

Mentor Public Schools iPad Guidelines and Procedures

The focus of the 1-to-1 iPad Initiative 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 iPad. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for college and the workplace. According to studies and school reports, students who use a computing device in a one-to-one education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas. The iPad is a next generation device that makes learning more engaging and accessible.

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 iPads integrates technology into the curriculum any time, any place.

1. RECEIVING AND RETURNING AN IPAD

1.1 Receiving an iPad

- a. Each student will be required to pay a Tech Fee of \$25. This is an annual fee.
- b. Parents /guardians and students must sign and return the Student E-Mail, Internet and Computer Use Policy and Student Pledge documents and pay the Tech Fee before an iPad is issued to the student.
- c. Each student will receive an iPad, cover, and USB cable/AC charger.
- d. iPads will be labeled in a manner specified by the School District.
- e. **The iPad is the property of the Mentor Public School District and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on an iPad or a school supplied or supported email service.**

1.2 Returning An iPad

- a. iPads and all School District accessories will be returned during the final week of school so they can be checked for serviceability.
- b. iPads must be returned immediately when a student transfers out of the School District, is suspended or expelled, or terminates enrollment for any reason.

1.3 Fines Related to An iPad

- a. The AppleCare Warranty will cover wear of defective parts on all iPads for a period of 1 year. When repairs for accidental damage are needed, the first accidental repair is a **\$25 charge**. The second repair is a **\$50 charge**. The third repair is a **\$75 charge**. After the third repair students will lose their take home privileges. If a fourth repair is needed, the fee will be the **entire cost** of the repair. These charges are yearly and start over with each new school year. If the damage to the iPad has been caused

Mentor Public Schools iPad Guidelines and Procedures

intentionally by the student (punching or throwing the device), the entire cost of the repair will be charged.

- b. Fees for damaged or replacement equipment are as follows:
 - Cable \$3.00 iPad Replacement \$295.00
 - Charging Block \$13.00
 - Case \$35.00
- c. If the iPad is lost/stolen the parent/guardian will be responsible for the entire replacement cost of the iPad. In this case, a parent or guardian should **immediately** report the loss or theft to the Principal's office and file a police report.
- d. iPads, covers, and USB cable/AC charger will be turned in to the IT staff when requested in satisfactory condition. iPads will be inspected for damage. In the case of abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the iPad. The IT Department will make the final determination of any fees assessed.
- e. If a student fails to return the iPad, the student/parent/guardian will pay the replacement cost of the iPad.

2. TAKING CARE OF AN IPAD

2.1 General Precautions

- a. iPads must be charged for school each day. This is the student's responsibility.
- b. While the iPad is considered scratch resistant, the iPad will scratch. Avoid using any sharp object(s) on the iPad.
- c. Avoid applying liquids to the iPad. The iPad can be cleaned with a soft, slightly water-dampened, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad. Use of unapproved cleaners may remove the protective film covering the face of the iPad.
- d. Do not attempt to gain access to the internal electronics or repair an iPad. If an iPad fails to work or is damaged, report the problem to the IT staff.
- e. There is no altering of system software (known as "jail breaking") of this device.
- f. Never throw or slide an iPad.
- g. Cords and cables must be inserted carefully into the iPad to prevent damage.
- h. iPads and district-provided cover must remain free of any writing, drawing, stickers, or labels that are not the property of the School District.
- i. iPads have the ability to be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the Acceptable Use Policy (AUP) and grounds for disciplinary action.
- j. iPads have a unique identification number and at no time should the numbers or labels be modified or removed.
- k. iPads should be placed vertically in the top locker compartment or in a backpack/bookbag to avoid putting any pressure on the screen.
- l. iPads must not be left in a vehicle or a location that is not temperature controlled.
- m. iPads are assigned to individual students and the responsibility for the care of the iPad solely rests with that individual. Students should not lend their iPad to another person.

Mentor Public Schools iPad Guidelines and Procedures

2.2 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.

- a. Do not place anything near the iPad that could put pressure on the screen.
- b. Do not place anything in the carrying case that will press against the cover.
- c. Clean the screen with a soft, dry cloth or anti-static cloth.
- d. Do not “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 should bring their iPad to all classes, unless specifically instructed not to do so by their teacher. When not being carried to class, the iPad should always be stored in a secure (locked) location.

3.1 iPads Left At Home

If a student leaves the iPad at home, the student is responsible for getting the coursework completed as if the iPad were present.

3.2 iPad Undergoing Repair

Loaner iPads may be issued to students when their iPads are being repaired by the school. A limited number of “loaner” iPads are available so having a “loaner” is not guaranteed.

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. Repeat violations will result in students losing at home privileges.

3.4 Screen Savers/Background Photos

Inappropriate media may not be used as a screensaver or background photo. Inappropriate media includes but is not limited to the presence of guns, weapons, pornographic materials, inappropriate language, tobacco, alcohol, drug, gang related symbols or pictures and will result in disciplinary actions.

3.5 Sound, Music, Games, and Apps

Apps will be distributed to the iPad via the “Self Service” app that is on each district iPad. The district will not be responsible for any other items loaded onto the iPad. Any music, games, or apps not distributed by the district may be erased at any time.

- a. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earbuds or headphones must be purchased by the student and use is subject to individual classroom rules.

3.6 Home Internet Access ***(NEW)***

The district has moved to a new internet filter called “Securly”. This filter will allow us to provide internet filtering on the iPads outside of the school setting. All student iPads will be filtered off campus using Securly. **REMEMBER:** No filter is perfect. You are the best filter for

Mentor Public Schools iPad Guidelines and Procedures

any device your student may be using. Please monitor your student's internet usage while at home.

At Home:

Connect to your home wifi

At School:

- a. While at school students are required to be connected to "mentorschools" for filtered internet access.
- b. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving To The iPad/Cloud Storage

Students should save work to the iPad or Google Drive. It is recommended students regularly back up data to Google Drive. Limited storage space will be available on the iPad-Data will NOT be backed up in the event an iPad has to be re-imaged or restored to factory settings. 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.

5. SOFTWARE ON IPADS

5.1 Originally Installed Software

The apps and operating system originally installed by the School District **must** remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add additional apps and iOS upgrades. Periodic checks of iPads will be made to ensure that students have not removed required apps or installed inappropriate material.

5.2 Additional Software

Other apps may be added by the school throughout the school year.

5.3 Inspection

Students will be selected at random to provide their iPad for inspection. iPad use and contents will also be monitored remotely.

5.4 Procedure For Reloading Software

If technical difficulties occur, the iPad will be reset to factory settings. The school does not accept responsibility for the loss of any apps or documents deleted due to **the necessity of a** re-format.

5.5 Software Upgrades

Students may be required to check in their iPads for periodic updates and syncing. Operating systems with Apple devices change. The School District will notify students on how to update apps, should updates be necessary.

5.6 Mobile Device Management (MDM) Profiles Installed by the District

MDM Profiles installed on iPads are not to be removed. Students who do not have active profiles on their machines or who removed profiles will be subject to appropriate disciplinary consequences.

6. ACCEPTABLE USE

6.1 Statement of Responsibility

Mentor Public Schools iPad Guidelines and Procedures

The use of the network is a privilege. The user is responsible for what he/she says and does on the network. Communication with thousands of others is quick and easy. Therefore it is important for the user to stop and think before communicating and to show respect for other people and for their ideas. It is beneficial for all users to keep the network running efficiently. Each user must take responsibility for keeping down costs and avoiding system disruption. Network administrators will make reasonable efforts to maintain reliable service. They cannot, however, absolutely guarantee that the system will always be available or operating correctly. Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration. Internet access is available on every computer with network access at the School District. In general, the Internet is itself a complex network of regional, state, national, and international networks. This requires users to adhere to the same rules and guidelines outlined here for our network, as well as to any additional network policy procedures required, when the Internet connects them to other networks.

6.2 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 would on the use of all media information sources such as television, telephones, movies, and radio.

6.3 School Responsibilities

- a. Provide Internet and Email access to its students.
- b. Provide Internet blocking of inappropriate materials as able.
- c. Provide Google drive storage. This will be treated similar to school lockers. The School District reserves the right to review, monitor and restrict information stored on or transmitted via district owned equipment and to investigate inappropriate use of resources.
- d. Provide staff guidance to aid students in doing research and help assure student compliance of the Student e-mail, Internet and Computer Use Policy.

6.4 Student's Responsibilities

- a. Using computers/devices in a responsible and ethical manner.
- b. Obeying general school rules concerning behavior and communication that apply to network use and according to the School District's Student e-mail, Internet and Computer Use Policy. This policy is available online and in the student handbooks.
- c. 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, mis-deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via the School District's designated Internet system is at your own risk. The School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- d. Helping the School District protect our computer system/device by contacting an administrator or teacher about any security problems they may encounter.
- e. Monitoring all activity on their account(s).
- f. Students should always turn off and secure their iPad after they are done working to protect their work and information.
- g. If a student should receive email or other electronic message containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it into a teacher.

Mentor Public Schools iPad Guidelines and Procedures

- h. Returning their iPad to the School District at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at the School District for any other reason must return their individual school iPad on the date of termination.
- i. The discipline procedure in the School District Handbook addresses serious and major offenses such as stealing and destruction of school or personal property, which apply to the iPad device. Depending on the seriousness of the offense students may lose iPad home privileges or may be suspended or even in extreme cases expelled.
- j. Take-home privileges may be jeopardized and alternate arrangements for school use may be made after repeated infractions.

Updated 2/5/19