



HCMS Student iPad User Agreement



School iPad Initiative

Hancock County Middle School has initiated a 1:1 iPad program for students and teachers in an effort to embrace 21st Century Skills. Students will be using iPads in the classrooms. After reading and returning the required agreement, they will be allowed to take their designated iPad home to continue schoolwork. iPad use will be monitored by building level administration as well as district level administration to gauge use and effectiveness of the device in the classroom. iPads are school district owned devices and the contents on the iPad may be viewed at any time. Students are expected to have their iPad with them and a battery life that will get them through the entire day of school without needing to charge.

Goals for Student Users

- To prepare students for a 21st Century environment.
- To increase productivity and engagement of all learners.
- To make student-centered learning a priority.
- To increase collaboration, creativity, critical thinking and communication in our students.

Guidelines

Student use of the iPad falls under the district Acceptable Use Policy for technology. Internet and iPad use will be monitored through district level management software. Anyone found to be violating acceptable use would be disciplined. All software, applications, and documents stored on the iPad are the property of the school district and subject to review and monitoring.

Students should NOT:

- Modify the iPad in any way other than instructed by the administrator or other school personnel.
- Apply marks, stickers, or other decoration to supplied iPad cover UNLESS he/she is willing to pay replacement cost of the cover when he/she leaves Hancock County Middle School. Students will NOT be issued an iPad the following year until ALL balances are paid from the previous year (lunch, Library fees, previous iPad damage, etc.).
- Exchange iPads with any other student.
- Remove the supplied cover from the iPad.
- Sync the iPad with any computer.
- Clear or disable browsing history on the device.
- Disable the iPad or its applications on the iPad assigned to them OR anyone else's iPad.

General Rules

- Headphones / Ear-buds: must have TEACHER permission.
- If there is a repeated occurrence of an iPad not being usable for the school day, (i.e. not being charged), then the administration reserves the right to make the student a day user for a length of time determined by administration.
- iPads in ISLA: the use of iPads will not be allowed in ISLA - students will be given alternative assignments and may use a computer.
- **Students should NOT turn on 'Automatic Downloads'. Apps should NOT be updated until they are deemed safe by technology coordinators as it can cause files to be deleted. Therefore, do NOT update apps until you are told you may do so.**
- **Do NOT update the iOS on the iPad until told you may do so by technology staff.**

Failure to comply with these guidelines will be treated as a violation of the district Acceptable Use Policy and will be handled according to the school's discipline code.

Using the iPad

- Clean the screen with approved soft, lint-free cleaning towels. Do not use any spray cleaners or liquids.
- If a stylus is used (optional), it MUST be “capacitive” (the iPad₂ Stylus) – purchased by the student.
- Make sure hands are clean before using the iPad.
- Keep iPad away from food and drink.
- Charge the iPad only with the included charger and using a standard wall outlet for your power source. Have the iPad fully charged and ready for use during the school day.
- Document any software/hardware issues to your homeroom teacher.
- Keep the iPad in a well-protected temperature controlled environment when not in use. Do not leave the iPad in a vehicle or location that is not temperature controlled.
- During class time, students are expected to keep Notifications **Disabled** for the purpose of not being a constant distraction for the student or for others.

Applications (Apps)

Student iPads will be given to students with key applications already installed. Applications should NOT be installed or uninstalled by the student. It is the responsibility of the Hancock County School District to install and uninstall applications. If there is an application a student would like installed he/she may discuss the educational merits of the application with his/her teacher. Once an application is deemed appropriate for the classroom it may be installed.

Saving Documents

Saving documents with your iPad is accomplished using “cloud” storage. This will require you to have a Dropbox or a Google Docs account for your files. Using these storage accounts will allow you to save, export, and import documents in several different formats. This will allow you to access your documents from other computers via the Internet. You can also share your documents with other students or your teacher. When creating accounts students should use the following format when creating usernames/passwords in order to ensure he/she doesn't ‘forget’ this vital information:

Username: school email address (firstname.lastname@stu.hancock.kyschools.us)

Password: see your homeroom teacher.

Reporting a Lost iPad

Students need to report a missing or lost iPad to their teacher or Mrs. Schneider in the Media Center immediately.

Reporting Technical Issues

Any errors or problems with the iPad should be reported as soon as practical. The following procedure should be exercised when reporting iPad issues:

1. Let your Homeroom Teacher or regular Classroom Teacher know of your issue.
2. If your teacher is not able to resolve the issue, then they will direct you to Tori Schneider in the Media Center.
3. If the issue is beyond Mrs. Schneider's capabilities then a Tech Ticket will be completed. Once your technical issue with the iPad reaches this level, you can expect that it may take up to 48 hours to have the issue resolved.

Damage due to a determined accidental cause will be addressed by the school through normal procedures. Damage due to negligence may result in the student assuming the financial responsibility of replacement of the iPad. Students taking the iPad from school property must sign and submit the Parent-Student iPad Agreement Form. Student use of the iPad off school grounds may be revoked at any time by the administration or designated person.

Security

Students should set a security passcode on his/her iPad. This passcode should be known only by the student to ensure the iPad is only used by the designated student. The school district has the right to bypass the security code with justifiable reason.

Home Bound / Students Not at School

Homebound students without wireless Internet access at home will still be allowed access to his/her iPad but will be expected to download materials needed **BEFORE** going home. Any student placed on home bound may use their school issued iPad as long as assigned school work is being completed and turned in. Once a homebound student starts missing assignments for any given class (more than one week behind), the parents will be contacted and a home visit will be set up so that a system can be devised to keep the homebound student caught up.

Hancock County Middle School iPad Discipline Code

Proper care of iPads through the school year and returning at the end of the school year with all accessories are the responsibility of the student. Students not returning their iPad will be assessed the value of a replacement and will not be issued an iPad the following year until ALL balances are paid from the previous year (lunch, Library Fees, previous iPad damage, etc.).

Care and Responsibility

Level A: Care and Responsibility:

- Letting another student use your assigned iPad.
- Not having iPad in school issued cover.
- Use of headphones.
- Using iPad around food (breakfast, lunch, etc.)
- Leaving iPad unattended.
 - iPads should NOT be taken to the gym during PE or for after-school practices – students should keep their iPads locked in their lockers or locked in a classroom.
 - iPads should be left on the shelves during lunch and NOT on the floor.
- Playing games or on a site not approved by the teacher during instructional time.
- Clear/disable browsing history OR disabling another student's iPad.
- Battery not adequately charged to get through the entire school day.
- iPad storage full or not adequate for educational purposes.
- Failing to have Notifications disabled during class.
- Unattended iPads reported to Mrs. Schneider – after the 3rd time – students receive a write-up.

1st offense: Break

2nd offense: Break

3rd offense: Write up

*Loss of privileges may include loss of device and/or deactivation of certain features such as camera, Internet, etc.

Level B: Care and Responsibility (Intentional Misuse):

- Any intentional damage/destruction to device and/or components of device.

Intentional damage results in 3-5 days of ISLA plus costs for repair/replacement.

iPad Misuse

Level A: Inappropriate Use

- Inappropriate Use of camera (face time, etc.)
- Presence of inappropriate non-instructional materials.
- ANY non-instructional use without teacher permission.

1st offense: Write up

2nd offense: 1-3 days of ISLA and loss of privileges for 10 days.

3rd offense: 3-5 days of ISLA and loss of privileges for 20 days.

*Loss of privileges may include loss of device and/or deactivation of certain features such as camera, Internet, email etc.

Level B: Unacceptable Use:

- Installing apps without district approval.
- Possession or distribution of pornography of any kind.
- Possession of gang related files.
- Possession of illegal (boot-leg/pirated) copies of movies or music.
- Cheating.
- Threatening or bullying others (subject to regular district policy regarding bullying/threatening others).
- Hacking the district or any other network.
- Syncing to a computer.
- Adding **ADDITIONAL** e-mail accounts (more than the school-approved student e-mail account)
- Deleting district account for iTunes store.
- Resetting iPad to factory defaults / formatting.

1st offense: 1-3 days of ISLA and loss of privileges for 10 days as determined by principal or designee.

2nd offense: 3-5 days of ISLA and loss of privileges for 20 days as determined by principal or designee.

3rd offense: 5+ days of ISLA and loss of privileges. Student becomes a day user.

All days in ISLA – student will receive alternative assignments.

Level C: Unacceptable Use:

- Threatening or bullying other students. **All punishment to be determined by administration.**
- Possession or distribution of pornography of any kind (charges will be filed with the Hancock County Sheriff's Department and possible expulsion from school.)

Loss or Damage

- Loss of an iPad outside of school must be reported to an administrator or designee **immediately**.
- If an iPad is damaged outside of school it must be reported to a teacher or administrator by 8:00 a.m. the following morning.

Please Remember

- School and district level administrators may monitor devices at any time for misuse – **this includes when the device is used at home. The iPads will have to go through the District Server no matter where the iPads may be accessing the Internet.**
- Administration reserves the right to take an iPad at any time if misuse or inappropriate use/content is suspected.
- Teachers reserve the right to restrict iPad use during class if misuse is suspected.

Cost of Replacement*

Lost or beyond repair iPad: \$379.00
 iPad LCD: \$150.00
 Damaged / Lost Charger: \$15.00
 Damaged / Lost Cover: \$40.00
 Battery: \$75.00
 Home Button/Charging Port/Headphone Jack: \$75.00
 Digitizer: \$90.00
 Camera: \$29.00

**Prices are estimated based on current pricing at time of publishing of document and are subject to change. Actual prices charged may slightly differ to reflect current parts cost.*

Parents are **highly encouraged** to purchase iPad insurance* offered at school. This insurance covers replacement with tiered deductibles. The insurance applications will be made available through 8/23/17. The cost of insurance will be **fifteen (\$15) dollars**. Checks can be made payable to **HCMS** and given to **Melanie Domerese, HCMS Bookkeeper**.

Incident	Tier	Cost
<i>First</i>	<i>1</i>	<i>\$0</i>
<i>Second</i>	<i>2</i>	<i>\$30</i>
<i>Third</i>	<i>3</i>	<i>\$60</i>
<i>Fourth, etc.</i>		<i>Full repair cost each time.</i>

***Insurance does not cover all cases of theft NOR will it cover charging blocks/sync cords.**

Hancock County School District iPad User Agreement

Student

Please read and check (\checkmark) each box before signing:

- I **will not** modify or disable the iPad in any way unless instructed by district personnel.
- I **will not** sync the iPad to any computer or add e-mail accounts OTHER than the student account I am assigned at school.
- I **will not** take the iPad out of the district-provided case.
- I **will not** take inappropriate pictures or use the Internet inappropriately as defined by this Acceptable Use Policy.
- I **will** report any technical issues to my teacher as soon as possible.
- I **will not** leave my iPad unattended or have my iPad around food or drink.
- I understand that my absences and my actions may cause for the removal of my iPad privileges (either temporary or long-term).

I understand and will abide by the above iPad User Agreement. I further understand that should I commit any violation, my access privileges may be revoked and school disciplinary action taken.

User's Full Name: _____

User Signature: _____ Date: _____

Parent or Guardian

Please read and check (\checkmark) each box before signing:

- I give my child permission to take his/her designated iPad outside of school.
- I assume all financial responsibility should my child be deemed responsible for damage to the iPad or charger.
- I understand that this access is designed for educational purposes. Therefore, my child's actions may cause for the removal of his/her iPad privileges (either temporary or long-term).
- As a district-owned device, I understand that my child's iPad can be searched at any time for improper material or evidence of improper use.

As the parent or guardian of this student, I have read the iPad User Agreement.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____ Date: _____

- YES, I will be purchasing the iPad Insurance for my son or daughter. **Payment must be received by August 23, 2017.**