

ABO School District

iPad/Computer Policies, Procedures, and Information Handbook
&
Student Acceptable Use Policies

2021-2022

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The focus of the iPad program at Sully Buttes High School is to provide tools and resources to the 21st Century Learner. 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 of these 21st Century students is the iPad computer. 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 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 policies, procedures and information within this document apply to all iPads used at Sully Buttes High School, including any other device considered by the administration to come under this policy. Teachers may set additional requirements for use in their classroom.

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1.1 Receiving Your iPad

iPads will be distributed at the start of each school year on the first day of school.

1.2 iPad Check-In

iPads will be returned during the final week of school during student checkout so they can be examined for serviceability (this also applies to district issued equipment –iPad case and iPad accessories). If a student transfers out of the ABO School District during the school year, their iPad will be returned at that time.

1.3 Check-In Fines

Individual school iPads and cases must be returned to the Sully Buttes School at the end of each school year unless allowed to keep for summer school or dual credit classes. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at ABO School District for any other reason must return their individual school iPad and accessories on the date of termination. If a student fails to return the iPad and accessories at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student will also pay the cost of the iPad and accessories or, if applicable, any insurance deductible. Failure to return the iPad will result in a theft report being filed with the Sully County Police Department.

Furthermore, the student will be responsible for any damage to the iPad or iPad case, consistent with the District's iPad Protection Plan and must return the iPad in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad as outlined by the Protection Plan's fine table.

Students are allowed to keep their iPad chargers and charging cord over the summer months. They must return an apple issued charger when they terminate enrollment or upon graduation from Sully Buttes High School.

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 must be taken to the technology coordinator for an evaluation of the equipment.

2.1 General Precautions

- The iPad is school property and all users will follow this policy and the
- Acceptable Use Policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPad and case must remain free of any writing, drawing, stickers, or labels that are not the property of the ABO School District.
- iPads must never be left in an unlocked locker, unlocked car or any unsupervised area.
- iPads shall not be left in a vehicle with temperatures above 75 degrees or below 40 degrees
- Students are responsible for keeping their iPad's battery charged for school each day.
- Students must keep their iPad in the protective case, provided by the school, at all times.

2.2 Carrying iPads

The protective cases provided with the 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 must always be within the protective case.
- Some carrying cases (i.e. backpacks) can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad 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 anti-static cloth. Use of harsh chemicals WILL damage the screen.
- Do not throw, swing, move the iPad in a fashion that it could possibly hit something to 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 are responsible for bring their iPad 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. If a student repeatedly (three or more times as determined by any staff member) leaves their iPad at home, they will be required to “check out” their iPad from Tech Director or other staff for an extended amount of time. The amount of time is left up to the administration.

3.2 iPad Undergoing Repair

Loaner iPads may be issued to students when they leave their iPads with the technology coordinator. 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 need to be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. Repeat violations (minimum of three days – not consecutively) of this policy will result in students being required to “check out” their iPad from Mr. White or other staff for an extended amount of time. The amount of time is left up to the administration.

3.4 Screensavers

- Inappropriate media may not be used as a screensaver or background photo.

- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, 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.
- Internet games are not allowed on the iPads. If game apps are installed, it will be with Sully Buttes School staff approval.
- No apps or programs are to be installed onto the iPad without permission from the technology coordinator.

3.7 School and Home Internet

Students are not allowed to join hotspots or other internet networks while in school during the school day. The only network they are to use is the ABO School Districts network.

Outside of the school day students are allowed to join home networks and other networks that are not part of the ABO School Districts network. Students are not allowed to reset or remove apps that are designed to filter student's internet content, this is to protect our students from inappropriate information.

4. Managing Your Files & Saving Your Work

4.1 Saving to the iPad/Home Directory

Students are to back up their information to OneDrive, a cloud based server provided by the ABO School District. Not all student work will be automatically backed up to OneDrive; students are responsible for backing up their own work. It is their responsibility to ensure that work is not lost due to mechanical failure or accidental deletion from the iPad. iPad malfunctions are not an acceptable excuse for not submitting work on time.

4.2 Network Connectivity

The ABO School District makes no guarantee that their network will be up and running 100% of the time.

5. Software on iPads

5.1 Originally Installed Software

The software/apps originally installed by ABO School District must remain on the iPad.

Students will be able to load apps that are needed for them to complete their studies.

Periodic checks of iPads will be made to ensure that students have not removed required apps or added apps that are not within the ABO School Districts allowed apps.

5.2 Additional Software

Students are not allowed to load apps that are not approved by the ABO School District on their iPads.

5.3 Inspection

Any ABO staff member may inspect a student's iPad if he or she feels it could potentially have apps, pictures, or content that is not school appropriate on the iPad. Students may also be selected at random to provide their iPad for inspection.

5.4 Procedure for Re-loading Software

If technical difficulties occur or illegal software or non-ABO School District installed apps are discovered, the iPad will be confiscated and reset. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format.

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.

6. Acceptable Use

Insert our policy

7. Protecting & Storing Your iPad Computer

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 and Mosley Manager
- Sully Buttes School label.

7.2 Storing Your iPad

When students are not using their iPads, they should be stored in their school-issued lockers. The ABO School District recommends the students use the lock provided on their school-issued lockers to secure and store their iPads. Nothing should be placed on top of the iPad when stored in their 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 student's vehicle at school or at home. If a student needs a secure place to store their iPad, they may check it in for storage with Mr. White.

Do NOT leave your iPad in a place that is experiencing extreme hot (above 80 degrees) or cold conditions (below 40 degrees).

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 taken to the office. Violations may result in detention and/or loss of iPad privileges and/or other privileges.

8. Repairing or Replacing Your iPad Computer

8.1 School District Protection

The ABO School District Protection Plan is required to cover iPad repairs or replacement in the event of theft, loss, accidental damage, or maintenance.

Fine Table –

Broken Screen	\$75.00
Unfixable iPad or Lost iPad	290.00 plus cost of iPad Case
iPad Case (unusable or lost)	\$100.00
iPad Charging Box	\$20.00
iPad Charging Cord	\$5.00

*In cases of theft or loss, students or parents must file a police report or pay the price owed to the school. Before the student will receive credit for the school year.

**Intentional destruction entails loss of iPad (or accessory) functionality due to deliberate student destruction of iPad device or district-issued accessory (determined on a case-by-case basis).

If students or parents wish to carry their own additional personal insurance to protect the iPad in cases of theft, loss, or accidental damage, they should consult their insurance agent for details about their personal coverage of the iPad computer. Most insurance companies will require a rider for electronics and only provide so much coverage and generally a higher deductible.

9. Cost of Repairs

Students will be responsible for damages to their iPads including, but not limited to, broken screens, cracked plastic or metal pieces, inoperability, etc. All devices will be assessed by the technology director, to determine the amount of damage

Student Pledge for iPad Use

- I will take good care of my iPad.
- I will never leave my iPad unattended.
- I will never loan out my iPad to other individuals.
- I will know where my iPad is at all times.
- I will charge my iPad's battery daily.
- I will keep food and beverages away from my iPad since they may cause damage to the device.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will protect my iPad by only carrying it while in the case provided
- I will use my iPad in ways that are appropriate, that meet ABO School District expectations, and are educational.
- I will not place decorations (such as stickers, markers, etc.) on my iPad or provided case; I will not deface the serial number iPad sticker on any iPad.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of the ABO School District.
- I will follow the policies outlined in the *Acceptable Use Policy* while at school, as well as outside the school day.
- I will file a police report in case of theft, vandalism, and other acts covered by insurance as well as report to the ABO School District.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the iPad, case and power cords in good working condition.

ABO School District Acceptable Use Email Policy for Students

It is the policy of the ABO School District that student e-mail will be used in a responsible, legal and ethical manner. Failure to do so will result in the termination of e-mail privileges for the user.

Users of the student e-mail system are responsible for their use of the e-mail. The use of the e-mail must be in support of education and research and must be consistent with academic actions of the ABO School District and will be under the supervision of ABO School District staff and faculty. These policies regarding use of ABO School District resources are in effect both inside and outside of the school environment and for the duration of a student having an ABO School District State email account.

A responsible e-mail user will:

- NOT transmit any inappropriate pictures, images, videos or audio (e.g. pornography, graphic violence, etc.).
- Report to school officials any email containing pictures, images, videos or audio (e.g. pornography, graphic violence, etc.).
- Use language that is considered appropriate.
- Be polite.
- Send information that other users will not find offensive.
- Keep his/her email password private and NOT share it with other students.
- Never reveal personal information about any user such as address, telephone number, credit card numbers, social security number, etc.
- Not use email to share answers to exams and assignments with other students.

A responsible e-mail user must be aware that:

- Use of the e-mail is a PRIVILEGE, not a RIGHT.
- E-mail is not guaranteed to be private. The content of all email messages and attachments sent, received and deleted are archived and are easily retrieved.
- There should be no expectation of privacy in anything created, sent, received or stored using school resources.
- Violation of this policy will result in the possible loss of e-mail privileges.
- Persons issued an account are responsible for its use at all times.

School email may NOT be used for the following:

- Any type of harassment of an individual or organization.
- For personal gain (Financial or otherwise to make a profit.)
- Chain letters (e.g., any communication which requests or demands the recipient forward the message to one or more individuals)
- Deliberate acts associated with denying, interfering with, or disrupting networking or email service of the ABO School District or that of any other agency.
- Attempts to perform mass mailings.
- Any unlawful activity.
- To deliberately alter or attempt to conceal their true return email address, or the origination location of the message.
- To deliberately set forth to interfere with the reception of e-mail by an individual.

- To deliberately set forth to intercept or receive, and/or view another individual's e-mail without that user's consent.

ABO School District email incorporates a virus scanning system and spam filter to help protect students from email propagated viruses and excessive junk-mail. ABO School District takes a best-effort approach to ensure that students will not be affected by viruses in their provided email accounts and filters all received and sent email content for offensive and excessive junk mail.

ABO School District does not; however, take responsibility for any data corruption, destruction of electronics, loss, or any other liability for the use of a student's email account resulting from an email virus or activity of a student account.

Student email accounts will be deleted three months after student graduation or upon the student leaving the district.

By accepting an ABO School District iPad the student/parent are accepting responsibility for the information above.

