

Ira Independent School District

iPad Handbook



2016-2017

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Ira ISD iPad Handbook

In an effort to provide our students and teachers with the tools they need to prepare for the 21st century, Ira ISD has implemented a 1-to-1 iPad Initiative for students in Kindergarten - 12th grades. This packet will serve as information for students and parents. In addition, forms are included that must be signed by the parent and student before an iPad will be issued.

1. MOBILE DEVICE SPECIFICATIONS

The device selected for use by Ira ISD is the Apple iPad.

2. ISSUING OF IPADS and iPad USAGE FEES

iPads will be distributed to students in grades 5 - 12 at the beginning of the 2016-2017 school year. Students in grades Kindergarten – 4th grade will keep their iPads in the classroom. Parents and students must sign and return the iPad Use Agreement and Student Pledge before the iPad will be issued to the student.

An annual iPad usage fee will be charged for each student in grades 5-12 in the amount of \$25.00 for the first student and \$15.00 for each additional student not to exceed \$60.00 per family. The annual iPad usage fee is nonrefundable and will begin upon receipt of the payment and ends at the conclusion of each school year.

Students/Parents are responsible for full replacement cost for a lost iPad. The Warranty or School District Usage fee does not cover the loss of a laptop. Students/Parents are responsible for full payment of intentional damages, including misuse and abuse, to iPads. Warranty or School District Usage Fee does not cover intentional damage, misuse or abuse of the iPad.

The Usage Fee that is paid every year helps with the maintenance and repair of the student iPads. It does not, however, cover the costs associated with accidental damage or abuse. Once an iPad is turned in for repair, it will be collected by the Technology Department and the damaged assessed. If the damage is able to be covered under warranty, no fee will be collected. If the repair is not covered under warranty, a deductible will be charged. The deductible covers only a small part of the actual repair cost and helps to offset costs of parts and labor.

In cases of theft, vandalism, and other criminal acts, a police report, or in the case of fire, a fire report must be filed by the student or parent. A copy of the report must be provided to the principal's office within 24 hours and a report will be filed by Ira ISD with the Sheriff's Department. Personal insurance claims filed should be reported to the principal's or superintendent's office.

3. TAKING CARE OF YOUR IPAD

Students are responsible for the care of the iPad they have been issued by the school. Siblings and friends should not have use of the iPad. iPads that are broken or fail to work properly must be taken to the Technology Department. **Never try to repair the iPad yourself or have someone outside the district work on it, as this could void our warranty and cause you to incur additional charges.**

3.1 General Precautions:

- No food or drink is allowed next to your iPad. Spills incur costly repairs that are not covered by warranty or insurance.
- Power/Synching cords must be ***inserted and removed carefully.***
- Students should **NEVER** carry their iPads without the case.
- iPads should be put to sleep when not in use to conserve battery life.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of Ira ISD.
- iPads must never be left unsupervised **ANYWHERE.**
- Students are responsible for keeping their iPad battery charged.

3.2 Carrying the iPad

The protective cases provide the iPad with sufficient padding to protect them during normal usage and provide a suitable means for carrying the device within the school. The following guidelines should be followed:

- The iPad should always be inside the protective carrying case when being transported.
- The iPad should be placed inside a backpack when transported to and from school.

3.3. 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. To avoid damage please adhere to the following rules:

- Do not lean on the top of the iPad.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the backpack that will press against the screen.
- Clean the screen only with a soft, dry cloth.
- Do not use Windex or other harsh chemicals to clean the screen.

4. USING YOUR IPAD AT SCHOOL

iPads are intended to be used at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules will be accessed using the iPad device. Students will utilize the iPads only when so instructed by their teacher.

4.1 iPads Left at Home:

If students leave their iPad at home, they must immediately phone parents to bring it to school. Repeated violations of this policy may result in loss of take-home privileges or other disciplinary action.

4.2 Screensavers and Backgrounds:

Inappropriate media may not be used as a screensaver or background on your device. Presence of weapons, pornographic materials, inappropriate language, alcohol, drugs, R-rated, or gang-related symbols or pictures will result in disciplinary actions and/or forfeiture of iPad.

4.3 Sound:

Sound must be muted at all times at school unless permission is obtained from the teacher for instructional purposes. Students are encouraged to have earphones or earbuds for use in the classroom.

5. MANAGING FILES AND SAVING WORK

5.1 Saving on the iPad or other storage solution:

Students will be able to save their work on the iPad or other storage solutions. Ira ISD is still researching alternative ways to be able to save files on “the cloud” (online storage).

6. APPS

6.1 Originally Installed Apps:

The apps originally installed by Ira ISD must remain on the iPad in usable condition and easily accessible at all times. From time to time the school may add apps for use in a particular class.

6.2 Additional Apps:

Students are not allowed to install additional apps or synchronize their iPad to a home computer or personal iTunes account. Apps must be approved and installed by the Ira ISD Technology Department. WE must maintain an accurate record of app licenses and ensure that all apps loaded on the devices are appropriate for student use.

6.3 Software Updates

Updates of licensed apps are available and necessary from time to time. If students are required to download these updates, instructions will be given at that time.

7. INSPECTION

Students will be selected at random to provide their iPad for inspection to check for restricted images, settings, etc.

8. RESTORING THE IPAD

Occasionally, it will be necessary to restore an iPad. It may be required in order to repair software or hardware issues, or to remove inappropriate content from a device.

9. ACCEPTABLE USE

9.1 General Guidelines:

- Students will have access to all available forms of electronic media and communication that is in support of the educational goals and objectives of Ira ISD.
- Students are responsible for their ethical and educational use of the technology resources of Ira ISD
- Access to Ira ISD technology resources is a privilege and not a right.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and device viruses.
- Any attempt to alter data, the configuration of a device, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Code of Conduct.
- Cyber Bullying will not be tolerated and appropriate disciplinary action will be taken immediately by the principal.

9.2 Privacy and Safety

- Chat rooms and chain letters are prohibited.
- Do not open, use or change device files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that the information stored on your device is **not** guaranteed to be private or confidential.
- If you inadvertently access a web site that contains obscene, pornographic, or otherwise offensive material, you must notify a teacher or an administrator immediately so that such sites can be blocked, and you will not be disciplined for breaking the Acceptable Use Agreement for Student Code of Conduct. This is not a request – it is a responsibility.
- Student use of the internet on the school's network is filtered per local policy, state and federal requirements, Otherwise, parents are responsible for monitoring internet content.

9.3 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 Ira ISD Student 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 severe disciplinary penalties. Violation of applicable state or federal law including the Texas Penal Code, Computer Crimes, will result in criminal prosecution and/or disciplinary action by the District.

9.4 E-mail and Chat Rooms:

E-mail and Chat rooms are not to be used at school. **Exceptions will be made for school-safe e-mail accounts provided by Ira ISD.** If you choose to e-mail from your device while at home:

- E-mails and documents on school-owned equipment are part of the public domain, NOT private and ARE subject to inspection.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- Students should maintain high integrity with regard to e-mail content.

9.5 Consequences:

The student in whose name a device is issued will be responsible at all times for its appropriate use. This means if someone else uses your device to break the rules, you are still responsible. Non-compliance with the policies of the iPad Handbook and Technology Acceptable Use Agreement will result in disciplinary action as outlined in the Student Code of Conduct. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by a designated District staff member to ensure appropriate use. The district cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of device crime laws. The Texas Open Records Act governs contents of e-mail and network communications.

10. PROTECTING AND STORING YOUR IPAD

10.1 iPad Identification:

iPads will be labeled in the manner specified by the school. Labels are **NOT** to be intentionally removed from the iPads. iPads can be identified in the following ways:

- Record of serial number
- Ira ISD Label

10.2 Storing Your iPad:

When students are not using iPads, they should be stored in a locked room, secure locker, or other designated area. iPads should never be left in a vehicle (locked or not) anywhere. They are an attractive target for thieves.

10.3 iPads Left in Unsupervised Areas:

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, hallways, library, unlocked classrooms. Any device left in these areas is in danger of being stolen. Unsupervised iPads will be confiscated by staff and taken to the Principal or Technology Department. Disciplinary action may be taken for leaving your iPad in an unsupervised location.

11. REPAIRING OR REPLACING YOUR IPAD

11.1 Apple Warranty and Insurance Deductibles:

Apple warrants the iPads from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement

parts necessary to repair the iPad or replace it. **The Apple warranty does not warrant against damage caused by misuse, abuse, accidents, or device viruses.** If this happens, iPads must be sent off for repair. This will incur a repair or replacement expense up to the cost of the device (\$499.00).

11.2 Damage Claims:

All damage claims must be reported to the Technology Department. Fraudulent reporting of theft or accidental damage by fire will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action as outlined in the Student Code of Conduct. The District will work with law enforcement agencies to alert pawnshops and police departments in the area to be aware of this district-owned-equipment.

11.3 Loss of Replacement Computer Parts/Accessories:

If a student loses or destroys any of the following components, they will be charged full replacement costs for those items. Currently those prices are as follows:

iPad - \$499.00.

Power module/cord - \$20.00

iPad Case - \$30.00

12. IPAD TECHNICAL SUPPORT

The Technology Department coordinates all aspects of technical support for the iPads.