

Presque Isle High School



iPad Policies and Procedures 2018-19

Policies and Procedures for the 1:1 iPad Program at PIHS

MSAD #1 is proud to offer our Presque Isle High School Students Apple iPad devices for use at school and at home. The 1:1 iPad Program, which provides mobile computing and wireless technology to Presque Isle High School Students, has been designed to enhance the delivery and individualization of instruction.

For students, parents, and 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 staff on the proper use of the iPad.
- Students will be able to take the iPad home during the school year.
- 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.
- The iPad comes with preloaded apps; these must not be removed. Students may load additional apps onto the iPad while following the guidelines of the Acceptable Use Policy.
- **Students are to use the iPad to access only socially and educationally appropriate materials and websites.**
- Students are to use the iPad in accordance with the MSAD #1 Acceptable Use Regulations and to maintain the iPad in accordance with the procedures and information provided.
- Students are expected to adhere to any additional requirements set forth by the classroom teacher.
- iPads are the property of the State of Maine and MSAD #1 and must be returned at the end of the academic school year, upon withdrawal from Presque Isle High School, 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 the State of Maine, school officials 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, which has been adopted by MSAD #1, will enhance learning opportunities for our students. Effective teaching and learning with iPads integrates technology into the curriculum and facilitates learning at anytime and anyplace.

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iPad Distribution

iPads will be distributed in the classroom early in the school year. We strongly encourage all students and their parents to complete the iPad Insurance Agreement form and pay the \$25 dollar insurance fee.

The purchase of insurance comes with a \$100 dollar deductible should the student be held responsible for any damages.

Any student that needs assistance with the iPad insurance fee should contact the principal.

iPad Collection

iPads will be collected prior to the final day of school so they can be examined, accounted for, and serviced. If a student transfers from Presque Isle High School, their iPad must be returned at that time.

Lost, Damaged or Failure to Return iPads

Individual school iPads and accessories must be returned to MSAD #1 at the end of each school year. Students who withdraw, are expelled, or terminate enrollment at Presque Isle High School for any reason must return their 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, that student will be subject to criminal prosecution or civil liability. The student will also pay the cost of the iPad, or if applicable, any insurance deductible. Failure to return the iPad will result in a theft report being filed with the Presque Isle Police Department.

The student will be responsible for any damage to the iPad, consistent with the District's Insurance Agreement Form and must return the iPad and accessories in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

Taking Care of the iPad

Students are responsible for the general care of the iPad. iPads that are broken or fail to work properly must be taken to the technology office (Room 412) for an evaluation.

General Precautions

- The iPad is school property and all users will follow this policy and the Acceptable Use Policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type to be used.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPad and case must remain free of any writing, drawing, stickers, or labels that are not the property of MSAD #1.
- iPads must never be left in an unattended or unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day.

- Students must keep their iPad in the protective case, provided by the school, at all times.

Carrying iPads

The protective case provided with the iPad has sufficient padding to protect the iPad from normal wear and provides a suitable means for carrying the device. Please adhere to the following guidelines:

- iPads must always be within the protective case.
- Limit the number of items carried within a backpack with the iPad to limit the amount of pressure applied to the iPad screen.
- Avoid bumping the iPad against any surface.

Screen Care

The iPad screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad at any time.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in your backpack that will press against the screen.
- Clean the screen with a soft, dry 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 doing so will eventually break the screen.

Using Your iPad at School

iPads are 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 bring their iPad to all classes, unless specifically instructed not to do so by their teacher. The iPad is the property of MSAD #1. Therefore, school staff and administration have the right to check any material stored on a student’s iPad at anytime.

iPads Left at Home

If a student leaves their iPad at home, they are responsible for getting the course work completed as if they had their iPad present.

iPad Undergoing Repair

Loaner iPads may be issued to students when they leave their iPads for repair with the technology department (Room 412). There may be a delay in getting an iPad should the school not have enough to loan.

Charging Your iPad's Battery

iPads must be brought to school each day in a fully charged condition, or left in lockers to charge. Only charge your iPad with the charger provided by MSAD #1.

Screensavers and Backgrounds

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

Sound, Music, Games or Programs

- 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.
- Internet games are not allowed on the iPads. If game apps are installed, they must meet the requirements of the Acceptable Use Policy.
- All software/apps provided by the district, must remain on the iPad. Data storage will be through apps on the iPad and email to a server location.

Home Internet Access

Students are allowed to set up wireless networks on the iPads. This will assist them with iPad use while at home. Printing at home will require the student to follow the same steps as if printing at school.

Saving Your Work

Students may save work to the home directory on the iPad on a limited basis. It is recommended that students utilize Google Apps for Education including Google Docs and Google Spreadsheets. These documents will be saved and stored in Google Drive which is accessible from any computer or iPad.

iPad malfunctions are not an acceptable excuse for not submitting work.

iPad Software

Originally Installed Software

The software/apps originally installed by MSAD #1 must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from iPads at the completion of the course. Periodic checks of iPads will be made to ensure that students have not removed required apps.

Additional Software

Students are allowed to load school appropriate software/apps on their iPads. MSAD #1 will synchronize the iPads to update school provided apps. Students will be required to synchronize their iPad to update their personal and free apps required by the school. The following is a list of apps students are restricted from downloading to their iPads:

Facebook Messenger
Whisper
Snapchat
Meowchat
Vine
Kik Messenger
Yik Yak
askfm
Tinder
Slingshot
Any Texting App
Any VPN App

This is an initial list of banned apps. Apps can be added to this list at the discretion of the administration. You will be informed by e-mail if an app has been added to the list, you will have 2 days to remove the app from your iPad.

Consequences for Downloading Unapproved Apps or Excessive Game Play :

Anytime an unapproved app is downloaded, the iPad will be locked until the student brings their iPad to the Technology Office in room 412 for it to be unlocked.

For Excessive Game Play

1st offense - App Store turned off on iPad for 1 week. Unapproved app and non-school essential apps removed by Mr. Nason

2nd offense - App Store turned off on iPad for a period of time longer week at the discretion of the assistant principal. All non-school essential apps removed from iPad by Mr. Nason.

The administration has the ability to apply other consequences, as necessary, commensurate with the offense.

Inspection

Students may be selected at random to provide their iPad for inspection. These inspections may include an inspection of all material saved on the iPad.

Procedure for Reloading Software

If technical difficulties occur or illegal software or non-MSAD #1 installed apps are discovered, the iPad will be restored from backup to its original state. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and/or re-image.

Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students will be required to check their iPad for periodic updates and syncing.

Acceptable Use

The use of MSAD #1's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the District is not transferable or extendible by students to people or groups outside of the District and terminates when a student is no longer enrolled in MSAD #1. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district's technology resources may be denied, and the appropriate disciplinary action shall be applied. MSAD #1's Acceptable Use Policy as well as the Presque Isle High School 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.

Parent/Guardian Responsibilities

- Talk to your children about responsible use of the Internet just as you do with all media information sources such as television, telephones, movies, and radio.

School Responsibilities

- School will provide Internet and email access to its students.
- School will provide Internet blocking of inappropriate materials as able.
- MSAD #1 reserves the right to review, monitor, and restrict information stored on or transmitted via MSAD #1 owned equipment and to investigate inappropriate use of resources.
- School will provide training on how to appropriately use the iPad.
- School will provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

Student Responsibilities

- Students will use iPads/computers in a responsible and ethical manner.
- Students will obey general school rules concerning behavior and communication that apply to iPad/computer use.
- Students will use all technology resources in an appropriate manner so as not to damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via MSAD #1's designated Internet system is at your own risk. MSAD #1 specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Students will help MSAD #1 protect its computer system/devices by contacting an administrator about any security problems they may encounter.
- Students will monitor all activity on their account(s).

- Students should always turn off and secure their iPad after they are done working to protect their work and information.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he or she is asked to print a copy and turn it into the administration.
- Students will return their iPad to the technology department at the end of each school year. Students who withdraw, are expelled, or terminate enrollment in MSAD #1 for any reason must return their individual school iPad on the date of termination.

Student Activities Strictly Prohibited

- Illegal installation or transmission of copyright materials.
- Any action that violates existing MSAD #1 Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Messaging services (i.e. Facebook Messenger, Google Chat, etc.).
- Internet/computer games.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of iPad settings (exceptions include personal setting such as font size, brightness, etc.).
- Downloading apps which violate the Acceptable Use Policy.
- Spamming – sending mass or inappropriate emails.
- Gaining access to another student's accounts, files, and/or data.
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc.
- Vandalism, (any malicious attempt to harm or destroy hardware, software, 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 software components) of school equipment will not be allowed.
- Use of the iPad camera to take and/or distribute inappropriate or unethical material.
- Bypassing the MSAD #1 web filter through a web proxy.

iPad Care

Students will be held responsible for maintaining their individual iPad and keeping it in good working order. Students will be responsible for damages to their iPads.

- iPad batteries must be charged and ready for school each day.

- Only labels or stickers applied by MSAD #1 may be applied to the iPad.
- iPad cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a replacement fee.
- iPads that malfunction or are damaged must be reported to the technology office in room 412. The school district will be responsible for repairing iPads that malfunction. iPads that have been intentionally damaged from student misuse or neglect will be repaired with the cost being borne by the student. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally or be responsible for full replacement cost.
- **iPads that are stolen or lost must be reported immediately to the administration of the technology department.**

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, an administrator, or parent.
- Plagiarism is viewed as a form of cheating. 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 disciplinary action. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

Student Discipline

If a student violates any part of the above policy, he or she will be subject to consequences as listed in the Acceptable Use Policy and/or Presque Isle High School Student Handbook.

Protecting & Storing Your iPad

Storing Your iPad

When students are not using their iPads, they should be stored in their locker or kept with the student. Nothing should be placed on top of the iPad when stored in student lockers. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. iPads should not be stored in a student's vehicle at school or at home.

Do NOT leave your iPad in a place that is experiencing extreme hot or cold conditions (i.e. car in summer or winter). Extreme heat will damage the unit itself and extreme cold will cause severe screen damage.

iPads Left in Unsupervised Areas

Under no circumstances should an iPad be left in an unsupervised area. Unsupervised areas include the school grounds, lunchroom, computer lab, locker rooms, unlocked classrooms and lockers, dressing

rooms, busses, and hallways. Any iPad left in these areas is in danger of being stolen or damaged. If an iPad is found in an unsupervised area, it will be taken to the main office. Violations may result in loss of iPad privileges and/or other privileges.

Repairing or Replacing Your iPad

Students will be responsible for damages to their iPads including, but not limited to, broken screens, cracked plastic pieces, inoperability, etc. Depending on the damage and whether or not the damage was accidental or due to a malfunction or maintenance issue, the MSAD #1 District Protection Plan would be used to determine the cost of the repairs.

In the case of intentional damage and/or neglect, the student will pay the full repair or replacement cost of the device.

School District Protection Plan

Insurance is available through MSAD #1. The cost of the insurance protection is \$25 annually. Checks must be made payable to MSAD #1 and a separate check must be written for each student.

The insurance policy covers one iPad per student per school year for any costs outside the manufacturer's warranty. Purchasing the insurance is not required. Students will be required to pay for the full replacement cost of the iPad should it be damaged if insurance is not purchased.

The purchase of insurance comes with a \$100 dollar deductible should the student be held responsible for any damages.