

Powell Middle School

iPad Implementation Handbook

District Mission: Partnering with our community in a dynamic, global society, our mission is to empower our students to be lifelong learners by providing a safe, progressive, student-centered learning experience.

Overview

The Park County School District #1 is committed to preparing our students to succeed in the changing societal landscape. It is essential that the District provide our students with the 21st Century skills that they need to be self-directed learners. We believe that effective teaching and learning include the effective use of technology to best prepare each student for the world in which they will live. To accomplish this vision, the District is making iPad technology available to all Powell Middle School students as described below.

The following requirements and guidelines apply to the iPads Implementation initiative.

I. Student Responsibilities

- a. Students are expected to use the iPads appropriately for educational purposes.
- b. Students are expected to have their iPads in school each day with a fully charged battery. A limited number of loaners may be available on a first-come, first-serve basis. Students needing a loaner will need to check in with the librarian, Mrs. Greenlee, before school starts. Students may not use a loaner more than three times a semester. Forgetting an iPad or having a dead battery will not be accepted as a reason for failing to complete work or turn in assignments. A limited number of charging stations will be available in the media center for students who may need a recharge during the school day or for students who might not be bringing their iPad home. Repeated failure to bring the iPad to school or failing to charge the battery may result in the loss of home privileges for the student.
- c. Students are responsible to download to the iPad any necessary documents and/or materials as directed from their teacher. If a family does not have wireless access at home, students must do this before school, during the school day, or after school.
- d. Students may load music and photos on their District-owned iPad, as long as all content complies with the Acceptable Use Policy. The use of music on the iPad during instructional time will be at the discretion of the classroom teacher. Students may set their own screensaver photos. The presence of inappropriate music or photos may result in the loss of the iPad and/or other disciplinary actions.
- e. Students may not install software, download apps, games, video's or attempt to reconfigure the software of the iPad. This will use up valuable memory on the iPad. If non-conforming apps or software are discovered on District-owned iPads, the iPads will be restored to the school set of software, and disciplinary actions may be enacted. The middle school staff is not responsible for saving, restoring or backing up documents, music or photos that students may be storing on the iPads.
- f. Students are encouraged to store documents, worksheets, notes and other files on their iPad, but they must be responsible for backing up or saving all work to other media. Students must either email documents to themselves as a backup, or they may use a cloud-based storage account such as Google Docs or Dropbox.
- g. Students may not attempt to hack or jailbreak the iPad.

- h. Students are required to protect their iPad with the case provided by the school.
- i. When taking video and/or photos, students should get the subject of the video/photos permission.
- j. Students are encouraged to use email and cloud-storage solutions when printing is necessary. Printing directly from the iPad is not available at this time.
- k. If students choose to set a passcode for their iPad, they are required to use the last four digits of their lunch code or Wiser ID # as the password. Wiser ID numbers are specific to each student and should not be shared with anyone. Parents have access to their child's Wiser ID on Infinite Campus.
- l. **Students may not take their iPad to the restroom, locker room or to lunch.**

II. **Parent Expectations**

- a. Parents are required to attend and/or view a parent iPad Orientation (meeting and/or video) in order for their child to receive an iPad. We will be inviting parents into the school for the orientation. We will also be developing an online video for parents to review who are unable to attend the orientation.
- b. The District asks for the parents' support in communicating with their children about the standards of appropriate content and helping to monitor the use of the iPads at home.
- c. Parents are responsible for filling out and signing the Parent/Student Agreement form.
- d. If necessary, parents are expected to assist their child to fill out any forms needed to report theft or damage.
- e. Parents are encouraged to become familiar with the iPad and help ensure the use of the technology to track their child's progress. The iPads allows parents and students to view teachers' assignment calendars, track homework, and monitor progress toward coursework completion.
- f. Parents should help to ensure that only the student and parents use the school-assigned iPad.

III. **Terms of the iPad Loan**

- a. iPads will be distributed at the discretion of the School/District Administration upon confirmation that the Parent/Student Agreement form has been signed.
- b. Legal ownership of the iPads remains with the School/District. The use of the iPad is a privilege extended to students and is conditioned upon compliance with the requirements of this handbook, the District's Acceptable Use Policy, and all other District policies.
- c. Student iPads and accessories will be checked in at the end of each school year at a date and time determined by the Administration. Students who transfer, withdraw or are suspended or expelled will return the iPad and accessories at the time of withdrawal.

- d. The District reserves the right to repossess the iPad and accessories at any time if the student does not fully comply with the terms of this Handbook. The District may also choose to limit and/or withdraw home use privileges for failure to comply.
- e. Failure to return the property in a timely fashion may result in the involvement of law enforcement.
- f. Software and apps will be managed by the district, due to the need to comply with licensing agreements.
- g. The iPads will be subject to routine monitoring by teachers, administrators, and/or technology staff. Users have no expectation of privacy when using Park County School District #1 equipment or technology systems.
- h. If technical difficulties arise with an iPad, or non-conforming content is discovered, the iPad will be restored by tech staff. If the tech staff need to restore an iPad, the District is not responsible for the loss of any content put on the iPad by the student.
- i. Each iPad has identifying labels, which must not be removed or altered in any fashion. Students may not permanently mark the iPad itself in any fashion.
- j. The use of the iPads during instructional times is governed by classroom teachers. Failure to follow the instructions of the teacher may result in disciplinary action.

IV. **General Care Instructions**

- a. iPads screens should only be cleaned with a soft, clean cloth. Chemical cleaners or liquids, including water, should not be used on the iPads.
- b. Charging cables/cords should be inserted and removed carefully to prevent damage. This should be done on both ends of the cable by grasping the plugs rather than the cord. The charging cord should be plugged into the wall outlet before connecting the iPad. When disconnecting, remove the cable from the iPad before pulling the cord from the wall outlet.
- c. iPads must be kept in the school issued protective cases at all times.
- d. Students should never put weight on the iPads, stack items on top of them or wedge them tightly into a backpack or case. The iPad cases should not be used as a folder to carry other items, including any sharp or pointed items such as pens or pencils.
- e. Liquids, food and other debris can damage iPads. iPads should be closed in cases and away from food and liquids when students are eating. **iPads are not allowed in bathrooms, locker rooms and/or at lunch.**
- f. iPads should not be exposed to temperature extremes. Students should not leave the iPad in any location where the temperature falls below freezing or exceeds 95 degrees. If the iPad is cold, it should be allowed to warm up to room temperature before use. An iPad exposed to direct sunlight or high temperatures may overheat during use and must be allowed to cool down before subsequent use.
- g. Battery life is shortened by using wi-fi, bluetooth, a high screen brightness, and video. Students should learn to manage these settings and apps to improve battery performance.

- h. Students are encouraged to refer to the iPad Instruction Manual located on the iPad for further information.

V. **Security and Theft Prevention**

- a. The iPad may ONLY be used by the student to whom it was assigned or by the parents of the student. The student may not loan it to another student.
- b. The student is responsible for the security of the iPad at all times. The iPad should never be left unsecured. When not with the student, the iPads should be secured or stored in the students locked locker. During after-school activities and/or away events, students are still responsible for securing the iPad.
- c. Students should keep personal information about themselves and others off the iPad. Password security for network systems should be maintained, as should the privacy of locker combinations. It is the responsibility of the student to keep his or her information secure.

VI. **Damage, theft, repair**

- a. If an iPad is broken, lost, or stolen, the family will be billed for the repair or replacement of the iPad. Applecare maintenance will cover any defects in the iPad for three-year lease term. This coverage includes the iPad battery, but will not cover damage caused by misuse. The school will be providing cases to help protect the iPad. There is also the option of purchasing third-party insurance for the iPad if you wish. The insurance will cover damaged, lost, or stolen iPads.
 - i. Damage or hardware issues must be reported immediately to the IMC or the office. For cases of hardware failure or accidental damage, a loaner will be provided for the student throughout the repair/replacement process. There may be a delay if there are no more loaners available.
 - ii. Students/parents are responsible for the full cost of any willful, negligent or intentional damage to the iPad or iPad accessories. Failure to pay for willful, negligent or intentional damage may result in legal consequences.
 - iii. Theft must be reported immediately to the middle school office. Students/parents will be required to fill out a theft report through the District's school resource officer.