

iPad Procedures and Information



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Rock Ridge Public Schools

ISD 2909

iPad Rules, Agreement, and Insurance



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Rock Ridge Public Schools Digital Learning Program

The focus of the Digital Learning Program at Rock Ridge Public Schools (i.e. the “School” or “District”) is to provide tools and resources to the digital learner. Excellence in education requires seamlessly integrated technology throughout educational programs. Providing access to technology is essential for that future and one of the learning tools of these digital learners is the iPad. The interactive use of iPads 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 enhances the vital role of a teacher. Technology transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

The rules and information within this document apply to all iPads used at Rock Ridge Public Schools, including any other device considered by the Administration to come under these rules. Teachers may set additional requirements for use in their classroom. The district reserves the sole right to make changes to this document at its discretion, at any time, without notice.

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1. Receiving Your iPad & Check-In

1.1 Checking-Out and Receiving Your iPad

- iPads and accessories are distributed during the first week of school, or on the first day of school for a new student.
- Students in Kindergarten through 12th grade will be given an Apple iPad. Students in 5th grade through 12th grade will also receive an Apple 20w charging block, and Apple charging cable.
- Returning parents and students in 5th through 12th grade must review, sign, and return the **Student Pledge for iPad Use and iPad Protection Plan** by the first school day of October.
- New parents and students in 5th through 12th grade must review, sign, and return the **Student Pledge for iPad Use and iPad Protection Plan** within two weeks of receiving the device.

1.2 Checking-In and Returning your iPad

- iPads, chargers and cables must be returned to the school by the second-to-last day of the school year - at the latest.
- Students graduating early, transferring out, or otherwise leaving the district must return their iPad, charger, and cable immediately to their school's secretary.
- We will not accept devices that were not assigned to the student.
- All student email accounts will be disabled by June 15th.

1.3 Check-In Fines

- Returned iPads will be inspected and are expected to be in satisfactory condition.
- Parents and students in 5th through 12th grade are financially responsible for accidental loss or damage to the assigned iPad and/or its accessories (case, charging block, charging cable, etc.).
- Parents and students in all grades are responsible for **intentional** loss or damage to the assigned iPad and/or its accessories.
- Failure to return the iPad and/or its accessories may result in fines, civil liability, and/or the possibility of criminal prosecution.
- Repair or replacement costs will be determined by the extent of the damage and will be calculated upon repair or replacement.

2. Taking Care of Your iPad

2.1 General Precautions

- iPads are school property and must be treated with care.
- The student (and by extension, the parent/guardian) is solely responsible for their iPad and its condition.
- iPads must remain free of any writing, drawing, stickers, skins, or labels that are not the property of the Rock Ridge School District.
- The School does not accept responsibility for the loss of any software or documents deleted due to a re-format, re-image, re-install, or failure of the device.
- The School does not accept responsibility for the student's use of the iPad, particularly if guardrails (just as filters or disabled settings, etc.) are removed or circumvented by the student or their parent/guardian.
- Intentional damage voids the insurance protection plan.

2.2 Carrying iPads

- Damage due to swinging, flipping, throwing, or otherwise abusing the iPad among other things, is considered intentional.
- The best way to carry your iPad is at your side, cradled in your hand like a book, with the screen facing toward your torso, to protect it against accidental bumps against walls, railings, lockers, other people, etc.

2.3 Screen Care

- Avoid placing pressure on the screen. This includes leaning on it or putting it in a bag with other objects pressing against it. Always be aware of what's touching the screen. Even firmly pinching the iPad between your thumb and index finger can cause the screen to crack.
- Clean the screen with a soft, dry cloth.
- Every impact weakens the screen, even if it looks like there is no damage. After taking several hits, the screen may break under otherwise innocuous conditions.

2.4 Cases

- 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 must remain in the protective case provided by the district.
- If a case is turned in with stickers, it will be considered damaged, and the parent/student invoiced for the damages.
- Damage to the iPad when it is not in its case is considered intentional.

2.5 Battery

- Students are responsible for keeping their iPad charged.
- iPads must be charged at home and brought to school fully charged each day. Maintaining a charged battery extends its life.

2.6 Storing Your iPad

- Pre-K through 4th grade students should store iPads in their classroom, per their teacher's instructions.
- 5th through 12th grade students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed.
- 7th through 12th grade students should store their iPad in locked lockers when not in use, or take them home daily. Nothing should be placed on top of the iPad when stored in the locker.
- Do not leave iPads in unlocked lockers, cars, or unsupervised areas, including the School grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, hallways, or anywhere the iPad is in danger of being stolen.
- iPads found unsupervised will be taken to the Technology Office.
- If a student needs a secure place to store their iPad, they may check it in for storage with the Technology office.

3. Using Your iPad

3.1 An explicitly stated, inclusive list of prohibitions...

- Any action that violates district policy or state or federal law is prohibited.
- Transmitting, accessing, uploading, downloading, distributing, or otherwise possessing materials that are offensive, profane, obscene, or sexually explicit is strictly prohibited.
- Intentionally threatening, harassing, spamming, bullying or cyber-bullying or otherwise intending to demean or defame other individuals is strictly prohibited.
- Vandalism, or any malicious attempt to harm or destroy school hardware, software or data, including but not limited to the uploading or creation of computer viruses; computer programs that can infiltrate or alter school computer systems; and/or damaging software components of school equipment, is strictly prohibited.
- Illegal installation or transmission of copyrighted materials is prohibited.
- Bypassing the Rock Ridge web filter is prohibited.
- 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.
- Using school equipment, network, devices, accounts or software for financial or commercial gain is prohibited.
- Sites selling homework, answers, or papers, book reports and other forms of student work are prohibited.
- Use of chat rooms, texting or messaging services, or otherwise emulating such services is prohibited unless explicit permission is given.
- Playing games is prohibited unless explicit permission is given.
- Use of outside data disks or external attachments without prior approval from the technology department is prohibited.
- Installing additional software, "sideloading" apps, or "jailbreaking" the device, or otherwise installing software not approved by the district is prohibited. If unauthorized software is found, the iPad will be wiped and reset to its original configuration.
- Students will not synchronize iPads or add apps to their assigned iPad, to include home syncing accounts.
- Changing iPad settings or removing software is prohibited.
- Gaining unauthorized access to other student's accounts, files, and/or data is strictly prohibited.

3.2 Lock Screen/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.
- Passcodes are not to be used, unless approved by the technology office.

3.3 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music on the iPad can be used at the discretion of the teacher.
- All use of the iPad must not interfere with classroom instruction in any way.
- All software/apps must be provided or approved by the technology department.
- During class, only apps used in class should be open.

3.4 Home Internet Access

- Students may connect to home Wi-Fi but must still adhere to the district's policies.
- The district cannot be responsible for home device access, internet access, or anything the student has access to while not at their school.
- The parent/guardian and student must be responsible for the use of their student's device while away from the school.

3.5 Saving to the iPad/Home Directory

- Students should save work to Google Drive or email documents to themselves.
- Certain applications may also leverage the student's Apple ID to back up and sync files and settings (such as note-taking apps like Good Notes). It is therefore important that the student remains logged into their school Apple ID on the iPad.
- Storage space will be available on the iPad itself—BUT it will NOT be backed up if the iPad is wiped.
- 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.
- The district is not responsible for lost data due to device failure.

3.6 Network Connectivity

- The Rock Ridge 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.

3.7 Software Upgrades

- Students may be required to check and allow their iPads to update from time to time.

4. Repairing or Replacing your iPad or Accessories, and Insurance

4.1 Pre-K through 4th Grade

- Accidental loss or damage to an iPad or its accessories is automatically covered by the district for students in these grades. No insurance is necessary.

4.2 5th Grade through 12th Grade: No Insurance

- Without insurance or a Free/Reduced status, damages incurred to an iPad, or loss of an iPad, warrant costly repair or replacement up to \$400, depending on the nature of the damage.

4.3 5th Grade through 12th Grade: Insurance

- Parents/Students may elect to pay a \$40 insurance fee per device, which covers theft, or accidental loss or damage to that device for the current school year.
- Insurance must be purchased for replacement devices.
- Insurance does not carry from one school year to the next..
- Insurance cost per family will not exceed the cost of insuring 3 devices concurrently.
- The district retains the right to refuse insurance claims at any time for any reason.
- After September, insurance cannot apply to a breakage if the insurance was purchased within two weeks of the breakage.
- After September, any iPad without an insurance plan will default to No Insurance.
- New students will have a two week grace period to purchase insurance before defaulting to No Insurance.

4.4 5th Grade through 12th Grade: Homeowners Insurance

- Parents/Students may elect to use personal homeowners insurance.
- With homeowner's insurance, repair/replacements will be carried out by the school and invoiced to the parent, who is then responsible for going to their insurance company for reimbursement.

4.5 5th Grade through 12th Grade: Free/Reduced Status

- Students qualifying for Free/Reduced Status receive free insurance under the Free/Reduced program if they elect to share their Free/Reduced status with the Technology Department.
- Repair or replacement of damaged or lost devices is automatically covered by the district for those that qualify under this program.

4.6 Theft or Loss of iPad

- Theft: Students or parents must file a police report and bring a copy of the report to the Technology office.

- Loss/Damage due to fire: Students or parents must file a fire report and bring a copy of the report to the Technology office.
- Accidental Loss: The student must report the loss of their iPad to the technology department immediately. The tech department will help find the iPad, or issue a replacement, with replacement costs being dictated by insurance or Free/Reduced status, etc.

4.7 5th Grade through 12th Grade: Chargers

- Broken chargers are replaced for free if they are turned into the Technology Department.
- Lost chargers or cables are replaced for \$5 each (\$10 for both a charger and cable).
- Unreturned chargers and cables after a student has graduated or transferred out are invoiced for \$40.

4.8 5th Grade through 12th Grade: Cases

- A damaged or lost case will cost \$25 to be replaced. The replacement case will be either new or used depending on availability.

4.9 Failure to return devices after graduation or transfer

- Devices that are not returned after graduation or after transferring out of the district will **not** be considered lost unless the district has been notified of the loss. Fees will be assessed as if the loss is intentional, thus rendering the full cost of replacement.

4.10 Invoicing Procedures

- Fees will be visible in the Powerschool Parent Portal (<https://rrps.powerschool.com/public/>) under Balance.
- A notice of the fee will be sent out immediately via email and paper mail, with a series of notices following the initial notice, culminating in a collections warning, and the fee ultimately being sent to collections if it has not been paid in full after an extended time.
- Parents or students may remit payment online via Powerschool Parent Portal, or by bringing or sending in a check or cash to their school's main office.

4.11 Intentional Damage

- Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally regardless of insurance or Free/Reduced status. Students are responsible for any and all intentional damage, even if the damage is done by another party. The student is solely responsible for the condition of their iPad.

5. Acceptable Use

The use of the district's technology resources is a privilege, not a right. The privilege of using technology provided by the 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 Rock Ridge School District. The rules outlined here are provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of district technology. If a person violates any of the rules outlined in this document, privileges may be terminated and access to district technology resources may be denied. **Appropriate disciplinary action shall be applied as outlined in Rock Ridge School District's Student Code of Conduct. Such actions may include suspension or expulsion for students. When applicable, law enforcement agencies may be involved.**

5.1 Parent/Guardian Responsibilities

- Talk to your children about values and the standards they should follow while using the Internet, just as you would with other media such as television, telephones, radio, etc.
- Parents should monitor Internet and device use while the student is away from school.
- Should you opt out of having your student bring home their iPad, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements.

5.2 School Responsibilities

- Provide reasonable email and internet access.
- Provide software for student use.
- Make a reasonable attempt to restrict access to inappropriate content.
- Monitor information stored on district-owned devices, accounts and networks where possible.
- Provide staff guidance to aid students in doing research and help assure student compliance of these acceptable use rules.
- Student devices and their contents may be inspected at random for a variety of reasons, including to ensure compliance with policies and laws. The student has no expectation of privacy on the device, or its software, or accounts created on or with the device.

5.3 Student Responsibilities

- Use technology responsibly and ethically, and in accordance with these rules.
- Monitor all activity on their accounts and devices.
- Immediately report security issues or inappropriate content to the Technology Department.
- Students are responsible for completing coursework even if their iPad is unavailable, such as being left at home, broken, stolen, dead battery, etc.
- Students are responsible for maintaining their iPad and reporting any malfunctions or issues to the Technology Office immediately.
- Students are responsible for the cost of replacement or repairs to a damaged device if it has been damaged from student misuse, neglect or accident. Costs are considered with any insurance or Free/Reduced status.
- Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally regardless of insurance or Free/Reduced status. Students are responsible for any and all intentional damage, even if the damage is done by another party. The student is solely responsible for the condition of their iPad.
- Students MUST NOT throw away any device or accessory, no matter if it is damaged or working. All damaged devices must be brought to the technology department.

5.4 Legal Propriety

- Students must 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 Rock Ridge Code of Conduct. 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.

5.5 Student Discipline

If a student violates any part of the procedures, he/she may face discipline as determined by administration which may include:

- General WiFi Restrictions placed on the device.
- Student(s) will check-in/check-out their iPads from the office daily.
- Wifi restrictions placed on the device that only allow the use of specific websites and apps for classroom purposes.
- A meeting between Principal and/or Assistant Principal, Technology Staff, Teacher(s), Parent(s) and Student will be called to discuss the situation. At this point the Admin will decide on the best plan to move forward, which may include the removal of the device for the remainder of the school year.
- Other measures may be taken as is necessary.

6. ISD 2909 Student Pledge for iPad Use and iPad Protection Plan

Student Pledge:

1. I have read and agreed to the policies and rules in the student handbook and "iPad Rules, Agreement, and Insurance" document, available online at rrps.org.
2. I will take care of my iPad, case, charging block, and cable and return them in good condition at the end of the school year, or when I graduate, transfer, or otherwise leave the district.
3. I will never leave my iPad unattended.
4. I will never loan out my iPad, charger, or cable to other individuals.
5. I will bring my iPad to school fully charged.
6. I will keep food and beverages away from my iPad as they may cause damage to the device.
7. I will not disassemble any part of my iPad or attempt any repairs.
8. I will protect my iPad by only carrying it while in the case provided.
9. I will use my iPad in ways that are appropriate, that meet Rock Ridge expectations, and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the iPad, case, charging block, or cable.
11. I understand that my iPad is subject to inspection at any time without notice and remains the property of the Rock Ridge School District.
12. I will never damage my iPad and will be financially responsible for all damage or loss.

iPad Protection Plan (select only one):

- ☐ **\$0 No Insurance** (my student is in Pre-K through 4th grade, or I have a Free/Reduced status, or I accept financial responsibility for loss or damage)
- ☐ **\$40 ISD 2909 iPad Insurance** (I choose to have loss or damage covered by the district, as outlined in the student handbook.)
- ☐ **\$0 Homeowners Insurance** (I accept financial responsibility for loss or damage and will independently coordinate with my insurance company.)

By signing this agreement:

- I've read and agreed to the above pledge.
- I've read, understood, and chosen the best iPad Protection Plan above for my student.
- I've given permission for ISD 2909 to create an iCloud account for my student.

Student Name (Please Print):_____ Grade:_____

Student Signature:_____

Parent Name (Please Print):_____

Parent Signature:_____ Date:_____

PLEASE RETURN THIS SIGNED SHEET, WITH PAYMENT if applicable, TO THE MAIN OFFICE.