

## **Uinta County School District #6 Policies and Procedures for 1:1 iPad**

UCSD #6 is excited to offer our Lyman High School students Apple iPad devices for use at school and at home. The 1:1 program, which provides mobile computing and wireless technology to all Lyman High students, has been designed to enhance the delivery and individualization of instruction.

The following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving an iPad.

- Students will receive instruction from school district staff on the proper use of the iPad.
- Students will be able to take the iPad home during the school year if the student signs the Student Acceptable Use of Technology form, the Proper Use of Social Media, and the parents/legal guardians attend the roll-out training.
- Student are expected to treat the iPad as a valuable piece of equipment.
- Students must take all precautions to prevent theft-do not leave the iPad unattended.
- Student must take precautions to prevent damage to the iPad-do not leave the iPad where it will come into contact with moisture or extreme temperatures.
- The district will provide some predetermined apps.
- Students are to use the iPad to access only social and educationally appropriate materials and websites.
- Students must not use the iPad to purchase goods and services via the Internet while on school grounds or at school functions (parents/guardians/students are charged with the full responsibilities for any financial obligations incurred from the inappropriate use of the iPad).
- Students are to use the iPad in accordance with the Uinta County School District #6 Student Internet and Computer Acceptable use policies.
- iPads and iPad accessories are the property of the Uinta County School District #6 and must be returned at the end of the academic year, upon withdrawal from the District or at the request of a teacher or administrator. Willful failure to return the iPad in accordance with the stated conditions will result in criminal prosecution.
- This device will be managed and anything that is deemed unnecessary, or disruptive, or inappropriate will be prohibited.
- Any device may be inspected for proper use and proper content by administration or designee.
- Officials of the school have the right to review all material stored on or accessed by any school owned iPad. School officials may revoke a student's iPad use privileges for misuse or violation of policies.

## **1. RECEIVING YOUR iPad & iPad CHECK-IN**

### **1.1 Receiving Your iPad**

iPads will be distributed each fall during “iPad Orientation.” Parents & students must sign and return the iPad use document/**Student Pledge documents before the iPad can be issued.**

### **1.2 iPad Check-in**

iPads will be returned during the final week of school so they can be checked for serviceability. If a student transfers out of UCSD #6 during the school year, the iPad must be returned at that time.

### **1.3 Fees for missing or damaged iPad**

Individual school iPads and accessories must be returned to UCSD #6 at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at UCSD #6 for any other reason must return their individual school 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 UCSD #6 they are subject to financial liability until the iPad is returned or associated fees are received. The student will pay the replacement cost of the iPad, or, if applicable, any insurance deductible. Failure to return the iPad within 5 working days after un-enrollment from UCSD #6, will result in a theft report being filed with the Lyman Police Department. Furthermore, the student will be responsible for any damage to the iPad, unless the damage & repair protection policy has been purchased, consistent with the District’s iPad Protection plan and must return the device and accessories to UCSD #6 in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

## **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 immediately taken to UCSD #6 for an evaluation of the equipment.

### **2.1 General Precautions**

- The iPad is school property and all users will follow this policy and the UCSD #6 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 and disconnected carefully to prevent damage the iPad.
- iPads must never be left in an unlocked locker, car or any unsupervised area.
- Students are responsible for keeping their iPad’s battery charged for school each day.

- • If students use “skins” to “personalize” their iPads they must not take off any UCSD #6T Asset Tags in addition, they must be removed without damage to the device prior to returning to the school.
- Stickers are not to be placed on the iPad.
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## **2.2 Carrying iPads**

- Objects (such as folders and workbooks), must be kept to a minimum when carrying iPad in backpacks 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.

- Do not place anything near the iPad that could put pressure on the device.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- 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 device. Students must be responsible to 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. Repeat violations may result in disciplinary action.

### **3.2 iPad Undergoing Repair**

Loaner iPads may be issued to students when they leave their iPads for repair in UCSD #6. 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 must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. Bring your charger with you when you come to school.

### **3.4 Screensavers/Background photos**

- Any media deemed inappropriate by UCSD #6 staff may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures are prohibited.

### **3.5 Sound, Music, Games, or Programs**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the iPad and can be used at the discretion of the teacher.
- Students are responsible for carrying earphones at all times.

### **3.6 Printing**

Printing is not available on iPads in UCSD #6. Make other arrangements to print necessary documents.

### **3.7 Home Internet Access**

Students are allowed to connect to wireless networks on their iPads. This will assist them with iPad use while at home. The policies outlined in this document, and UCSD #6 Acceptable Use policies, are applicable to home use of a UCSD #6 provided device. Any violation of the policy may result in the student's home use privilege being suspended.

Students experiencing Internet issues at home should contact their Internet Service Provider (ISP) for support.

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

### **4.1 Saving to the iPad/Home Directory**

Students should save work to the Apple iCloud, Dropbox, Google Drive, or other cloud storage from their iPad. Students may also e-mail documents to themselves for storage on a flash drive or District server. Storage space will be available on the iPad – BUT it will NOT be backed up in case of re-imaging. 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.

### **4.2 Network Connectivity**

UCSD #6 has spent many hours and dollars to upgrade their technology infrastructure and network. However, the 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. It is a violation of the Acceptable Use Policies to use applications that bypass Proxies and filtering.

## **5. SOFTWARE ON IPADS**

### **5.1 Originally Installed Software**

The software apps originally installed by UCSD #6 must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses

for this software require that the software be deleted from iPads at the completion of the course. Periodic checks of iPads will be made to ensure that students have not removed required apps.

### **5.2 Additional Software**

Students are allowed to download extra software/apps on their iPads. UCSD #6 will synchronize the iPads so they contain necessary apps for academic work. In the event that space is needed on iPads for academic related apps, student downloaded/purchased apps may be removed.

### **5.3 Inspection**

Students may be selected at random to provide their iPad for inspection. If a student's device is requested for an inspection passwords to unlock device must be provided. UCSD #6 reserves the right to confiscate the device for any reason at any time if inappropriate materials are found on the device.

### **5.4 Procedure for re-loading software**

If technical difficulties occur, or illegally installed software or apps are discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

### **5.5 Software upgrades**

Upgrade versions of licensed software/apps are available from time to time syncing to student devices will occur automatically.

### **5.6 Apple ID and iTunes**

Students may use an existing Apple ID/iTunes account or create one. This is the only iTunes account that should be used on the iPad.

### **5.7 Find My iPad**

In addition to a variety of district security measures, "Find My iPad" will also be activated. Students are required to set up "Find My iPad" with their UCSD #6 email Apple ID. If a device is lost or stolen, the student will work with UCSD #6 staff to identify the location of the device for recovery

## **6. ACCEPTABLE USE**

The use of UCSD #6 technology resources is a privilege, not a right. The privilege of using the technology resources provided by the UCSD #6 is not transferable or extendable by students to people or groups outside the district and terminates when a student is no longer enrolled at UCSD #6. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied,

and the appropriate disciplinary action shall be applied. The UCSD #6

**Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.**

### **6.1 Parent/Guardian Responsibilities**

- Talk to your children about values and the standards that should be followed on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- During registration, back to school night, or other scheduled time you are required to receive necessary information regarding the 1:1 program and sign the Acceptable Use Policy and Permission/Acknowledgement forms.

### **6.2 School Responsibilities**

- Provide Internet access at school.
- Provide information on various home Internet options.
- Provide Internet blocking of inappropriate materials as able while utilizing UCSD #6 Internet.
- Provide network data storage areas. These will be treated similar to school lockers. UCSD #6 reserves the rights to review, monitor, and restrict information stored on or transmitted via UCSD #6 owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research, and academically related activities, help ensure student compliance of the acceptable use policy.

### **6.3 Student Responsibilities**

- Read, understand and follow the UCSD #6 Acceptable Use Policy for technology
- Use computers/devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that applies to iPad/computer use.
- Technology resources shall be used in an appropriate manner that does not result in the informational damage of 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 PPS District’s designated Internet System is at your own risk. PPS District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Physical damage to devices should be reported immediately to school staff.
- Secure iPad devices against theft or loss.
- Help UCSD #6 protect our computer system/device by contacting an administrator about any security problems they may encounter.

- Monitor all activity on their account(s).
- Students should always turn off and secure their iPad after they are done working to protect their work and information. Securing the iPad includes storing device out of sight and in a restricted access location.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to forward a copy to a teacher and delete it from their iPad.
- Students will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- Students will respect the rights of copyright owners.
- Return their iPad to UCSD #6 at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment in UCSD #6 for any other reason must return their iPad computer on the date of termination.

#### **6.4 Student Activities Strictly Prohibited:**

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing UCSD #6 Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms or sites selling term papers, book reports and other forms of student work.
- Internet/Computer Games when class is in session.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc.).
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's Internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications to mislead, harm, bully or harass another person is strictly 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.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

- Bypassing the UCSD #6 web filter through a web proxy, phone tethering, and any other means.
- Bullying as defined in UCSD #6 Board Policy will not be tolerated.
- If using device on non-UCSD #6 provided Internet use of explicit websites and information is prohibited.

### **6.5 iPad Care**

Students will be held responsible for maintaining their individual iPads and keeping them in good working order.

iPad batteries must be charged and ready for school each day.

iPads that malfunction or are damaged must be reported to a teacher or UCSD #6. The school district will be responsible for repairing iPads that malfunction.

iPads that have been damaged from student misuse, neglect or are accidentally damaged will be repaired. UCSD #6 will pay the first \$50 for repair. Students are responsible for a \$50 repair fee if a second repair is necessary. The fee is due at the time of repair. Students will be provided a temporary iPad while their assigned device is being repaired. If a third repair is needed a conference with district administration, the student and the student's parent or legal guardian will be required before a replacement iPad can be issued.

iPads that are stolen must be reported immediately to UCSD #6.

iPads that are lost must be immediately reported to UCSD #6 for tracking and locating.

### **6.6 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 illegal. 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.
- Use or possession of hacking software is strictly prohibited and violators are subject to discipline. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

### **6.7 Student Conduct and Discipline**

If a student violates any part of the above policy, disciplinary action will be taken by UCSD #6 administration.

UCSD #6 administration reserves the right to modify discipline based on the severity of the student's action.

Violations of general student behavior policies will, of course, be subject to appropriate disciplinary actions.



## **7. PROTECTING & STORING YOUR IPAD**

### **7.1 iPad Identification**

UCSD #6 have unique ways to identify each device. These identifiers are to remain intact and not be tampered with.

### **7.2 Storing your iPad**

When students are not using their iPads, they should be stored in their locked lockers. Nothing should be placed on top of the iPad, when stored in the 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 at the school office.

### **7.3 iPads Left in Unsupervised Areas**

Under no circumstance 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 should be taken to the school office. Multiple offenses will result in disciplinary action.