

## **Lamoille Union School District # 18 Student Issued iPad Procedures and Information**

Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future, and one of the learning tools for digital age 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. 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 anytime, anyplace.

The information included in this document applies to all student issued iPads from Lamoille Union School District # 18 (LUSD # 18). Student issued iPads are considered the property of LUSD # 18 and should be used in accordance with the rules and procedures outlined in the Student Guidebook. Teachers may set additional requirements for use in the classroom.

### **IPAD DISTRIBUTION AND RETURN**

**Receiving Your iPad** — iPads will be distributed to individual students. Parents/Guardians and students must sign and return Student/Parent/Guardian iPad Agreement Form before the iPad can be issued.

1. Use of the iPads will be determined by the levels cited in the iPad Code of Conduct documents for the Middle School and High School.
2. **iPad Return** — iPads will be returned during the final week of school so they can be inspected for serviceability and prepared for summer storage. If a student transfers out of LUSD # 18 during the school year, the iPad must be returned at that time.
3. **Fines** — The student is responsible for any damage to the iPad, consistent with the student guidebook rules, and must return the device and accessories in satisfactory condition. This includes the iPad, protective case, charger, and charger cable. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at LUSD # 18 for any other 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 at LUSD # 18, that student will be subject to criminal prosecution or civil liability. Failure to return the iPad will result in a theft report being filed with the Lamoille County Sheriff's Department. The student will pay the replacement cost of the iPad or, if applicable, any insurance deductible.

### **TAKING CARE OF YOUR IPAD**

Students are responsible for the general care of the iPad issued by the school. iPads that are broken or fail to work properly must be taken to the HelpDesk in A104 for an evaluation of the device.

#### **General Precautions**

1. The iPad is school property. All users will follow the procedures and LUSD # 18 acceptable use guidelines, as outlined in the student handbook.
2. Only use a clean, soft cloth to clean the screen, no cleansers of any type.
3. Cords and cables must be inserted carefully into the iPad to prevent damage.
4. iPads must remain free of any writing, drawing, stickers, skins or labels that are not the property of LUSD # 18.
5. iPads should never be left unattended, such as in an unlocked locker, unlocked car or any unsupervised area. Unsupervised areas include, but are not limited to the school grounds, cafeteria, gym, computer labs, hallways, locker rooms, or unlocked classrooms. iPads left in these areas are in danger of being stolen.
6. Students must not remove or deface any stickers, engravings or identification.
7. It is recommended that students install a 4-digit passcode on their individual devices. This helps avoid tampering and secures the the iPad. Teachers and IT staff may require students to share the passcode in certain instances.

### **Carrying iPads**

The cases provided with iPads offer sufficient protection from normal everyday use, and provide a suitable means for carrying the device. iPads should always remain in the protective case.

### **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.

1. Do not lean on the iPad.
2. Do not place anything near or on the iPad that could put pressure on the device.
3. Do not place anything in the case that will press against the cover.
4. Clean the screen only with an anti-static or dry, soft cloth. NEVER use any liquids or chemicals.
5. Do not “bump” the iPad against lockers, walls, car doors, floors, etc., as it will break the screen.

### **USING YOUR IPAD AT SCHOOL**

1. **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 class each day, unless specifically instructed not to do so by their teacher.
2. **iPads not in class** — If students do not bring their iPad to class, they are responsible for getting the coursework completed as if they had their iPad present. If a student repeatedly neglects to bring their iPad to class, they may be subject to disciplinary actions.
3. **iPad Undergoing Repair** — Loaner or replacement iPads will be issued to students when they leave their iPads for repair with the HelpDesk.
4. **Charging Your iPad**— iPads must be brought to school charged each day. Repeat violations may be subject to disciplinary action.
5. **Screensavers/Background photos** — Inappropriate media may not be used as a

screensaver or background photo. Images of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

6. **Sound** — Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
7. **iTunes Account** -- Students will be required to use an existing iTunes account or create a new account for accessing the App Store. An iTunes account can be created without credit card information and will meet all of the District's Apps requirements. iTunes account setup will take place during students initial orientation to the device.
8. **Apps and Storage** — Appropriate personal content (music, games, apps, photos, etc.) is allowed on the iPad, provided sufficient storage space exists for academic purposes. If sufficient storage is not available, personal content must be removed.
9. **Printing** — Printing from the iPads on campus is available but will be limited. Students may print from the iPad off-campus, if they have access to a compatible device and/or software.

### **USING YOUR IPAD AT HOME**

1. **Off-Campus Internet Access** — Students are allowed to connect to off-campus networks with their iPads. LUSD # 18 will not provide off-campus Internet connectivity. Students can access the school network after school, before school, and during the school day.
2. **Acceptable Use**-- Technology devices using the school's network will be filtered; however, devices logged on to different networks (home) will only be filtered based on that network's capabilities. An free internet filtering system like OpenDNS- <http://www.opendns.com/home-solutions/parental-controls> may be used to filter content at home.

### **SHARING IPADS**

1. DO NOT loan iPads or equipment to other students.
2. DO NOT borrow an iPad from another student.
3. DO NOT share passwords, login information or usernames with others.
4. Access to another person's iPad without consent or knowledge is considered in violation of the Acceptable Use Guidelines.

### **MANAGING YOUR FILES & SAVING YOUR WORK**

1. Saving on the iPad — Students may save work on the iPad. Storage space will be available on the iPad— BUT it will NOT be backed up in case of erasing or restoring the iPad data. 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.
2. Saving to External Storage — It is recommended students email files to themselves, upload to school network storage, or other commercial "cloud" service, such as

Dropbox.com, or Google Drive.

3. Network Connectivity — Lamoille Union will make every effort to guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data.

### **SOFTWARE ON IPADS**

1. **District Installed Apps** — The apps installed by LUSD # 18 must remain on the iPad and be easily accessible at all times. From time to time the school may add apps for use in a particular course. Students should not delete or move any apps, folders, or files that they did not create or that they do not recognize. Deletion of certain files or apps will result in the student's inability to complete class work. If an iPad is found to be jailbroken, or if District installed apps are removed or modified, the student may be subject to disciplinary action.
2. **Additional Apps** — Students are allowed to install additional apps on their iPads at their own expense.
3. **Inspection** — Students may be selected at random to provide their iPad for inspection.
4. **Procedure for re-loading data** — If technical difficulties occur, the iPad may be restored to its originally issued state. The school does not accept responsibility for the loss of apps or data deleted due to an iPad restore.
5. **iOS and App updates** — iOS and App updates are available from time to time. It is recommended that students keep the iPad iOS and apps up to date.

### **IPAD MALFUNCTION, DAMAGE, OR LOSS**

1. In the event of iPad malfunction, students are required to submit a Helpdesk ticket. The school district will be responsible for repairing iPads that malfunction.
2. iPads that are damaged must be reported to the HelpDesk immediately. iPads that have been damaged from student misuse, neglect or are accidentally damaged, will be repaired at a cost of \$50 per event, up to a maximum of two events. Any additional incidents may result in full replacement cost of the iPad.
3. iPads that are lost or stolen must be reported immediately to the Information Technology HelpDesk, and a report will be filed with the Lamoille County Sheriff's Department. A \$450 fee may be assessed to replace the iPad. If an iPad is found in an unsecured area, it will be taken to the HelpDesk.

### **INSURING YOUR IPAD**

1. Insurance — LUSD # 18 has secured insurance for all student iPads. If an iPad is damaged, parents/student are responsible for \$50 per event, up to a maximum of two events. Any additional incidents may result in full replacement cost of the iPad. In the event that an iPad is lost or stolen a \$450 fee will be assessed to replace the iPad. If an iPad is found in an unsecured area, it will be taken to the Helpdesk.
2. Claims — All insurance claims will be handled through the HelpDesk.
3. Personal Coverage — Students or parents may wish to carry their own personal insurance to protect the iPad in the event of theft, loss, or accidental damage. A few

options include:

Homeowners – some insurance companies allow devices to be added for an additional fee.

Private iPad insurance can be obtained by at

Worth Ave. Group & Student Insurance Partners

1401 S. Western

Stillwater, OK 74074

[1 \(800\) 620-2885](tel:18006202885)

[1 \(405\) 372-9584](tel:14053729584)

<http://www.worthavegroup.com/ipad>