

# **Rules & Procedures For 1:1 iPad Program**

(Grades 7-12)



**Wahoo Public Schools**  
Wahoo, Nebraska

*Revised August 2017*

# Rules & Procedures

## For

### 1:1 iPad Program

### Wahoo Public Schools

Wahoo Public Schools is proud to offer our 7-12<sup>th</sup> grade students Apple iPad devices for use at school and at home. The 1:1 iPad Program, which provides mobile computing and wireless technology to middle and high school students, has been designed to enhance the delivery and individualization of instruction.

For students and parents/guardians, 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 from school district staff on the proper use of the iPad.
- Students will be able to take the iPad home during the school year once the student and parent signs the 1:1 iPad Loan Agreement (Appendix I) and the Internet Acceptable Use Policy Appendix II) and pays the **required technology 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 the passenger area of 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 in contact with moisture or excessive heat. This would include protecting the machine from inclement weather.
- 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 (eBay, Amazon, etc.) from the Internet have full responsibility for any financial obligations incurred from doing so. This type of activity will not be permissible during school hours.
- Students are to use the iPad in accordance with the Wahoo Public Schools Acceptable Use Policy and to maintain the iPad in accordance with the procedures and information provided.
- iPads are the property of Wahoo Public Schools and must be returned at the end of the academic year, upon withdrawal from Wahoo Public Schools, or at the request of a teacher or administrator. Willful failure to return the iPad in accordance with the stated conditions will result in criminal prosecution.
- Since the iPads are the property of Wahoo Public Schools, officials of the school have the right to review all material stored on or accessed by any iPad. School officials may revoke a student's iPad use privileges for misuse or violation of policies.

**\*\*The 1:1 iPad initiative that has been adopted by Wahoo Public Schools will enhance learning for our students using 21st Century Skills.**

## **Section 1: iPad Specifications**

### **iPad 3 by Apple, Inc.**

- iPad 3
- 32 GB Memory
- Wi-Fi

## **Section 2: Receiving Your iPad**

Before initially receiving the iPad, students and parents must attend an iPad orientation and information session, and sign and return these forms/agreements:

1. The iPad 1:1 Loan Agreement (Appendix I)
2. The Internet Acceptable Use Policy (Appendix II)

Students must pay a \$25 technology fee in order to take their iPad out of the building. Students who choose not to pay the technology fee will check their iPad out from a staff member before school in the middle/high school library and check the iPad in after school.

## **Section 3: Taking Care of Your iPad**

Students are responsible for the general care of the iPad and accessories they have been issued by the school. iPads that are broken or fail to work properly must be taken to a designated building location for an evaluation of the equipment.

### **General Precautions**

The iPad is school property. All users will follow these expectations and the student Internet and computer usage policies for technology.

- Only use a clean, soft cloth to clean the screen. Do not use cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPad and its case must remain free of any writing, drawing, stickers, or labels that are not the property of the Wahoo Public Schools.
- iPads must never be left unsupervised.
- Students are responsible for keeping their iPad's battery charged for school each day.

### **Carrying iPads**

The protective cases provided with the iPads have padding to protect from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- iPads must always be within the school-issued protective case.
- Students should be very careful when putting iPads into a backpack or any other type of bag. Too much pressure and weight resulting from overloaded backpacks can cause damage to the iPad screen.

### **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.

- Avoid placing pressure on the screen of the iPad.
- Avoid placing the iPad in overstuffed backpacks or other bags to avoid excessive pressure on the device.

- Clean the screen with a soft, dry microfiber cloth or anti-static cloth. Use of harsh chemicals will damage the screen.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as it could break the screen.

## **Section 4: Using Your iPad at School**

### **General**

- iPads are intended for use at school each day. Students are responsible for bringing their iPads to all classes, unless specifically advised not to do so by their teacher.
- iPads must be brought to school each day fully charged. Only charge your iPad with the provided charger.

### **iPads Undergoing Repair**

- Loaner iPads may be issued to students when they leave their iPads for repair with the Technology Coordinator.
- Loaned iPads must be returned to the Technology Coordinator at the end of each school day.
- Loaner iPads are not always available and students may go without an iPad until theirs is returned.

### **Lock Screen and Home Screen Background Photos**

- Only school appropriate background images may be used on the iPad lock screen and home screen.
- Presence of weapons-related materials, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, or pictures on the iPad or within its files will result in disciplinary action and, where deemed appropriate by administration, referral to law enforcement.
- A lock screen pass code may be used. The school is not responsible for tracking that code.
- The iPad is the property of the school district; therefore, school staff and administration have the right to check any material stored on a student’s iPad, including the screensaver, at anytime.
- Violations of this policy will result in disciplinary action.

### **Sound**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

### **Printing**

- No printing is allowed on school-issued iPads without express permission from a classroom teacher or a building administrator.

## **Section 5: iPad Apps**

### **Installed Apps**

- The apps originally installed by Wahoo Public Schools must remain on the iPad in usable condition and be easily accessible at all times.

### **Inspection**

- Students may be selected at random to provide their school-issued iPad for inspection without notice by Administration and/or technology staff.

## **Section 6: Acceptable Use Guidelines**

### **General Guidelines**

- Students are responsible for their ethical, socially appropriate and educational use of the technology resources of the Wahoo Public Schools.
- Under no circumstances should a student iPad be used while in the restroom and/or locker room facilities.
- Access to the Wahoo Public Schools technology resources is a privilege and not a right. Each employee, student, and parent will be required to follow the Internet Acceptable Use Policy (Appendix II) and items detailed in this policies and procedures document.
- Transmission of any material that is in violation of any law is prohibited. 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 an iPad, or the files of another user, without the consent of the Administration or Technology Coordinator, will be considered an act of vandalism and subject to disciplinary action in accordance with the district Internet Safety and Acceptable Use Policies found in the Student/Parent Handbook. Students who violate this may also be referred to law enforcement for criminal prosecution as deemed appropriate.

### **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.
  - Cheating
  - Plagiarizing
  - Falsifying Information
  - Violating Copyright Law
  - Hacking
  - Gaining unauthorized access to any network or iPad

### **E-mail**

- Please note that emails sent via the Google server and accessed on school-issued devices are not private and may be reviewed at any time and without notice. The following rules will apply when using a Google email account:
  - Always use appropriate language
  - Do not transmit language/material that is profane, obscene, abusive, or offensive to others
  - Do not send mass emails, chain letters, or spam
  - Students should maintain high integrity with regard to email content
  - No private chatting during class without permission

## **Section 7: Precautions and Consequences**

### **Technology Left in Unsupervised Areas**

- Under no circumstances should iPads or other technology equipment be left in unsupervised areas. Unsupervised areas include, but are not limited to: the school grounds and campus, computer labs, break areas, unlocked classrooms or lockers, bathrooms, busses and hallways. Any iPad left in these areas is in danger of being stolen.
- Lockers should be locked at all times when storing any technology equipment. This includes, but is not limited to, iPads and power cords. Do not share your locker combination with anyone. If your locker combination has been compromised, see an administrator immediately to have it reset.
- Unsupervised iPads will be confiscated by staff and taken to the administrative office. Disciplinary action may result if iPads are left in unsupervised locations. Each student is responsible for his or her iPad once it has been issued.

### **Technology Fee**

- A technology fee must be purchased through Wahoo Public Schools in order to take iPads out of the building.
- Current cost of the technology fee: \$25 per student per school year.\*
- Checks should be made payable to “Wahoo Public Schools.”

The following out-of-pocket repair/replacement charges will be assessed to students:

<b>Lost iPad</b>	<b>\$300</b>
<b>Destroyed iPad (total loss)</b>	<b>\$300</b>
<b>Stolen iPad (police report required)</b>	<b>\$300</b>
<b>iPad Repairs (less than \$100)</b>	<b>Covered at no charge</b>
<b>iPad Repairs</b>	<b>\$100</b>

\* This technology fee covers one device per student for any repair costs under \$100. Power adapter, cover and other school-owned accessories are not included in this fee. These items require a full replacement with the exact same item.

Noncompliance with the policies of the Wahoo Public Schools will result in loss of privileges, disciplinary action, and/or criminal prosecution as deemed appropriate. (See Acceptable Use Policy – Appendix II.)

**Electronic mail, network usage, and all files stored on a school-issued iPad are not to be considered confidential and may be monitored at anytime by designated Wahoo Public Schools staff. The district will refer student misconduct to law enforcement and will cooperate fully with local, state, or federal officials in any criminal investigation, particularly those concerning or relating to violations of computer crime laws.**

# Appendix I

## Wahoo Public Schools 1:1 iPad Loan Agreement

Your child has been loaned an iPad mobile device to improve and personalize his/her education this year. It is essential that the Wahoo Public Schools Internet Acceptable Usage Policy be followed to ensure the safe, efficient and ethical operation of the district's device.

**In order for your child to use the iPad in class and to take it home, you must be willing to accept the following responsibilities and terms. In addition, there is \$25 annual technology fee, payable to Wahoo Public Schools. This fee is required before your child will be allowed to take the device home. Until the fee is paid in full, the student may only use the device while at school.**

### **Parent Responsibilities and Terms shall include, but are not limited to:**

- Will read the Policies and Procedures for 1:1 iPad Program and discuss it with my child.
- Will read the Internet Acceptable Usage Policy and discuss it with my child.
- Will supervise my child's use of the iPad at home.
- Will encourage my child to charge the iPad nightly so he/she can begin each school day with a fully charged battery.
- Will discuss appropriate use of the Internet and supervise my child's use of the Internet.
- Will not attempt to repair the iPad.
- Will report problems/damages to the iPad to the building administrator or to the district's technology coordinator.
- Will report loss/theft of the iPad to the school and proper authorities (police) within 24 hours.
- Will not attempt to change the configuration of the iPad software or hardware.
- Will not remove any apps or certificates on the iPad except for personal apps belonging to my child.
- Will not alter or remove the school device management certificates at any time.
- Will allow the school administration or faculty to inspect and examine the device, apps and content at any time.
- Will agree to make sure that the iPad and all related accessories are returned to the school when requested and upon my son/daughter's withdrawal from Wahoo Public Schools.

### **Student Responsibilities and Terms shall include, but are not limited to:**

- Will read the Policies and Procedures for 1:1 iPad Program and discuss it with my parent/guardian.
- Will read the Internet Acceptable Usage Policy and discuss it with my parent/guardian.
- Will adhere to the terms of the Wahoo Public Schools Internet Acceptable Usage Policy and district guidelines each time the iPad is used at home or at school.
- Will recharge the iPad nightly so I can begin each school day with a fully charged battery.
- Will bring the iPad to school each day and keep it locked in my locker when not using it for a class.
- Will keep the iPad in its assigned protective case at all times.
- Will make the iPad available for inspection by an administrator or other staff member upon request.
- Will use appropriate language in all digital communications.
- Will abide by copyright laws.
- Will not attempt to use another student's assigned hardware, subscriptions, logins, files or personal information.
- Will not give out personal information, such as name, address, photo or other identifying information online to parties that I am not familiar with.
- Will report loss/theft of the iPad to the school and proper authorities (police) within 24 hours.
- Will not use the iPad to record (audio or visual) others without their permission.
- Will not attempt to change the configuration or settings of the iPad's management certificates.
- Will not attempt to repair, alter or make additions to the iPad.
- Will report immediately all damages or problems with iPad to a school administrator or staff member.
- Will not remove or attempt to remove identification tags on the iPad or deface with stickers, marking pens, etc.

## **Appendix II**

### **Wahoo Public Schools Internet Acceptable Use Policy**

Wahoo Public Schools has provided access to the Internet for authorized students to support the academic purposes of the school. No use of the Internet should conflict with the primary purpose of the school or with applicable laws and regulations. As a condition of continued use, each student is personally responsible to ensure that these guidelines are followed.

The Wahoo Public Schools may monitor usage of the Internet by students, including reviewing a list of sites accessed by an individual. No individual should have any expectation of privacy in terms of his/her usage of the Internet. In addition, the Wahoo Public School district may restrict access to certain sites that it deems are not necessary for academic purposes.

Students are prohibited from encrypting files on computers or taking any steps that block access to files, other than the use of school passwords or approved encryption programs.

The Wahoo Public Schools' connection to the Internet may not be used for activity considered inappropriate for school, including but not limited to the following:

1. The Internet must not be used to access, create transmit, print or download material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, religious or political beliefs.
2. The Internet must not be used to access, send, receive or solicit sexually oriented messages or images. The same applies to material that promotes the use of alcohol, tobacco, illegal drugs, violence, etc.
3. Downloading or disseminating or copyrighted material from any source to the school's network is an infringement of copyright law. Permission to copy the material must be obtained from the publisher.
4. The downloading or posting of any copyrighted material from any source to the school's network is an infringement of copyright law. Permission to copy the material must be obtained from the publisher.
5. Students should guard against the disclosure of confidential information through the use of the Internet, including email, newsgroups, blogs, Facebook, Twitter and other forms of public social media.
6. The Internet should not be used to send or participate in chain letters, pyramid schemes or other illegal schemes.
7. The Internet should not be used to solicit or proselytize for commercial purposes, causes, outside organizations, chain messages or other non-school related purposes.

Students should understand that a violation of this policy will result in disciplinary action, including possible termination of their Internet access. Please refer to the student/parent handbook for further information pertaining to student discipline.



Student/Borrower: \_\_\_\_\_  
Last First

Grade: \_\_\_\_\_

### **Wahoo Public Schools iPad Loan Agreement**

One iPad & charger are being lent to Borrower and are in good working order. It is the Borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment. This equipment is, and at all times, remains the property of Wahoo Public Schools in Wahoo, Nebraska, and is herewith lent to the student for educational purposes only for this academic school year. Student may not deface or destroy this property in any way. Inappropriate use of the device may result in the student losing his/her right to use this device. The equipment will be returned to the school when requested, or sooner, if the student withdraws from Wahoo Public Schools prior to the end of the school year. Nebraska statutes 79-737 and 79-2, 127 allow the district to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Borrower acknowledges and agrees that Borrower's use of the district property is a privilege and that by Borrower's agreement to the terms hereof, Borrower acknowledges Borrower's responsibility to protect and safeguard the district property and to return the same in good condition and repair upon request by the Wahoo Public Schools.

**I have read and agree to follow the Wahoo Public Schools' iPad Loan Agreement and other rules, procedures and expectations at all times while using the school-issued device.**

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Student Signature

Date

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Parent Signature

Date

### **Wahoo Public Schools Internet Acceptable Usage Agreement**

Wahoo Public Schools has provided access to the Internet for authorized students to support the academic purposes of the school. No use of the Internet should conflict with the primary purpose of the school or with applicable laws and regulations. As a condition of continued use, each student is personally responsible to ensure that these guidelines are followed.

Students should understand that violation of this policy will result in disciplinary action, including possible termination of the Internet access. Please refer to the student/parent handbook for further information pertaining to student discipline.

A student and the student's parents or guardians, by submitting their respective signatures on this Internet Acceptable Usage Agreement, agree to release the Wahoo Public School district and its employees from any liability for physical or emotional harm or damage resulting to the student that is caused by or related to the inappropriate use of the district's Internet connection.

**I have read and agree to abide by the Wahoo Public Schools' Internet Acceptable Usage Policy with the school-issued device.**

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Student Signature

Date

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Parent Signature

Date