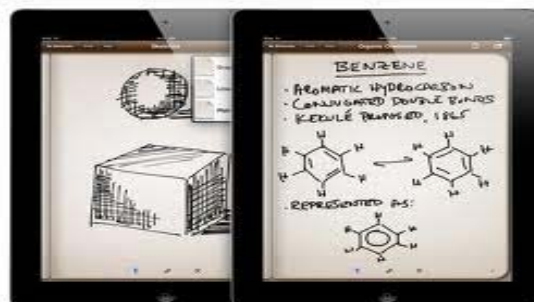
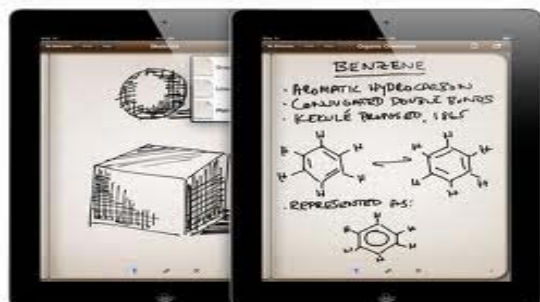


# iPad

Student/Parent Handbook

- Policy & Agreement -

Adopted 13-Jun-2012



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## **II. Wayne County School District iPad 1:1 Initiative:**

*Wayne School District will be implementing a phased program for delivering mobile learning devices (iPad) to our secondary schools. This program, depending on funding, will start initially with the following grades: 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, and 10<sup>th</sup>. It is the intention of the schools to “phase-in” all grades 7-12 by school year 2014-15.*

*This one-to-one learning program is designed to provide an “anywhere, anytime” access to engage and empower students learning potential. Excellence in education becomes dependent on integrating technology seamlessly within or without the traditional walls of education. With effective teaching and learning being transformed to “student-centered” learning, the use of the iPad, along with parents/teachers involvement, will help prepare students for the demands of college, society, and the workplace.*

## **III. General Information about your iPad**

### **A. Receiving your iPad**

1. **DEPLOYMENT** - Parent/guardian(s) will be informed by letter and/or automated calling message of location, date, and time of mandatory orientation/meeting. The program and Student/Parent iPad Agreement will be explained. The parent and student must sign the agreement in order for the student to be issued an iPad.
2. **PRIOR TO STUDENTS BEING ISSUED AN iPad:**
  - a) Parent/guardian must attend an orientation meeting.
  - b) Student must attend orientation training.
  - c) Parent/guardian and student must sign iPad Agreement.

### **B. Caring for your iPad**

1. **GENERAL PRECAUTIONS**
  - a) Only use a clean, soft cloth to clean the screen, no cleansers of any type.

- b) Cords and cables must be inserted carefully into the iPad to prevent damage.
- c) iPads must never be neglected. It will be the student's responsibility to ensure the care, safety, and security of the device.
- d) Students are responsible for keeping their iPad's battery charged for school each day.

2. SCREEN CARE - DO'S & DON'TS

- a) Do NOT apply excessive pressure on the iPad
- b) DO clean the screen with a soft, dry cloth or anti-static cloth
- c) Do NOT "bump" the iPad against anything as it will eventually break the screen.

C. Using your iPad

1. Students are REQUIRED to bring his/her iPad to school each day with a fully charged battery. Students will not be given the use of a loaner iPad if he/she leaves his/her device at home. Students leaving iPads at home will be required to complete assignments using alternate means (as determined by the teacher).
2. Students will receive disciplinary referral from their teacher for repeatedly refusing to bring the iPad to class.
3. iPad use is not permitted in the cafeteria during lunch periods. The iPad may be used in designated commons areas (away from food or drink) during this time.
4. The use of the Internet at school is a privilege, not a right, and inappropriate use may result in suspension/termination of user privileges.
5. Parental monitoring of iPad use is highly recommended.
6. Do not expose your iPad to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the iPad. \*Due to the insulation nature of your protective case, extra care must be given to prevent exposure to extreme heat or direct sunlight.

7. Liquids, food, and other debris can damage the iPad. You should avoid eating or drinking while using the iPad. **DO NOT** keep food or food wrappers in the iPad bag.

8. Take extreme caution with the screen. The screens are very susceptible to damage from excessive pressure or weight. In particular, extra caution should be exercised to reduce items being dropped onto screen.

#### **D. Security**

1. Never leave your iPad unattended or unsecured.

2. During after-school activities, you are still expected to maintain the security of your iPad. Staff will confiscate unsupervised iPads, and disciplinary actions may be taken.

3. Each iPad has several identifying labels (i.e., asset number, serial number, and engravings). Under no circumstances are you to modify or destroy these labels or markings.

### **IV. Apps, Management, and Software**

#### **A. Applications & iTunes Account**

1. **APPS** - Each iPad will be pre-configured with approved educational apps determined by the school and/or classroom teachers. Students are responsible for making sure that apps are installed that may be deemed necessary by each teacher.

2. An iTunes account will be necessary for downloading and installation of apps. Student is required to create his or her own Apple ID (iTunes) account. If the student already has an Apple ID (iTunes) account, it is recommend to use that account.

#### **B. Management**

1. **SAVING DOCUMENTS** - Creation, saving, and delivery will be the responsibility of the student. Each device will have Pages (or similar editor), this is a word processor (Microsoft Word Equivalent) that has the ability to save, share and send documents via email.

2. **EMAIL** – All correspondence will be sent to students “m.wayne.k12.ut.us” email address. It will be necessary to setup this email account on your iPad device in order to facilitate the electronic submissions that may be required in some of your classes. This email account will also be used to “redeem” apps that teachers assign to you.
3. **ICLOUD** – iCloud will allow you to seamlessly sync your documents, photos, calendars, etc. iCloud will be used as a backup for your calendars, documents, etc. This setting will need to be enabled in conjunction with your Apple ID.
4. **CALENDARS** will be used extensively for delivery of assignment dates, events, and reminders. Each student will receive a subscription feed email from his/her teacher that they must subscribe to.
5. **CONTENT FILTERING** – While at school, the device will be filtered under compliance with the Children’s Internet Protection Act (CIPA). Additional means of filtering, off premises, of the device will be subject to the student’s home network and filtering.

## **V. Protection, Repairs, and Technical Issues**

### **A. Protection of your iPad**

1. **CASES** - A case will be provided with your iPad and once fitted, it will be required to stay within this case for the duration of use. This case is designed to help reduce the damaging nature of accidental drops. In the event of non-compliance, the use of the iPad may be revoked.
2. If circumstances indicate that the iPad has been damaged (this could mean a dent, cracked glass, or otherwise rendering the device to be inoperable) intentionally, by neglect, or due to non-compliance (not keeping your iPad in its case), student is subject to repair fees associated with that device.

3. **INSURANCE** – In order to protect the investment of the iPads, insurance will be purchased for each iPad. The school district will procure the best available insurance protection. It will be the student/parent responsibility for covering this cost. Insurance of the iPad will be required before receivership of the device.

An optional annual cost of \$25.00 to the student/parent will cover this insurance and will be provided by the school. If this option is not taken, student/parent must seek out other means of comparable insurance and provide policy documentation for proof as well as be subjected to any deductibles.

In the event of the need for repair, the school will cover the deductible for the first incident. Additional incidents will require a \$75.00 deductible in order for student to be re-issued the device. All issues will require immediate notification to your teacher/principal.

4. **LOST/STOLEN** – In the event an iPad is lost or stolen, it will be the student/parent responsibility to file a report with local law enforcement. A copy of this report will be required for the school. The devices will be monitored (GPS) remotely and notification with Apple and Law Enforcement will occur to conduct an investigation.

## **B. Repairs**

1. **DAMAGE** – Any damage that occurs must be reported to the presiding teacher or Principal/Office. Please see section V, heading A.2 for further details.

2. **NEVER** attempt repair the iPad. Under no circumstances are you to attempt to open or tamper with the internal components of the iPad. Doing so will render the warranty void and will result in disciplinary action.

3. **NEVER** try to reconfigure the iPad. If necessary to reimage or reconfigure the iPad, the parent/guardian or student will be charged \$15.00 for the first offense and \$25.00 per each offense thereafter. The devices are supervised and any indication that that an attempt is made to bypass this supervision will result in disciplinary action.

## **C. Technical Issues**

1. **HARDWARE** – If any part of the iPad in not functioning properly (i.e. Power button, home button, etc.) Reporting of this issue shall be required immediately. In case of further diagnostics, a “loaner” may be issued.

2. **SOFTWARE/APPS** – If you are having trouble with installation of apps, navigation issues, or otherwise functionality will first be address to the teacher (if at school) or the designated iPad school facilitator upon arrival on school premises as practical.

## **VI. Acceptable Use – User Agreement – Privacy Statement**

### **A. Internet AUP**

1. In addition to the iPad user agreement, students shall also be required to accept and agree to the Internet (Safety) Acceptable Use Policy.

### **B. IPad Agreement**

1. At the end of the handbook, a student/parent agreement stating that you have read, understand, and agree to these terms will need to be signed by both parties in order for an iPad to be issued.

### **C. Terms of iPad Loan**

1. Legal title to the property (iPad) is with Wayne School District. A student's right of possession and use is limited to and conditioned upon full and complete compliance with the Student/Parent Agreement.
2. Wayne School District may recall the iPad at any time at its sole discretion for any violation of the parent/student agreement policy.
3. iPads must be returned in good condition at the end of the school year. If not, student will be subject to repair/replacement fees as mentioned in Section V, heading A.1/A.2.
4. A student's possession of the iPad terminates on the last day of school year unless it is terminated earlier.

### **D. Expectation of Privacy for Student iPads**

1. Teachers and administrators may remotely access, view and control student iPads.
2. Teachers and administrators may search the computer for inappropriate use or materials at any time.
3. Teachers and administrators will monitor all network traffic to troubleshoot network issues.



- 4. Wayne School District requires all Internet traffic to pass through the content filter. This filter will log all attempts to access inappropriate material while at school. Violations will result in disciplinary action.**

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

Student/Parent iPad Agreement (Please Print)

Last Name:

First Name

Student ID#

Address:

Street

City

Zip

Telephone(s):

Home Phone

Work Phone

Cell Phone

+++++

**iPad Agreement**

**I HAVE** read and understand all the terms of the Student/Parent iPad Agreement. **I AGREE** to allow my child to participate in the iPad mobile learning project.

**I HAVE** discussed the Student/Parent iPad Handbook and Student Acceptable Use Policy with my child and assure they shall comply with all documented terms. I also acknowledge and understand that my child will have access to the Internet and may be subject to the risks associated with Internet Usage.

**I AGREE** to allow my child to take the school-issued iPad home. I further agree that while at home the computing resources will be used as an educational tool, I acknowledge that I am financially liable for any damage not covered by the district's accidental protection plan as outlined in this handbook.

**Terms of Agreement**

I hereby agree to the above statements. I also understand that my right to the use and possession of the property terminates the last calendar day of the current school year, unless terminated earlier by the school. I also understand if the property is not returned by the last day of classes, it will be considered stolen.

Parent/Guardian Signature

Student Signature

Signature Date

Hardware MAC Address \_\_\_\_\_ Serial # \_\_\_\_\_

Date: \_\_\_\_\_ WSD Asset # \_\_\_\_\_