

Logan-Magnolia Community Schools District Student iPad 1:1 Policy 2015 - 2016

The purpose of this policy is to define expectations for all users.

The focus of the iPad 1:1 program at Logan-Magnolia Community School District is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools of these twenty-first century students is the use of the iPad. The individual use of the iPad is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with an iPad integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all mobile devices used at Logan-Magnolia Community School District, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

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1. Receiving & Check-In of your iPad

1.1 Receiving Your iPad

iPad will be distributed each fall during an iPad Orientation. Parents & students must sign and return the iPad Acceptable Use and Student Pledge document before the iPad can be issued to their child.

1.2 iPad Check-in

iPads will be returned during the final week of school so they can be checked for serviceability. If a student transfers out of the Logan-Magnolia Community School District during the school year, the iPad will be returned at that time.

1.3 Check-in Fines

Individual school iPads and accessories must be returned to the LoMa Technology Department or designated room at the end of each school year.

Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Logan-Magnolia for any other reason must return their individual school iPad on the date of termination. If a student fails to return the iPad at the end of the school year or upon termination of enrollment at Logan-Magnolia, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad, or, if applicable, any fees that are deemed necessary. Failure to return the iPad will result in a theft report being filed with the Police Department.

Furthermore, the student will be responsible for any damage to the iPad, consistent with the District's iPad Policy and must return the device and accessories to the LoMa Technology Department in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

2. TAKING CARE OF YOUR 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 LoMa Technology Department for an evaluation of the equipment.

2.1 General Precautions

- Follow the iPad and Logan-Magnolia Community Schools Acceptable Use Agreements.
- Carefully insert/remove cords and cables to avoid damage.
- Responsibly keep your iPad's battery charged for school each day.
- Maintain a clean iPad by keeping the unit free of any writing, drawing, stickers, or labels that are not the property of Logan-Magnolia Community Schools. Logan-Magnolia Community School's labels should never be removed.
- Food/drink is not recommended while using the iPad.

2.2 Storing Your iPad

Secure your mobile device at all times. Never leave the iPad in an unlocked locker, any vehicle at home or school, or any unsupervised area. Unsupervised areas: (include but are not limited to)

- School grounds and campus
- Lunchroom, computer lab, locker rooms, media center, unlocked classrooms, dressing rooms, and hallways.

Any iPad left in these areas is in danger of being stolen. An iPad found in an unsupervised area will be turned in to the Office, Media Center, or Technology Department Office. A discussion will be held with the student regarding responsible care.

- When not using the iPad, students should store the device in a locked locker. Do not place items on top of the iPad.
- Students in athletics and activities must take care to ensure their iPad is secured if they bring the device to practice or events.

2.3 Carrying Your iPad

The iPad should always be carried in the District issued case. The District issued a case that protects the iPad from normal use and provides protection for carrying within the school. Care must be taken when placing the iPad within its case into backpacks, folders and/or workbooks to avoid placing pressure and weight on the mobile device screen.

2.4 Screen Care

The screens are particularly sensitive to excessive pressure placed on the screen and can be damaged if subjected to rough treatment.

- Clean the screen with a clean, soft, dry cloth or anti-static cloth. **NO Cleansers** of any type should be used.
- Do not lean on the top of the iPad.
- Do not place anything near the mobile device that could put pressure on the screen.
- Do not place anything in or on the protective case that will press against the screen.
- Avoid “bumping” the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

3. USING YOUR IPAD AT SCHOOL

The iPad is intended for use at school each day. In addition to Teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad. Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

3.1 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. If a student repeatedly leaves their iPad at home, a meeting with the building principal will occur.

3.2 iPad Undergoing Repair

Loaner iPads may be issued to students from the Technology Department when they leave their iPad for repair. There may be a delay in getting an iPad should the school not have enough to loan.

3.3 Charging Your iPads's Battery

iPads should be brought to school each day in a fully charged condition. Students need to charge their iPads each evening.

3.4 Background Photos

- Inappropriate or copyrighted media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.

3.5 Sound, Music and Games

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the iPad and can be used at the discretion of the Teacher.
- The only games allowed on the iPads are the ones available through the Self-Service Mobile app and approved by Logan-Magnolia staff.

- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.

3.6 Printing

There will be **NO** printing directly from the iPad.

3.7 Home Internet Access

Students are allowed to set up wireless networks on their iPads. This will assist them with iPad use while at home.

4. MANAGING CONTENT & SAVING WORK

4.1 Saving to the iPad

Logan-Magnolia will not back up information. 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.

It is the Student's responsibility to manage the allotted iPad storage space. If the iPad becomes full, the student will need to delete any personal item or App(s) to make room for Logan-Magnolia required items or App(s).

4.2 Network Connectivity

The Logan-Magnolia Community 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. iOS, Apps and Digital Books

5.1 Logan-Magnolia Installed Apps

- The applications originally installed by Logan-Magnolia must remain on the iPad in usable condition and be easily accessible at all times.

- LoMa Personnel will determine adoption or discontinued use of Apps and reserve the right to remove apps and bear no responsibility for lost data when apps are removed.

5.2 Student Installation of Apps

- Students are allowed to load extra Apps on their iPads through the Self-Service Mobile app.
- Students are responsible for managing their allocated storage availability on their iPads. Personal apps, pictures, music, and/or movies may need to be removed to allow for needed storage on the iPad.

5.3 Inspection

Students may be selected at random to provide their iPad for inspection by Administrators or the Technology Department.

5.4 Procedure for Reloading Apps

If technical difficulties occur, non-authorized or inappropriate apps are identified the iPad will be restored to original settings. The school does not accept responsibility for the loss of any applications or documents deleted due to a restoration.

5.5 iOS Upgrades

- Students can and are expected to update the iOS software when updates are made available.

5.6 Digital Books

- Only school-approved material (books, etc.) will be allowed on the iPads.
- Presence of pornographic materials, inappropriate language, alcohol, drug, and gang related material or pictures will result in disciplinary actions.

6. ACCEPTABLE USE

These guidelines are provided here so that students and parents are aware of the responsibilities students accept when they use Logan-Magnolia Community School District owned iPads.

The use of the Logan-Magnolia Community School District's technology resources is a privilege, not a right.

The privilege of using the technology resources provided by the Logan-Magnolia Community School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Logan-Magnolia Community School District. 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 Logan-Magnolia Community School District's Student Handbook 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 and Terms

- Will read the Acceptable Use Policy and discuss it with my child.
- Will supervise my child's use of the iPad at home.
- Will make sure my child charges the iPad nightly and begins the school day with a fully charged battery.
- Will make sure my child brings the iPad to school each day.
- Will discuss appropriate use of Internet and supervise my child's use of the Internet. Consider use of Internet filters for home online networks.
- Will **NOT** attempt to repair the iPad.

- Will report and problems or damage to the iPad to the building administrator, teacher, and/or Technology Department.
- Will report loss/theft of the iPad to school and proper authorities (police) within 24 hours if occurrence happens outside school.
- Will **NOT** change or attempt to change the configuration of software or hardware.
- Will **NOT** remove any apps or certificates on the iPad except for student's apps.
- Will **NOT** alter or remove the school device management certificates at any time.
- I agree to allow the school Administration, Teacher, or Technology Department to examine the device, apps, and content at any time.
- I agree to make sure that the iPad is returned to the school when requested and upon my child's withdrawal from the Logan-Magnolia Community School District.
- Signing this agreement gives permission to the student to create online accounts under the LoMa staff direction and guidance only for educational purposes.
- Should you want your student to opt out of having a iPad, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements (may take longer).

6.2 School Responsibilities

- Provide Internet and email access to its students during the school day.
- Utilize an Internet filter to block inappropriate materials as able on and off campus.
- Provide staff guidance to aid students in doing research and help assure student compliance to the LoMa acceptable use policy and copyright adherence.

6.3 Student Responsibilities

- Read the Acceptable Use Policy and discuss it with my parent/guardian.
- Use computers/devices in a responsible and ethical manner.
- Recharge the iPad nightly and begin the school day with a fully charged battery (if applicable).
- Keep the iPad in its assigned protective case at all times.
- Bring the iPad to school every day.
- Make the iPad available for inspection by an administrator, teacher, or Information Technology Department upon request.
- Obey general school rules concerning behavior and communication that applies to technology use. This means use of appropriate language in all communications.
- Use 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, missed-deliveries or service interruptions caused by the student’s own negligence, errors or omissions.
- Assist the Logan-Magnolia Community School District in protecting our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitor all activity on their accounts.
- Follow all the timelines for collection of iPads at the end of school year and as requested by District personnel.
- Students who graduate early withdraw, are suspended or expelled, or terminate enrollment at Logan-Magnolia for any other reason must return their individual school iPad on the date of termination.
- Report to Teachers &/or Technology Department any malfunctioning iPad or damaged device.

6.4 Student Activities Strictly Prohibited:

- Illegal installation, the use of or transmission of copyrighted materials. If you are unsure, ask a Teacher.
- Any actions that violate existing LoMa policies or public law.
- Accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Using external devices with the iPad without prior approval from the administration.
- Accessing other student's accounts, files, and/or data.
- Use of the school's Internet/email for financial or commercial gain or for any illegal activity.
- Giving out personal information (name, address, photo or any other identifying information), for any reason, over the Internet, including, but not limited to, setting up Internet accounts for personal use (chat rooms, EBay, email).
- Participating in credit card fraud, electronic forgery or other forms of illegal behavior.
- Attempting to alter harm or destroy hardware, Apps 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 components of school equipment.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the LoMa web filter through a web proxy or any other means.
- If a student receives any communication containing inappropriate or abusive language or media, it is necessary to
 1. Show a teacher or administrator immediately.
 2. Save a copy for the teacher/administrator.
 3. Delete the material from the device **IN THE PRESENCE** of the teacher/administrator.

- Students will report loss/theft of the iPad to parents, school and proper authorities (police) within 24 hours.
- Students Will **NOT**:
 - Change or attempt to change the configuration or settings of managed device. Any attempt will result in disciplinary action.
 - Attempt to repair, alter, or make additions to the iPad.
 - Remove or attempt to remove LoMa identification tags on the iPad.
 - Deface device &/or protective cover with any type of stickers or marking pens.

Violations of these prohibited activities will result in consequences as shown in **Section 6.5 Student Discipline**.

6.5 Student Discipline

The discipline procedures in the LoMa handbooks address serious and major offenses such as stealing and destruction of school or personal property, which apply to the iPad. Depending on the seriousness of the offense, students may lose the iPad and/or network privileges as well as being held for detention, suspension, or even in extreme cases, expulsion.

Consequences in no particular order:

- Conference with the teacher and teacher documentation.
- Written warning and/or detention.
- Contact with the parents.
- Parent conference.
- Suspension from iPad use for 1-3 days.
- In School Suspension.
- Suspension from School.
- Notification of outside agency and/or police with filing of charges where appropriate.
- Permanent loss of iPad.

7. REPAIRS AND REPLACEMENTS

7.1 Repairing or Replacement Costs

Logan-Magnolia has partnered with Worth Avenue Insurance Group to offer iPad insurance. For a low, yearly premium (with no deductible) Worth Ave. will provide coverage for the iPad that includes accidental damage, cracked screen, liquid submersion, fire, flood, natural disasters, power surge, theft and vandalism.

This program is strictly voluntary. Parents who choose not to make use of the insurance opportunity will be responsible for full repair or replacement cost of the iPad through Apple and their “out-of-warranty” coverage (cracked glass and bent iPads are considered full replacement status through Apple).

- Full Replacement Costs: Power Adapters - \$25.00, USB Cables - \$20.00, Covers - \$30.00, iPad Air - \$399.00

8. OTHER MOBILE DEVICES THAT REMAIN IN SCHOOL

There are mobile devices that are owned by Logan-Magnolia Community School District Departments (i.e. Math, Science, Business, etc). These devices will remain in the school at all times. These devices will be managed by the individual department in regards to restrictions and installation of apps and content.

- No Student will be allowed to install apps or digital books.
- Students will follow all the guidelines in this Policy while device are loaned out to the classroom.
- Internet access may or may not be provide to devices.
- No printing will be allowed.
- Screen savers – changes will not be allowed.

**Logan-Magnolia Community School District
Acceptable Use Agreement for Student iPads**

By initialing the items below, I understand and agree to the expectation of the the Logan-Magnolia Community School District with respect to the acceptable use of the iPad being issued to me by the District in connection with my education as a student of a the District.

I will take proper care of my iPad.	
I will never leave the iPad unattended without being adequately secured.	
I will never loan out the iPad to other individuals.	
I will know where my iPad is at all times.	
I will charge my iPad's battery daily.	
I will keep food and beverages away from my iPad since they may cause damage to the device.	
I will not disassemble any part of my iPad or attempt any repairs.	
I will protect my iPad by keeping it in the case provided.	
I will use my iPad in ways that are appropriate, meet Logan-Magnolia Community School District expectations, and are educational.	
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.	
I understand that my iPad is subject to inspection or monitoring at any time without notice including via electronic remote access, and remains the property of the Logan-Magnolia Community School District. I have no expectation of privacy in the iPad or any materials therein.	
I will follow the policies outlined in the grade appropriate iPad Handbook, Acceptable Use, Safety Policy and Regulations while at school, as well as outside the school day.	
I will immediately notify the school office in cases of theft and vandalism.	
I will be responsible for all damage to or loss of the iPad and accessories caused by neglect or abuse.	
I am responsible for all unauthorized charges incurred by my access of any Internet services or apps that have a cost involved.	
I agree to return the iPad, cover and power cords in good working condition when requested.	
I understand that the iPad is not to be used for illegal activity or for private business purposes.	
I understand that the iPad is to only be used by authorized users, i.e. students, faculty and other authorized employees of The Logan-Magnolia Community School District, In the County of Harrison, State of Iowa.	
I understand that the iPad bay not be taken outside of the continental United State.	

By initialing the items listed above, I agree with their stated conditions. I also understand that I am responsible for the use of and any content on the iPad. I further understand that, should I commit any violation of such terms or other applicable board policies/rules, I may be subject to disciplinary action and/ or appropriate legal actions may be taken.

Student Printed Name: _____

Student Signature: _____

Parent Signature: _____

Date: _____