general rule, decline all pop-up requests.
- * Students can set and remove notifications by using the notifications tab under the settings icon.

Physical Care

- * When cleaning the screen, use a soft cloth, similar to the cloths designed for eyeglasses or sunglasses to wipe the screen. Cleaning products such as windex, laptop cleaner pads or other products are not for use on school issued iPads.
- * As with any computer, keep your iPad at a normal room temperature. It is not designed to be stored in hot or cold extremes when not in use.

Printing

* At this time, students are not allowed to print from the iPad. It is suggested that students download items to their applications such as Schoology, Dropbox, iCloud, Evernote, etc.

Replacement Accessories

Students who lose or damage their USB sync cable, USB 10W charger or iPad case will need to have them replaced and pay the appropriate fee associated with each:

- Replacement Apple USB sync cable \$10
- Replacement Apple USB sync cable & 10W charger \$15
- Replacement Springfield Platteview case \$15