

Dennis-Yarmouth Regional School District
iPad Procedures and Use Guidelines for Parents/Guardians and Students
2016-2017

Overview

The focus of the District's 1:1 iPad initiative is to provide the tools and resources for a progressive learning environment characterized by flexibility, collaboration, personalization, creativity, and technology rich learning. The 1:1 iPad initiative, which provides mobile computing and wireless technology to our students, has been designed to enhance the delivery and individualization of instruction.

Distribution of iPads

During the initial year of implementation all students in grades 4-5 will be provided iPads for use during school hours. Students in grades 6-9 will be provided iPads for use at school and home after they attend a technology night with a parent where they will complete all paperwork and pay the required usage fee. No personal machines will be allowed in DYRSD Schools.

Acceptable Use

The use of District technology resources is a privilege, not a right. The privilege of using these technology resources is not transferable by students to people or groups outside the District. Use of District equipment terminates when a student is no longer enrolled. This information is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful educational use for the technology resources. If a person violates any of the terms and conditions set forth in this document, privileges may be terminated, access to District technology resources may be denied, and administrators will take appropriate disciplinary action.

Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing School Committee policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass, demean, or bully recipients
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc.)
- Downloading personal apps
- Spamming—Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of the District's Internet/e-mail account for financial or commercial gain or for illegal activity
- Use of anonymous and/or false communications
- Giving out personal information over the Internet except if teacher-directed
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- Vandalism (and 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
- Bypassing the DYRSD web filter

General Care of iPads

- Do not leave the iPad unsupervised in a public location
- Cords and cables must be inserted carefully into the iPad to prevent damage
- Your iPad and its case must remain free of any writing, drawing, stickers, or labels that are not the property of the District

The protective case provided with the iPads has sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school.

- iPads must always be in the protective case
- Do not “bump” the iPad against any surface including; lockers, walls, car doors, floors, etc. as the screen will eventually be broken

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Limit the amount of pressure applied to the iPad screen especially within a backpack
- Do not lean on the top of the iPad when it is open or 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

User Fees

An annual user fee will be charged to help defray the cost of loss and damage that may occur throughout the year. The user fee will be \$35 annually. If a student receives a reduced-price or free lunch the user fee will be \$15 annually.

Repairing or Replacing Your iPad

Students will be responsible for damage to their iPads including, but not limited to, broken screens, cracked plastic pieces, in-operability, etc. In the case of intentional and/or neglect, the student will pay the full repair or replacement cost of the device. The District will determine the cost of repairs.

If a student loses or destroys the school-issued iPad, an administrative decision will determine whether the student will be issued a loaner iPad (if available), whether home privileges will be continued or denied, and whether the student must complete assignments using alternative methods the rest of the school year without an iPad.

If a theft occurs the District will work with law enforcement agencies and provide ways to identify the stolen equipment, so they can alert pawnshops, etc. Fraudulent reporting of theft will be turned over to law enforcement officials for prosecution. A student making a false report will also be subject to school disciplinary action.

Returning iPads

All iPads and iPad accessories are the property of the DYRSD and must be returned at the end of the academic year, upon withdrawal from DYRSD, or at the request of a teacher or administrator. It is expected that they will be returned in good condition. Willful failure to return the iPad in accordance with the stated conditions will result in a theft report being filed with the appropriate law enforcement agency and may lead to charges of civil liability and/or criminal prosecution.

The building administrator will determine the need for an iPad to be returned from a student who may be on extended leave from school for medical or other reasons.

What Parents/Guardians Can Expect From the District

- Students will receive instruction from school staff on the proper use of the iPad
- Student use of iPads will be monitored in school
- Students will be provided guidance to help assure compliance with District acceptable use guidelines
- Inappropriate websites will be blocked on District networks
- The District will provide predetermined apps for educational use. These must remain on the iPad in usable condition and easily accessible at all times. The District may add applications for particular courses. Periodic checks of iPads will be made to ensure that students have not removed required apps

- Data storage will be through District provided apps on the iPad (this storage is limited) and email sent to a District network data storage location. Students in grades 6-12 will have gmail accounts
- Teachers will instruct students on managing and saving work products
- Students will be allowed to connect to other wireless networks. This will assist them with the iPad use at home
- School officials have the right to review all material stored on or accessed by any iPad and there should be no expectation of privacy
- School officials may revoke a student's iPad use privileges for misuse or violation of policies
- If available, the District will provide a "loaner" iPad if a student must leave their iPad at school for repair. The loaner is expected to be returned when the student receives the repaired iPad
- Continuous, significant iPad damage by a student may result in loss of use privileges
- If technical difficulties occur or illegal software is discovered, the iPad will be restored to its original state. The District does not accept the responsibility for loss of personal software or documents deleted due to the reformatting and reimaging process
- The District will "label" iPads for identification

Expectations of Students

Students are expected to use and maintain the iPad in accordance with the Dennis-Yarmouth Regional School District Acceptable Use Procedures.

- Students are expected to use all technology tools in a responsible and ethical manner
- Students should report the receipt of inappropriate content to an adult immediately
- Students are expected to treat the iPad as a valuable piece of equipment
- Students should store iPads in a secure location such as in a locked school locker when the iPad is not in use. Be careful not to store heavy items or books on top of the iPad
- Students are responsible for bringing their iPad charged for school each day if they take it home. Use only the charger provided with the iPad. Consequences for leaving iPads at home will be at the discretion of the building administration
- Students must take all precautions to prevent theft. Never leave your iPad unsupervised in a car, outdoors, the cafeteria, computer lab, library, locker room, unlocked classrooms, dressing rooms, or hallways
- Students must take precautions to prevent damage to the iPad; for example, do not leave the iPad where there is danger of coming in contact with moisture or excessive heat. This would include protecting the device from inclement weather
- Students are responsible for any damage to the iPad and may be charged for any needed repairs, not to exceed the cost of replacement of the iPad
- Students should notify their teacher immediately, if the iPad is broken or not working properly
- Students must return the iPad and accessories in satisfactory condition at the end of each year
- Students are to use the iPad to access only socially and educationally appropriate materials, pictures, and websites. Inappropriate materials include: pornographic materials and those containing inappropriate language, alcohol, drugs, gang related symbols, etc.
- Students may not purchase personal apps and may not add personal accounts to the iPad
- Students must not use the iPad to purchase goods and services via the Internet
- Students should 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. Plagiarism is a violation of the District's Code of Conduct
- Student use or possession of "hacking" software is strictly prohibited and violators will be subject to disciplinary action.

Expectations of Parents/Guardians

- Talk to your child about the values and standards that your child should follow to use the Internet as you do on the use of all media information sources such as television, telephones, movies, and radio
- Supervise your child's use of the iPad at home
- Supervise your child's use of the Internet, email, and other social networking sites
- Ensure that your child does not leave the iPad unsupervised in a public location

- Guard against leaving the iPad in cars, away from heat sources, and other hazards
- Do not attempt to repair a District iPad
- Do not clean the iPad with anything other than a soft dry cloth
- Report any problems with the iPad to your child's school
- Do not load or delete any software or apps
- Help your child to remember to bring the iPad to school every day fully charged
- Parents/guardians assume full responsibility for any financial obligations incurred from the inappropriate use of the iPad.