



# PLAINEDGE SCHOOL DISTRICT

## iPad Handbook

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# Plainedge School District iPad Handbook

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## **Introduction**

The iPad program in the Plainedge School District is designed to provide access to cutting edge tools appropriate for learners of varied interests and abilities. Providing students with iPads to use at home or in the classroom demonstrates our commitment to educating our students as 21<sup>st</sup> century learners and ensuring they become college and career ready. The use of the iPad in a learning environment meaningfully integrates technology into the curriculum, providing students with extended opportunities to discover, create, learn, reflect, and communicate.

## **Procedures**

While this handbook addresses the use of iPads that are distributed to students to use both in and out of school, it also applies to the use of iPads (and other devices) that will not leave school and will be permitted only for in-classroom use. Teachers may establish supplementary requirements in their own classrooms to ensure effective and safe utilization. Violation of any of the requirements set forth herein may subject a student to discipline pursuant to the Student Code of Conduct.

### ***Distribution of iPads***

Parents and their students must sign the iPad Loan and Use Agreement prior to receipt of an iPad.

### ***iPad Returns***

The iPad, together with any accessories including cases, must be returned in satisfactory condition. Students will be held financially responsible for any damage done to the iPad. Students will be notified of the procedures they will need to follow for the return of the iPads. iPads and accessories must be returned when students are requested to do so. If a student leaves the school district for any reason, his or her iPad must be returned by the last day of enrollment. If a student fails to return the iPad by the end of the school year or by the last day of enrollment, the student will be responsible for the replacement cost. The student will be required to pay for the replacement of the iPad or, if applicable, the insurance deductible. Failure to return the iPad will result in a theft report being filed with the Police Department.

## **Care of the iPad**

Students are responsible for taking care of their school-issued iPad. In the event that an iPad breaks or fails to function properly, the iPad must be returned to their teacher.

### ***Protecting the iPad***

- All users must adhere to all Plainedge School District acceptable use, technology and district policies.
- All users must adhere to the iPad User Guide in the iPad's library.
- Carefully insert cables to prevent damage.
- Keep iPads free of writing, drawing, stickers, or labels not included with the device upon receipt.
- Never leave the iPad in an unlocked locker, car or unsupervised area.
- Students must keep their iPad's battery charged for school each day.
- Keep the iPad in its protective case at all times.
- Take good care of the screen of the iPad:
  - Use a clean, soft, dry or anti-static cloth to clean the screen. Never use a cleanser.
  - Don't lean on the top of the iPad.
  - Don't put any pressure on the iPad.
  - Don't place anything on the case that will press against the screen.
  - Take care not to knock the iPad against walls, floors, lockers or anything hard to avoid breaking the screen.

### ***Protecting and Storing your iPad***

Student iPads are identified through the serial number as well as district asset tags. For iPads sent home with a student, the iPad is attached to a student's name through the signed AUP form.

### ***Storing your iPad***

Store your iPad in your locker (if available) when not in use. Do not place anything on top of the iPad. The district encourages students to take their iPads home every day after school, whether or not they are needed. Do not store your iPad in a vehicle.

### ***Leaving your iPad in Unsupervised Areas***

Under no circumstances should iPads be left in unsupervised areas such as athletic fields, the cafeteria, computer labs, locker rooms, library, unlocked classrooms, 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.

## ***Use of the iPad at School***

For those students for whom iPads are permitted to leave school, they must remember to bring them to school every day unless told otherwise by their teacher. Teachers will set up expectations for the use of the iPads in their classrooms. The iPad may be used for accessing information also available to students through the network. If a student neglects to bring an iPad to class, assignments must be completed and expectations met as if they had their iPad in class.

### ***Charging the Battery***

Bring your iPad to school fully charged. Use an electrical wall outlet only to charge your iPad. Do not use a computer port for charging.

### ***Screen Savers and Background Photos***

- Screensavers and background photos must be appropriately selected.
- Symbols, images and photos may not represent guns, weapons, alcohol, drugs, or gang-related symbols.
- Images may not be pornographic or contain inappropriate language.

### ***Home Internet Access***

Students are permitted to set up wireless networks on their iPads so they may use them at home. The district's Acceptable Use Policy (AUP) must be followed at home and in all locations.

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

- *Sounds must be muted unless the teacher grants permission.*
- *A selection of apps will be installed by the district.*
- *Students who load apps from their own accounts must adhere to the expectations set forth in the Acceptable Use Policy.*
- *The district reserves the right to review a student's iPad at any time.*

### ***Network Connectivity***

The Plainedge School District will make every effort to keep the network functional at all times. However, no guarantees can be made and the District cannot be held responsible for lost or missing data.

### ***Inspection***

Spot checks of iPads will take place. Students may be required to provide their iPad to school district personnel for inspection.

## ***Managing Files and Saving Work***

There are several ways to manage files on the iPad:

- VMWare: Students can utilize the VMWare app to save and open documents to and from their network home folders in or out of district. Students will use their network logins to connect to their home directories.
- Email: Most iPad productivity apps support the ability to open and email Word documents, PowerPoints, spreadsheets, PDF's, images, or other common file types. Students and teachers can exchange course-related files through their school-supplied e-mail accounts.
- Cloud-based Services: Students may also have the option to utilize any number of free cloud-based options such as Dropbox or eBackpack. While the district allows the use of such services by students on their iPads, the district cannot be held responsible for supporting these services or for the data stored.
- It is the student's responsibility to save work and ensure it is not lost due to mechanical failure or deletion. iPad malfunctions are not an acceptable excuse for not submitting work in a timely fashion.

## ***Repairing or Replacing your iPad***

### ***School District Protection***

The Plainedge School District is insuring iPads to cover iPad replacement in the event of theft, loss, or accidental damage. Parents will be required to pay the replacement cost should the iPad be damaged, stolen, or lost. Additionally, parents will be required to pay for damaged, stolen or lost accessories.

### ***Claims***

In the event an iPad is lost, stolen, or damaged the student must report it to his/her teacher. The teacher will provide the appropriate form to complete and submit to the Principal with a copy to the Business Office. In the event of theft, a police report must be filed and attached. Students or parents must file this documentation and provide full replacement cost to the district before an iPad can be repaired or replaced.

### ***Cost of Repairs***

In the event that insurance does not provide coverage, students will be held responsible for ALL damage to their iPads including, but not limited to: broken screens, cracked plastic pieces, inoperability from jailbreaking, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as sleeves, cases, chargers, and cables will be charged the actual replacement cost.

## **Apps on iPads**

### ***District-Installed Apps***

The apps originally installed by the Plainedge School District must remain on the iPad in usable condition and be accessible at all times. The district may add apps for use in a specific course with licenses that may require deletion from the iPad at the conclusion of the class. Students may not remove required apps. iPads will be subject to spot checks to ensure compliance with this rule.

### ***Additional Apps***

The district will manage district-installed applications on all student iPads. Students will be permitted to download apps of their choosing, through their iTunes accounts, provided they adhere to the district's Acceptable Use Policy. Students are encouraged to download free apps only. **The downloading of apps for a fee is the responsibility of the student and his or her parent/guardian.**

### ***Circumvention of Managed Settings***

Student iPads are managed by the District to protect their security and settings. Students may not circumvent any District management settings through software restoration or jailbreaking. Such acts will result in the confiscation of the iPad and disciplinary action.

### ***Re-loading Apps***

Technical difficulties or the discovery of pirated software may result in the need for the iPad to be restored from back-up. The district does not accept responsibility for the loss of any software or documents deleted due to a re-format or re-image.

### ***Software Upgrades***

Upgraded versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates and syncing.

## ***Forms and Policies***

### ***Plainedge SCHOOL DISTRICT iPad Acceptable Use Policy (AUP) (Students)***

The Apple iPad, when used responsibly, can support the education and organization of our students. The use of a school-issued iPad connected wirelessly to the school network is allowed inside and outside the classroom during the school day.

The iPad is an educational tool that can be used to enhance our instructional programs and student learning. The iPad is the Plainedge School District's property. The Plainedge School District's Code of Conduct, the Computer Network and Internet Use Policy and building level discipline policies apply to the use of the iPad and the Internet at home and at school. The Acceptable Use Policy is included in the district calendar and posted on the Internet (see User Policy link on the school's home page).

*In the event that a school-issued iPad is lost, stolen, or broken through user error or neglect, it will be the responsibility of the student and parent to reimburse the district for the replacement cost of the iPad.*

**In addition to the district's Acceptable Use Policy, the following terms and conditions further define the acceptable use and conditions of borrowing of the iPad:**

- Transmission of any material in violation of any national, state or local laws and regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, racially offensive material, or material protected by trade secret or contract.
- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the iPad itself, or software in the computer, on the network on any network through the Internet, or of another user. This includes, but is not limited to, the uploading or creation of computer viruses.
- Failure to exercise reasonable precaution in the care and use of the iPad may result in the suspension or cancellation of a student's iPad privileges and/or other appropriate disciplinary action in accordance with the Plainedge School District's Code of Conduct or building level discipline policies.
- The use of the iPad for personal financial gain is prohibited.
- Installation of inappropriate apps by students is prohibited.

## ***Plainedge SCHOOL DISTRICT iPad Acceptable Use Policy (continued)***

- Your iPad and charger have been assigned a serial number and an identification number. Do not remove the identification labels.
- You are responsible for the return of the iPad as directed by your teacher or administrator.
- Keep your iPad properly charged.
- Never leave your iPad unattended anywhere, any time.
- All iPads have a web filtering software. Do not tamper with the web filtering client.
- If you are having a problem with your iPad, save your work then reboot your iPad. Most problems are solved by rebooting the iPad. If the problems still persists, report your problem to an administrator.
- You are responsible for damages due to misuse.
- Do not place any stickers on the iPad.
- The student is permitted to install content on the school-issued iPad as long as AUP guidelines are followed.
- All messages or postings from a school-issued iPad to any Internet site on or off campus, at any time, shall be educationally purposeful, legal, and appropriate.
- Audio and video recordings or photos taken in school are strictly prohibited unless under the supervision, and with the express permission, of a faculty member.
- Students will respect copyright laws and licensing agreements pertaining to materials stored on a school-issued iPad.
- In the event that the district allows school-issued iPads to go home, a student is responsible for bringing it to school as required by his or her teacher(s). If a student does not bring their school-issued iPad to school, or fails to charge it fully, a substitute will not be provided and chargers will not be made available. The student will be required to do their schoolwork offline while still meeting all class assignments. It is the responsibility of the student to make up any missed work.
- The school retains the right to have an administrator, teacher, or other employee collect and/or inspect the school-issued iPad at any time and to modify its setting or content as needed.
- The use of a school-issued iPad is a privilege and not a right. Any user who does not comply with these guidelines may lose access or have their iPad privileges revoked.

## **Summary of Responsibilities**

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

Discuss with your children the values and standards they should follow on the use of the Internet

- In the event that a school-issued iPad is lost, stolen, or broken through user error or neglect, it will be the responsibility of the student and parent to pay the deductible to cover the replacement of the school-issued iPad

### ***Student Responsibilities***

- Use the iPad in a responsible and ethical manner
- Obey school rules and adhere to Acceptable Use Policy guidelines regarding the use of technology
- Use all technology resources in an appropriate manner so as to not damage school equipment
- Contact an administrator about any security problems they may encounter
- Monitor all activity on their accounts
- Turn off and secure their iPad when not in use

### ***Activities Strictly Prohibited***

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Messaging services
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc.)
- Downloading inappropriate apps
- Gaining access to other students' accounts, files, and/or data
- Vandalism
- Bypassing the district filter
- Use or possession of hacking software
- Cyberbullying

***Any users who have repeated or severe infractions of the iPad AUP will be subject to disciplinary action as stated in the Code of Conduct and other district policies.***

***Nothing contained herein shall interfere with or in any way take away from the district's acceptable use policy for technology or any other policies. They remain in effect and govern the use of this technology as well.***

## **Apple School Program Agreement**

**Dear Parent or Guardian,**

We are excited that your student will be using an iPad as a part of your school's program. We know that as a parent or guardian, you want the best learning environment for your student—one that makes learning personal for each student and allows for creativity, collaboration, and critical thinking.

Please read this email carefully as it contains important information and instructions.

### Apple ID for Students

As part of this program, your student will have an Apple ID—an account with Apple that provides easy access to school materials, like documents and textbooks. An Apple ID also gives students access to iCloud, so they can access content on multiple devices and stay up to date from anywhere.

For students under the age of 13, we must obtain your verifiable parental consent before we can create an Apple ID for your student. This is in compliance with the Children's Online Privacy Protection Act (COPPA). You will provide your parental consent by agreeing to the Parent Privacy Disclosure and Consent online.

For students under 13, the following features will apply:

- No credit card is required to set up the account.
- Limit Ad Tracking is turned on for the account to ensure the student does not receive targeted advertising from Apple.
- The accounts are unable to opt in to receive marketing materials from Apple.
- Parents and guardians are notified of material changes to the service or issues with the account.

For more information on Apple IDs For Students, please see the Parent Guide.

### Creating an Apple ID

To create an Apple ID for your student, go to our online consent form and enter the temporary password included at the top of this email. Provide the information requested, and you will then be asked to review and agree to the iOS, iCloud, Game Center, and iTunes Store terms and conditions, Apple Limited Warranty as well as the Apple Privacy Policy and the Parent Privacy Disclosure and Consent notice. We will use the parent or guardian email address you provide during this process to contact you about important changes to our policies or services, to notify you of issues with your student's account, or to verify a reset to your student's password.

## **Apple School Program Agreement (continued)**

### Parental restrictions

An iPad can give your student access to a wealth of information. However, there may be times when you want to limit your student's access to certain types of content or resources. On your student's iPad, you can set restrictions, such as preventing in-app purchases and designating allowable content. Please refer to the [Parent Guide](#) to learn more about setting device restrictions. We strongly encourage you to set device restrictions promptly after creating your student's Apple ID.

### Getting started

Once your student has an Apple ID, he or she can begin using the iPad with all the apps, books, and educational content that your district has chosen. It is important that all students have an Apple ID so they are prepared with all the right materials for the classroom.

For more information about Apple's education programs, please see [apple.com/education](http://apple.com/education).

Sincerely,  
Apple Inc.

***Please note that the Plainedge School District has created your child's Apple ID and has already assigned it to their iPad.***

**Plainedge Public School District**  
**iPad Loan and Use Agreement**

**Device:**  iPad       **AssetTag #:** \_\_\_\_\_      **Serial #:** \_\_\_\_\_

**Disclaimer:**

The Plainedge School District makes no warranties of any kind, whether express or implied, for accuracy or quality of information obtained through the Internet. Use any information obtained via the Internet at your own discretion.

Regardless of the circumstances, the Plainedge School District shall not be responsible for any loss of student data, assignments or other information.

We have read and agree to the terms specified in the Plainedge School District's iPad Acceptable Use Policy.

**Student:**

**I have read, understand and will abide by the terms and conditions for iPad and Internet usage. I further understand that any violation of the regulations in that document may result in loss of all iPad privileges. Should I commit any violation, my iPad and Internet privileges may be revoked and school disciplinary action and/or other appropriate actions may be taken,**

**User's Name (print)** \_\_\_\_\_

**User's Signature** \_\_\_\_\_ **Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Parent/Guardian:**

**As the parent or guardian of this student, I have read the Terms and Conditions of iPad Loan and Use including the Apple School Program Agreement. I understand that the Plainedge School District has taken precautions to limit access to inappropriate and unauthorized materials, but I also recognize that it is impossible to exclude every occurrence of this material. The Plainedge School District may not be held liable for any inappropriate or unauthorized materials accessed or acquired by the student. Further, I accept full responsibility for supervision for my child when the iPad is used at home. It is suggested that parents monitor the sites that students visit. I understand and acknowledge that I am financially responsible for any damage to or loss of Plainedge School District property.**

**Parent/Guardian Name (print)** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_