

iPad Handbook



CLEAR LAKE COMMUNITY SCHOOLS DISTRICT

2017-2018

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Clear Lake Middle School
iPad Policy, Procedures, and Information
2017-2018
CLMS 1:1 iPad Program

The focus of the 1:1 iPad program at CLMS is to provide necessary tools and resources for a progressive learning environment characterized by flexibility, collaboration, personalization, creativity, and technology-rich learning. At CLMS, technology will be integrated throughout the educational program in a seamless and timely fashion. The 1:1 iPad setting empowers students and teachers to, access using purposeful technology based tools anytime a task calls for them. Learning at CLMS is a continuous dynamic interaction among students, educators, parents, and the extended community. Implementation of a 1:1 iPad initiative enables anywhere, anytime learning that is no longer limited by the four walls of a classroom or building. Purposeful technology integration liberates teachers from being deliverers of content and, instead, allows them to be facilitators of deep, individualized learning for all students. The policies, procedures, and information within this document apply to all district-owned iPads used at CLMS, 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. DISTRIBUTION OF IPAD

iPads will be distributed each fall to all students in grades 6-8 following an orientation on the operation of and rules and regulations for the use of student iPads. Parents and students must sign and return the Responsible Use of Technology Agreement and Student Pledge documents before the iPad can be issued to their child.

iPads will be inspected at the end of each school year for maintenance, cleaning, and software installations as needed. Student do have the option of taking their iPads home during any school break, however the Responsible Use of Technology Agreement remains in effect.

1.1 iPad Check-in

All iPads, cases, chargers, and school-provided accessories must be returned at the end of each school year to be updated, serviced, and stored safely for the summer. Students who move, are suspended or expelled, or terminate enrollment at CLMS for any other reason, must return their individual school iPad on the last day of attendance. If a student fails to return the iPad at the end of the school year or on the last day of attendance at CLMS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad. Failure to return the iPad will result in a theft report being filed with the Clear Lake Police Department. Just like a textbook or a band uniform, the iPads are the property of Clear Lake Community School District (CLCSD), and students are responsible for returning them in reasonable condition. Any loss of or damage to an iPad is the responsibility of the student and will be handled in a manner consistent

with the student's iPad Protection Plan and Responsible Use of Technology Agreement. (See Page 14).

2. CARE OF IPAD

Students 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.

2.1 General Precautions

1. Students are required to keep the iPad in the cover and sleeve provided by the school.
2. The iPad is school property and all users will follow the iPad Handbook and the Clear Lake Community School Acceptance Use of Technology policy.
3. Only use a clean, dry, soft cloth to clean the screen, no cleaners or liquid of any type.
4. No food or drink is allowed next to your iPad while it is in use.
5. Cords and cables must be inserted carefully into the iPad to prevent damage.
6. iPads and accessories (i.e., cases and sleeves) must remain free of any writing, drawing, stickers, or labels that are not the property of the Clear Lake Community School District.
7. Students are responsible for keeping their iPad safe and protected at all times.
8. Students are responsible for their iPad both in and out of school, including extracurricular events. It will not be the responsibility of the coach, bus driver, etc. to protect the iPad during extracurricular activities.
9. Students are responsible for keeping their iPad's battery charged for school each day.
10. Students must not remove any Clear Lake Community School labels.
11. The iPad is school property and all users will follow this policy and the CLMS Responsible Use of Technology Agreement.

2.2 Carrying Your iPad

The protective case provided with the iPad has sufficient padding to protect the iPad from normal treatment. The guidelines below should be followed:

1. The iPad should always be within the protective case.
2. Books, folders, pens, pencils, and other items should be kept away from the iPad to avoid placing too much pressure and weight on the iPad screen.

2.3 Screen Care

The iPad screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage from excessive pressure on the screen.

1. Do not lean on or put any excess pressure on your iPad.
2. Clean the screen with a soft, dry, antistatic, or microfiber cloth.

3. USING YOUR IPAD

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules are expected to be accessed using the iPad. It is your responsibility to bring your iPad to all classes, unless specifically instructed not to do so by the teacher.

3.1 iPads Left at School

Students choosing to leave their iPads at school will store them in the IMC at the end of 8th period and can pick them up after 8:00 AM the following morning.

3.2 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 will **not** be issued a loaner iPad for iPad left at home.

3.3 iPads Undergoing Repair

Depending on the situation and at the discretion of I.T. or the principal, a loaner iPad may be issued to students when they leave their iPad for repair. There may be a delay in getting an iPad should the school not have enough to loan.

3.4 Screensavers, Background Photos, and Passwords

1. Students first and last name must be on lock screen.
2. Inappropriate media may not be used as a screensaver or background photo.
3. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols will result in disciplinary actions.
4. Students will choose a 4 digit security password that will be registered with their ICU teacher and can be made to parents on request. This password is not to be changed without permission from their ICU teacher or the office.

3.5 Sound, Music, Games, or Programs

1. Sound must be muted or headphones used at all times unless permission is obtained from the teacher for instructional purposes.

2. Internet games are not allowed on the iPads. Game apps can be installed only with the approval of Clear Lake Community School Staff. All apps must be district provided.

3.6 Photos / Videos Taken with iPad

Photos and video taken with the iPad are for educational purposes only. Students may not take photos or video of other students, staff, or anyone without their permission. The possession, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden. In addition, photos and video taken with the iPad may not be used to slander, bully or belittle any student, staff member, or anyone on or off campus at any time. Using iPads in restrooms and locker rooms is prohibited. Photos and videos taken in a restroom or locker room may result in disciplinary action including involvement of law enforcement officials.

3.7 Printing

Printing may be available with the iPad on a limited basis. Students should talk to their teachers about when and how to print.

3.8 Home Internet Access

Students are allowed to set up wireless networks on their iPads. This will assist them with iPad use at home. Filtering software will vary from network to network. What may be restricted by CLCSD filtering software may not be restricted on another network. While at school, students are to use the district's student wireless network.

4. MANAGING YOUR FILES AND SAVING YOUR WORK

4.1 Saving Documents

Students may save work on the iPads in multiple ways (i.e., DropBox, My Homework, Notability, and Google Accounts). 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 Clear Lake School District makes no guarantee that 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.

5. APPS ON IPAD

5.1 Apps

The apps originally installed by Clear Lake Community School must remain on the iPad in usable condition and be easily accessible at all times. Students are not to load extra apps on their iPads. They will be allowed two (2) apps of their choice which will be approved by school personnel. Clear Lake Community School will sync the iPads so that they contain the necessary apps for school work. Students will not sync their iPad to another computer or add apps to their iPad, including home syncing accounts. Recommendations for any app can go to a teacher for consideration.

5.2 Procedure for Re-loading Apps after a Re-format

If technical difficulties occur or non-Clear Lake Community School installed apps are discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of apps or documents deleted due to a re-format and re-image.

5.3 Inspection

Students may be selected at random to provide their iPad for inspection. iPads are the property of Clear Lake School District, and any staff member may inspect any iPad at any time for any purpose.

6. ACCEPTABLE USE

The use of the CLCSD technology resources is a privilege, not a right. The privilege of using the technology resources provided by the CLCSD is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled.

The Clear Lake Community School District Responsible Use of Technology Agreement 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 CLCSD's Student Code of Conduct (CLMS Student Handbook see page 10) 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.

6.1 Parent/Guardian Responsibilities

1. 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 including television, telephones, movies, and radio.
2. Should you want your student to opt out of taking an iPad home, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements. (See Responsible Use of Technology Agreement)

6.2 School Responsibilities

1. Provide Internet access and provide an individual Google account to its students.
2. Provide Internet blocking of inappropriate materials on district networks.
3. Immediately report any inappropriate digital content to the building principals.
4. Provide network data storage areas. These will be treated similar to school lockers. CLCSD reserves the right to review, monitor, and restrict information stored on or transmitted via CLCSD owned equipment and to investigate inappropriate use of resources.
5. Provide guidance to aid students in use of the device and help assure student compliance of the acceptable use policy.

6.3 Students Responsibilities

1. Using computers/devices in a responsible and ethical manner.
2. 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 CLCSD’s designated Internet System is at your own risk. CLCSD specifically denies any responsibility for the accuracy or quality of information obtained through its services.
3. Helping CLCSD protect our computer system/device by contacting any staff member about any security problems they may encounter.
4. Monitoring all activity on their account(s)/device.
5. Students should always secure their iPad after they are done working to protect their work information and device.
6. If a student should receive inappropriate digital content, he/she should immediately notify an adult.
7. Returning their iPad at the end of each school year. Students who move, withdraw, are suspended or expelled, or terminate enrollment at CLMS for any other reason, must return their individual school iPad computer on their last day of attendance.

6.4 Student Activities Strictly Prohibited

1. Illegal installation or transmission of copyrighted materials.
2. Any action that violates existing Board policy or public law.
3. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.

4. Use of outside data disks or external attachments without prior approval from the administration.
5. Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc).
6. Students are not allowed to download apps unless approved by school personnel. Students will be able to download two apps of their choice pending school approval.
7. Gaining access to other student's accounts, files, and/or data.
8. Use of the school's Internet/e-mail accounts for financial or commercial gain or for any illegal activity.
9. Use of anonymous and/or false communications.
10. Students are not allowed to give out personal information over the Internet—with the exception of teacher-directed instances.
11. Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
12. 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.
13. Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass, demean, or bully recipients.
14. Bypassing (VPN) the CLMS web filter through a web proxy.

6.5 Legal Propriety

1. 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.
2. Plagiarism is a violation of the CLMS 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.
3. Use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

7. PROTECTING AND 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:

1. Record of serial number
2. Clear Lake Community School District label.
3. First and last name on lock screen.
4. Name iPad in settings: username (ie.ehill - = Emily Hill)

7.2 Storing Your iPad

1. When you are not using your iPad, it should be stored securely.

2. iPads should not be left in unattended classrooms. When storing them in your locker, nothing should be placed on top of the iPad. You are encouraged to take the iPad home every day after school, regardless of whether or not they are needed.
3. iPads should not be stored in a vehicle or any other unsecured location. iPads should not be left in an area of extreme heat or cold temperatures including vehicles.

8. COST OF REPAIRS

Students will be held responsible for ALL damage to their iPads including, but not limited to: broken screens, damaged cases, inoperability, etc. Lost items such as cases and cables will be charged the actual replacement cost.

1st Repair: \$50 / iPad remains in school until the repair is paid in full.

2nd Repair: \$75 / iPad remains in school until the repair is paid in full.

3rd Repair: Cost of actual repair or replacement. / iPad remains in school until the repair or replacement is paid in full.

Lost iPad: Report to Building Principal immediately.

Stolen iPad: Report to Building Principal immediately with signed police report.

*Families who choose to provide their own iPad case will be responsible for the actual cost of repairs up to and including full replacement cost.

Effective August 2017, anyone with outstanding iPad repair replacement fees cannot take an iPad home.

Parents needing assistance in covering the cost of repair should contact Mr. Kwikkel to arrange payment options.

9. ADDITIONAL INFORMATION:

In cases of theft, vandalism, and other criminal acts, a police/fire report **MUST be filed**. Students/parents are responsible for full payment of intentional damages to iPads. Neither warranties nor School District Protection Plan cover intentional damage of the iPads.

9.1 FaceTime

Face Time will be used strictly for educational purposes only and under the direct supervision of staff. FaceTime requires sizeable amount of bandwidth, and therefore, can slow the school network.

9.2 iTunes Account/ Profile

The District will be using Apple's new Apple Deployment Program for iPads. This program will require students to create a personal Apple ID through the Apple ID for Students Program.

Exhibit Title: Technology Device Use Acceptance Form Code No. 414.10E

CLEAR LAKE COMMUNITY SCHOOL DISTRICT IPAD LOSS / REPAIR FEE STRUCTURE

The Clear Lake Community School District recognizes that with the implementation of the 1:1 iPad initiative, there is a need to protect the district's investment while keeping in mind the needs and interests our students and parents.

Accidents can and will happen however, similar to a fee that might be assessed for a lost, stolen or damaged textbook, the cost of repairs to or the replacement of an iPad as a piece of district equipment is a shared responsibility. The following fee structure will apply to any lost or damaged iPad.

1st Repair: \$50 / iPad remains in school until the repair is paid in full.

2nd Repair: \$75 / iPad remains in school until the repair is paid in full.

3rd Repair: Cost of actual repair or replacement. / iPad remains in school until repair is paid in full.

Lost iPad: Report to Building Principal immediately. All lost items (including iPads) will be charged the actual replacement cost.

Stolen iPad: Report to Building Principal immediately with signed police report.

By signing this form, you indicate that you have read and understand the iPad LOSS / REPAIR FEE STRUCTURE and agree to pay said fee(s) should the iPad be damaged. Effective August 2017, anyone with outstanding iPad repair replacement fees cannot take an iPad home.

Parent Name (Please Print):

Parent Signature:

_____ Date: _____

Clear Lake Community School District Technology Device Use Acceptance Form

I understand that the technology device and related equipment I am being issued is the property of the Clear Lake Community School District. I agree to all of the terms and conditions in the CLCSD Technology Device Use form and the iPad Handbook. I agree to all the terms and conditions in the CLCSD policy on appropriate use of computers, computer network systems and the internet. I understand that the CLCSD has the right, but not the duty, to monitor my use of the technology device and related equipment, including, but not limited to, the right to monitoring sites that I might visit on the internet, and the right to examine and copy computer files that I maintain, and the right to review and copy any e-mail that I send or receive. I will return the technology device and any related equipment I am issued in the same condition in which I receive it.

I understand that I am responsible for any physical damage or loss (due to negligence) of any component of the technology device and/or related equipment I am issued. *In case of damage or loss, I agree that I will replace any damaged or lost component and/or equipment with components and/or equipment of equal value and functionality as approved by the District's administration.*

CLMS Student Pledge for iPad Use

1. I will never loan out my iPad to other individuals.
2. I will know where my iPad is at all times.
3. I will charge my iPad's battery daily.
4. I will keep food and beverages away from my iPad since they may cause damage to the device.
5. I will not disassemble any part of my iPad or attempt any repairs.
6. I will not remove my iPad from the district issued case.
7. I will use my iPad in ways that are appropriate, meet CLMS expectations, and are educational.
8. I will not place decorations (such as stickers, markers, etc.) on the iPad. I will not deface the serial number or iPad label on any iPad.
9. I understand that my iPad is subject to inspection at any time without notice and remains the property of Clear Lake Community School District.
10. I will follow the policies outlined in the *Technology Device Acceptable Use Agreement* while at school, as well as outside the school day.
11. I will be responsible for all damage or loss caused by neglect or abuse.
12. I agree to return the iPad, cover, sleeve, and power cords in good working condition.

I agree to the stipulations set forth in the above documents including the Technology Device Acceptable Use, and the Student Pledge for iPad Use.

_____ I grant my child permission to use the district's iPad and electronic communication system outside of school.

_____ I **DO NOT** grant my child permission to use the district's iPad outside of school. My child will pick up his/her iPad from the school IMC each morning and return his/her iPad to the school IMC at the end each school day.
(Use and damage language in the above policy still applies to this option.)

Students Name (Please Print): _____ Students Signature _____

Parents Name (Please Print): _____ Parents Signature: _____