

West Lyon CSD
***iPad Policy, Procedures,
and Information***

West Lyon CSD 1:1 iPad Program

The focus of the 1:1 iPad program at West Lyon CSD is to provide necessary tools and resources for a progressive learning environment characterized by flexibility, collaboration, personalization, creativity, and technology-rich learning. At West Lyon CSD, technology will be integrated throughout the educational program in a seamless and timely fashion. The 1:1 iPad setting empowers students and teachers to use technology like adults do in the real world, accessing and using purposeful technology-based tools anytime a task calls for them.

Learning at West Lyon CSD is a continuous dynamic interaction among students, educators, parents, and the extended community. Implementation of a 1:1 iPad initiative enables anywhere, anytime learning that is no longer limited by the four walls of a classroom or building. Purposeful technology integration liberates teachers from being deliverers of content and, instead, allows them to be facilitators of deep, individualized learning for all students.

The policies, procedures, and information within this document apply to all district-owned iPads used at West Lyon CSD, including any other device considered by the Administration to come under this policy.

Individuals or teams of teachers may set additional requirements for use in their classroom.

1. iPad CHECK-IN AND CHECK-OUT

1.1 iPad Check-Out

iPads will be checked out each fall to West Lyon students. **Parents & students must sign and return the iPad Protection Plan and Student Pledge documents before the iPad can be issued to a student (see page 9).** The iPad Protection plan outlines two options for families to protect the school district's investment in student iPads.

1.2 iPad Check-in

All iPads, cases, chargers, and school-provided accessories must be returned at the end of each school year to be updated, serviced, and stored safely for the summer. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at West Lyon for any other reason, must return their individual school iPad on the date of separation.

If a student fails to return the iPad at the end of the school year or upon ending enrollment at West Lyon, 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 insurance deductible. Failure to return the iPad will result in a theft report being filed with the Lyon County Sheriff's Department.

Just like a textbook or a band uniform, the iPads are the property of West Lyon Community School District, and students are responsible for returning them in reasonable condition. Any loss of or damage to an iPad is the responsibility of the student and will be handled in a manner consistent with the student's iPad Protection Plan. Students will be charged the actual cost of 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 should be taken to the student's teacher or media center.

2.1 General Precautions

- The iPad is school property and all users will follow this policy and the West Lyon acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers or liquids of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads and cases must remain free of any writing, drawing, stickers, or labels that are not the property of the West Lyon School District.
- An iPad should always be locked or supervised directly by the student to whom it is assigned. For instance, iPads should never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day.

2.2 Carrying iPads

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

- iPads should always be within the protective case provided by the district.
- No other items should be stored or carried within the iPad case to avoid pressure and weight on the screen.

2.3 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.

- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or antistatic cloth.
- Take care not to bump the iPad against lockers, walls, car doors, floors, etc., as it will eventually break the screen.

3. 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 be responsible for bringing their iPads 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. Students who repeatedly (as determined by any staff member) leave their iPads at home will be required to leave their iPads at school and check it out/in from their teacher or media center at the beginning and end of each day.

3.2 iPad Undergoing Repair

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

3.3 Charging Your iPad's Battery

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

Students who repeatedly (as determined by any staff member) fail to bring their iPads to school charged will be required to leave their iPads at school and check it out/in from Media Center at the beginning and end of each day.

3.4 Screensavers/Background photos

- Inappropriate 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, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- All software/apps/games/music must be district provided and/or approved.

3.6 Personal photos and videos

The iPad is an instructional tool that is to be used for school purposes. Students should not store personal videos and photos on their iPad. Students should manage their data so that 4 gigabyte (GB) of memory is always available on their iPad for district downloads.

3.7 Printing

Printing will be available with the iPad on a limited basis. Students need to talk to their teachers about when and how to print.

3.8 Home Internet Access

Students are allowed to connect to outside Wifi networks. This will assist them with iPad use while at home. Students are not required to have wireless access at home.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the iPad/Home Directory

Students may save work on their iPads. Limited storage space will be available on the iPad—BUT it will NOT be backed up in case of re-imaging. 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. Teachers will instruct students on methods of managing workflow. Students are encouraged to utilize their Google account for file storage.

4.2 Network Connectivity

The West Lyon 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. SOFTWARE ON iPads

5.1 Originally Installed Software

The software/Apps originally installed by West Lyon 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.

5.2 Additional Software

Students are not allowed to load extra software/apps on their iPads. West Lyon will synchronize the iPads so that they contain the necessary apps for school work.

5.3 Inspection

Students may be selected at random to provide their iPad for inspection. iPads are the property of West Lyon, and any staff member may confiscate any iPad at any time for any purpose.

5.4 Procedure for re-loading software

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

5.5 Software upgrades

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

6. ACCEPTABLE USE

The use of the West Lyon School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the West Lyon 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 West Lyon School District. 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 technology resources may be denied, and the appropriate disciplinary action shall be applied.

The West Lyon School District's Student Code of Conduct 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

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media/information sources such as television, telephones, movies, and radio.
- Should you want your student to opt out of taking an iPad home, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements.

6.2 School Responsibilities are to:

- Provide Internet access and provide an individual Google account to its students.
- Provide Internet blocking of inappropriate materials on district networks.
- Immediately report any inappropriate digital content to the building principals.
- Provide network data storage areas (Google account). These will be treated similar to school lockers. West Lyon School District reserves the right to review, monitor, and restrict information stored on or transmitted via West Lyon School District owned equipment and to investigate inappropriate use of resources.
- Provide guidance to aid students in use of the device and help assure student compliance of the acceptable use policy.

6.3 Students are Responsible For:

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to iPad/computer use.

- Using 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, miss deliveries or service interruptions caused by the student’s own negligence, errors or omissions. Use of any information obtained via West Lyon School District’s designated Internet System is at your own risk. West Lyon School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping West Lyon School District protect our computer system/device by contacting any staff member about any security problems they may encounter.
- Monitoring all activity on their account(s)/device.
- Students should always secure their iPad after they are done working to protect their work, information, and device.
- If a student should receive inappropriate digital content, he/she should immediately notify an adult.
- Returning their iPad at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at West Lyon for any other reason, must return their individual school iPad computer on the date of termination.

6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Capturing picture, video, or audio without the consent of all persons being recorded, their knowledge of the media's intended use, and approval of a staff member
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc)
- Downloading apps other than those directed by the school will be up to the individual student. Space is limited for this.
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications
- Students are not allowed to give out personal information over the Internet—with the exception of teacher-directed instances.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- 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
- Transmitting or accessing materials that are obscene, offensive, threatening or otherwise intended to harass, demean, or bully recipients.
- Bypassing the West Lyon web filter through a web proxy, a personal device hotspot, a VPN or any other means.

6.5 iPad Care

Just like any school property issued to a student for individual use, students will be held responsible for maintaining their individual iPads and keeping them in good working order. Students are responsible for any and all damage. An insurance option is available through the district.

- iPads that malfunction or are damaged must be reported immediately. All iPad repairs must be handled through the district. Students are responsible for the actual cost of damages—not to exceed the cost of replacement.
- iPad batteries must be charged and ready for school each day.
- iPad cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- iPads that are stolen must be reported immediately to a building administrator.

6.6 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 or parent.
- Plagiarism is a violation of the West Lyon school policy. 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 West Lyon Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

7. PROTECTING & STORING YOUR iPad

7.1 iPad Identification

Student iPads will be labeled in the manner specified by the school. iPads can be identified in the following ways:

- Record of serial number
- West Lyon Label
- Find My iPhone is installed on each iPad and can be used to track the location of any iPad

7.2 Storing Your iPad

When students are storing their iPads in a locker, the locker must be secured with a lock. Nothing should be placed on top of the iPad when stored in the locker. 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 vehicle at school or at home. Be mindful that carrying your iPad in your backpack with all of your books, may cause bending to occur.

7.3 iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be dealt with as a disciplinary matter.

8. REPAIRS FOR YOUR iPad

8.1 iPad Usage Fee

There is an annual usage fee in the amount of \$25.00 (nonrefundable) and is part of school registration costs. This annual coverage begins upon receipt of payment and ends at the conclusion of each school year. The \$25 usage fee is waived/reduced for students on the free/reduced lunch plan.

Students will be held responsible for ALL damage to their iPads including, but not limited to: broken screens, cracked plastic pieces, not functioning, etc. Lost items such as cases and cables will be charged the actual replacement cost. This annual coverage begins at receipt of the payment and ends at the conclusion of each school year.

Costs for repair/replacement of School District Usage Fee covers iPads are as follows:

- 1st Repair: Additional \$35 / iPad remains in school until the repair is paid in full.
- 2nd Repair: Additional \$85 / iPad remains in school until the repair is paid in full.
- 3rd Repair: Cost of actual repair. / iPad remains at school.

8.2 Claims

All claims of theft or damage must be reported to the technology office. Students or parents may be required to file a police or fire report and bring a copy of the report to the principal's office before an iPad can be repaired or replaced with School District Protection.

Anyone with outstanding iPad repair/replacement fees can not take an iPad home.

Please print out pages 9-11, read, complete and return to West Lyon CSD.

WEST LYON COMMUNITY SCHOOL DISTRICT
iPad Usage Fee

iPad Repair Fees

Costs for repair/replacement of School District Protection Plan covered iPads are as follows:

- o 1st Repair: Additional \$35 / iPad remains in school until the repair is paid in full.
- o 2nd Repair: Additional \$85 / iPad remains in school until the repair is paid in full.
- o 3rd Repair: Cost of actual repair / iPad remains at school.

Anyone with outstanding iPad repair/replacement fees cannot take an iPad home.

In cases of theft, vandalism and other criminal acts, a police/fire report **MUST be filed**.

INTENTIONAL DAMAGE: Students are responsible for full payment of intentional damages to iPads. **Neither warranties nor School District Usage fees cover intentional damage of the iPads.**

Print Student Name

Print Parent Name

Student Signature

Parent Signature

Date

Date

Grade

West Lyon CSD

Student Pledge for iPad, Technology and Internet Use

- I will take good care of my iPad, never leave the iPad unattended, keep food and drink away from my iPad as this may cause damage to the iPad and protect my iPad by always carrying it in the case provided.
- I will not use my iPad in restrooms or locker rooms.
- I will never loan out my iPad to other individuals.
- I will charge my iPad's battery daily.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will use my iPad and technology in ways that practice digital citizenship and are educational, ethical, legal, appropriate and meet expectations of West Lyon CSD.
- I will not place decorations (such as, but not limited to, stickers, markers, etc.) on the iPad or deface the serial number.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of the West Lyon School District.
- I will follow the policies outlined in the iPad portion of this handbook and applicable West Lyon technology policies while at school, as well as outside the school day.
- I will only load software/apps onto my iPad that are meant for school use and may do this using my own Apple ID.
- I will be responsible for all damage or loss caused by neglect or abuse to district computers and iPads.
- At the end of the school year, I agree to return the iPad issued to me and its case and power cords/brick in good working condition.
- I will notify school officials in case of theft, vandalism and other acts covered by insurance.
- I understand that a police report will be filed by the school if necessary.
- I will not participate in any form of cyber bullying or harassment.
- I understand the penalty for inappropriate access of materials on the Internet or inappropriate use of the school's computers may result in suspension, expulsion, and/or denial of further access to school computers or iPad.
- I understand that personally owned devices are not allowed on district networks nor used for online access without permission.
- I understand that users must use the district wifi network; no personal or other access points (hot spots) are to be used on district campus.
- I will not capture video, audio, or pictures without the consent of all persons being recorded, their knowledge of the media's intended use, as well as the approval of a staff member.
- I understand that the district's technology resources are the property of the district. I have no expectations of privacy with respect to any materials therein, including my Google Drive and email accounts. All use of district technology resources may be monitored without notice.

I agree to the stipulations set forth in the above documents including the iPad Policy, Procedures, and Information; the Acceptable Use Policy; iPad Usage fee and the Student Pledge for iPad Use. Individual school iPads and accessories must be returned at the end of each school year. Students who graduate early, withdraw, or expelled, or terminate enrollment at West Lyon for any reason must return their school iPad on the date of termination.

Print Student Name	Print Parent Name
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Student Signature	Parent Signature
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Date	Date
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