

**Ada-Borup Public Schools**  
**iPad Implementation Handbook**  
**2016 – 2017**

**Overview**

The Ada-Borup School District is committed to preparing our students to succeed in an ever-changing societal landscape. It is ideal for the District to provide our students the necessary 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 students in grades, K - 8. The following requirements and guidelines apply to the iPad Implementation Initiative.

**I. Student Responsibilities**

- A. Students are expected to use the iPads appropriately and 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. Charging stations will be available in the media center for students who may need to recharge during the school day or for students who do not bring their iPad home. 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. Note: 1st grade students will leave their iPads at school and they will be charged at school.
- C. Students are responsible to download to the iPad any necessary documents, assignments, apps, and/or materials from their teachers. If a family does not have wireless access at home, students must do this before school, during the school day, or after school.
- D. Students may load photos and videos on their iPad as long as all content complies with the Technology and Internet Acceptable Use and Safety Policy. The use of music on the iPad during instructional time will be at the discretion of the classroom teacher. Students should set the background image on their iPad to a self-picture; this will help to identify the iPad if it gets misplaced. The presence of inappropriate content may result in greater restrictions placed on the iPad, loss of the iPad, and/or disciplinary actions.
- E. 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 result. Tech staff is not responsible for saving, restoring, or backing up documents, music, videos, or photos that the students may be storing on the iPads.
- F. 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 backup or use a cloud-based storage account. G. Students attempting to hack or jailbreak the iPad will be subject to disciplinary action.
- H. Students will not be allowed to personalize the case provided by the school. I. Students are discouraged from printing and encouraged to use email and cloud-storage solutions.

J. If students choose to set a passcode for their iPad, they are required to use their lunch code as the password.

## **II. Parent Expectations**

A. Parents are required to attend a Parent iPad Orientation Session or view the session online. The video can be found on the Ada-Borup School website.

B. The District asks for parents' support in communicating with their children about the standards of appropriate content and helping to monitor the use of iPads at home.

C. Parents are responsible for filling out and signing the Student-Parent Agreement Form found at the end of this handbook.

D. 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 allow parents and students to view teachers' assignment calendars, track homework, and monitor progress toward coursework completion.

E. Parents should help ensure that only the student and parents use the school assigned iPad.

## **III. Terms and the iPad Loan**

A. iPads will be distributed at the discretion of the District Administration upon confirmation that the Student-Parent Agreement form has been signed and the Technology Deposit has been received. The annual usage fee is \$30 for grade 4.

B. Legal ownership of the iPad remains with the District. The use of the iPad is a privilege extended to students and is conditional upon compliance with the requirements of this handbook, the District's Technology and Internet Acceptable Use and Safety 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 Handbook. The District may also limit and/or revoke home use privileges for failure to comply.

E. Failure to return the property in a timely fashion may result in 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 Ada-Borup School's equipment or technology systems.

H. If technical difficulties arise with an iPad, or non-conforming content is discovered, the iPad will be restored by tech staff. If the iPad needs to be restored, the District is not responsible for loss of content. I. Each iPad has identifying labels which must not be removed or altered. Students may not permanently mark the iPad or case.

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

#### **IV. General Care Instructions**

A. iPad screens should only be cleaned with a soft, dry, clean cloth. Chemicals and liquids should not be used.

B. Charging cords/cables should be inserted and removed carefully to prevent damage. Grasp the plug rather than the cord when charging. The charging cord should be plugged into the wall outlet before connecting the iPad. When disconnecting, remove the cable from the iPad before pulling from the wall outlet.

C. iPads must be kept in the protective cases 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.

E. Liquids, food, and other debris can damage iPads. iPads should be closed in cases and away from foods 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 90 degrees Fahrenheit. 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 Instructional Manual located on the iPad for further information.

#### **V. Protection Plan**

A. An annual usage fee of \$30 will be assessed to all students in grade 4.

B. The funds generated from the fee will be used to offset expenditures associated with repair or damage to the student issued iPad and/or the cost of software for the iPads.

## **VI. Damage, Theft, and Repair**

- A. Damage or hardware issues must be reported immediately to the appropriate school personnel. 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 loaners available.
- B. Students/Parents are responsible for the full cost of any willful, negligent, or intentional damage to the iPad. Failure to pay for willful, negligent, or intentional damage may result in legal consequences.
- C. Theft must be reported immediately to the appropriate school personnel. Students/parents will be required to fill out a theft report through the local police department.
- D. 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. Costs associated with iPad misuse: a. Lost or Missing: \$400 b. Damaged or Broken: \$100 c. Cover Damage: \$40

## **VII. Cybersafety, Cyberbullying, and Pirating**

- 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. Despite every effort for supervision and filtering, be advised that access to the network may include the potential for access to content inappropriate for school-aged students. Every user must take responsibility for the use of the network and make every effort to avoid inappropriate content. Every user must report security or network problems to staff.
- C. 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 iPad 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.
- D. Users should keep personal information (ie. home address or telephone number) 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/her information secure.
- E. Pirating of any content such as music, games, and videos is illegal. Any student caught with stolen content on the device is subject to discipline within the school and it may be reported to law enforcement.

## **Ada-Borup School Student/Parent iPad Agreement**

Access to the technology in the Ada-Borup School District is for educational purposes. All electronic technologies must be used in support of the educational program of the District. This access may be revoked at any time for abusive or inappropriate conduct.

Failure to comply with the District's guidelines as set forth in the iPad Handbook or Student Handbook may result in the loss of the privilege to take the iPad home or use the iPad in general. The iPad is the property of Ada-Borup Schools and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on the iPad.

**I have read all the policies and guidelines in the Ada-Borup School District iPad Handbook and understand my responsibilities as a student:**

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**I have read all the policies and guidelines in the Ada-Borup School District iPad Handbook and have attended the Parent iPad Orientation session or watched the session online. I also understand my responsibilities as a parent/guardian:**

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Acceptable Use**

Each student will be provided a school email address. Parents are encouraged to talk with their child about online manners and safety. Throughout the year, your child may have assignments that are completed using tools like Google Docs and Sites and will receive instruction from teachers about the Google Tools. Students should consider their school email as an extension of the classroom, subject to the same rules of respect and courtesy that we expect in school. All school emails are archived and retrievable.