



**Sanger Independent School District
iPad Program Handbook**

Sanger ISD iPad Program Handbook

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In an effort to provide our students and teachers with the tools they need to prepare for the future, Sanger ISD has implemented an iPad Program for students attending grades 6-8. This handbook will serve as information for students and parents. In addition, forms are included that must be signed by the parent and student before an iPad will be issued. These documents include the Internet Safety Policy and the iPad Agreement.

1. TABLET SPECIFICATIONS

The tablet selected for use by Sanger ISD for grade 6-8 students is the Apple iPad.

2. ISSUING OF iPads

Parents and students must sign and return the Parent-Student iPad Agreement, the Internet Safety Policy, and attend the required orientation before the iPad will be issued to the student. Please read carefully and make sure you understand all documents before signing them.

iPads will be collected at the end of each school year for maintenance, cleaning, and software installation.

iPads will be collected if a student is placed in DAEP for the duration of their placement.

Participation in the iPad Program is subject to administrator discretion; iPad privileges and/or participation in the program may be revoked.

Students will be assigned the same iPad each year until iPads are replaced according to our iPad refresh schedule.

3. TAKING CARE OF YOUR iPad

Students are responsible for the 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 library.

Never try to repair the iPad yourself or have someone outside the district work on it, as this could void the warranty and cause you to incur additional charges.

3.1 General Precautions

- No food or drink are allowed next to your iPad. Spills incur costly repairs that are not covered by warranty or insurance. Cords and cables must be inserted and removed carefully.
- Students should NEVER carry their iPads while the screen is unprotected. Only carry your iPad with the protective case attached.
- iPads must remain free of any writing, drawing, carving, stickers, or labels that are not approved by Sanger ISD.
- iPads must never be left unsupervised ANYWHERE.
- Unsupervised iPads may be collected and subject to a recovery fee (*see section 10.4*).
- Students are responsible for keeping their iPad battery charged for school.

3.2 Carrying iPads

The protective cases provide the iPad with sufficient padding to protect them from normal treatment and provide a suitable means for carrying the iPad within the school. The following guidelines should be followed:

- The iPad should always be inside the protective case.
- Students will only be allowed to use the case provided by the school district. Do not purchase different carrying cases for the iPads.
- Students should place their iPads in a backpack or close it and carry it anytime they move with their iPad.

3.3 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. To avoid damage and costly copays, please adhere to the following rules:

- Do not lean on the top of the iPad.
- Do not place anything near or on the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Keep all objects (pens, pencils, staples, etc.) off of the screen.

- Clean the screen only with a soft, dry cloth. Clean products are available in the library.
- Do not use Windex or other harsh chemicals to clean the screen.

4. USING YOUR iPad AT SCHOOL

iPads are intended to be used 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 bringing their iPad to all classes; teachers may request that devices be left in your backpack.

4.1 iPads left at Home

If students leave their iPad at home, they must immediately phone parents to bring it to school. Repeat violations of this policy will result in loss of take-home privileges.

4.2 iPad Undergoing Repair

If the repair is covered under insurance and requires no repair cost, a loaner will be immediately issued. If repair is not covered under insurance and requires payment, a loaner will not be issued until the repair cost for such repair is paid.

4.3 Charging the iPad Battery

iPads must be brought to school each day fully charged. Students need to charge their iPads each evening.

4.4 Screensavers & Backgrounds

Inappropriate media may not be used as a screensaver or background on your device. Presence anywhere on the device of weapons, pornographic materials, inappropriate language, alcohol, drugs, R-rated, or gang-related symbols or pictures, will result in disciplinary actions.

4.5 Sound

Sound must be muted at all times at school unless permission is obtained from the teacher for instructional purposes.

5. MANAGING FILES AND SAVING WORK

5.1 Saving Work

Students may need to save work on the web using Google Drive or some other method as instructed by their classroom teacher. Students may not sign in with a family or personal iCloud account. Each student will be provided with a Sanger ISD managed iCloud account that should only be used on a school device.

5.2 Saving Data

Students must backup all of their work daily using Google Drive. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.

6. SOFTWARE ON iPads

6.1 Originally Installed Software

The software originally installed by Sanger ISD must remain on the iPad in usable condition and easily accessible at all times. The iPad comes with Apple's iOS operating system and with additional software. The school has loaded other applications needed for instruction. 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 uninstalled at the completion of the course. Periodic checks of iPads will be made to ensure that software that is no longer needed has been removed to avoid exceeding the number of licenses purchased by the district.

6.2 Additional Software

Software must be approved and installed by Sanger ISD Technology Department. We must maintain accurate records of computer licenses and ensure that all software loaded on the computers is compatible with the iPads.

6.3 Software Updates

Updates of licensed software are available and necessary from time to time. If students are required to download these updates, instructions will be given at that time. Sanger ISD uses a management device called Mosyle that allows the technology department to install software on the device; this program also allows the technology personnel to work on the devices remotely.

7. INSPECTION

Students may be selected at random to provide their iPad for inspection to check for restricted images, settings, etc. Also, while logged in to the school's network, technology staff, teachers, and administration will have the ability to view the screens of all iPads, to capture images from them, and to freeze or take over control of the iPads if they are being used in a manner contrary to school policy and the Acceptable Use Agreement. This will only be used to ensure that iPads are being used for educational reasons and that students are staying on task.

8. RE-IMAGING THE HARD DRIVE

Occasionally, it will be necessary to re-image an iPad hard drive. This may be required to repair a software or hardware issue, or it may be to get rid of inappropriate content from a device. If re-imaging is required due to misuse by a student, a \$15.00 re-imaging fee will be charged. Whenever a device is reimaged, the technology staff will do their best to back-up the student's class files from the iPad to be transferred back after the re-imaging is complete. The student is responsible for backing up personal music and images files. The school does not accept responsibility for the loss of any software or files due to a re-image.

9. ACCEPTABLE USE

9.1 General Guidelines

- Student will have access to all available forms of electronic media and communication that is in support of the educational goals and objectives of Sanger ISD.
- Students are responsible for the ethical and educational use of the technology resources of Sanger ISD.
- Access to Sanger ISD technology resources is a privilege and not a right.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the technology department, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Code of Conduct.
- Cyberbullying will not be tolerated and appropriate disciplinary action will be taken immediately by campus principal.
- Failure to return iPad at the end of the year or at time of withdrawal will be considered theft, and legal action will be taken. Per Texas State Education Code 31.104(d), if technological equipment is not returned in an acceptable condition or paid for, the district or school may withhold the student's records.

9.2 Privacy and Safety

- Do not open, use or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords to other people.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, notify a teacher or an administrator immediately so that such sites can be blocked, and you will not be disciplined for breaking the Acceptable Use Policy or Student Code of Conduct. This is not a request -- it is a responsibility.

9.3 Legal Propriety

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 a violation of the Sanger ISD Student Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet such as artificial intelligence, graphics, movies, music, and text. Use or possession of hacking software is strictly prohibited, and violators will be subject to severe disciplinary penalties. Violation of applicable state or federal law including the Texas Penal Code, Computer Crimes, will result in criminal prosecution and/or disciplinary action by the District.

9.4 E-Mail & Other Documents

- Only Sanger ISD approved email for grades 8 and above is allowed at school. If you choose to email from your iPad while at home:
 - E-mails and documents on school-owned equipment are part of the public domain and are NOT private and ARE subject to inspection.
 - Always use appropriate language.
 - Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
 - Do not send mass emails, chain letters, or spam.

- o Students should maintain high integrity with regard to email content.

9.5 Consequences

The student in whose name a system account and/or hardware is issued will be responsible at all times for its appropriate use. This means if someone else uses your iPad to break the rules, you are still responsible. Non-compliance with the policies of the iPad Handbook and Technology Acceptable Use Policy will result in disciplinary action as outlined in the Student Code of Conduct. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by a designated District staff to ensure appropriate use. The District cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws. The Texas Open Records Act governs contents of e-mail and network communications. Proper authorities will be given access to their content.

10. PROTECTING AND STORING YOUR iPad COMPUTER

10.1 iPad Identification

iPads will be labeled in the manner specified by the school. Labels are NOT to be intentionally removed from the iPads. iPads will be identified in the following ways:

- Record of serial number
- Record of Asset Tag

10.2 Password Protection

Students are expected to keep their password confidential. Remember that if someone logs into your device and breaks the Acceptable Use Policy, you are still responsible for all inappropriate items found on your iPad. It is in your best interest to keep your password secure.

10.3 Storing Your iPad

When students are not using their iPads, they should be stored in a locked room. Students should take the iPads home every night and charge them. iPads should never be left in a vehicle (locked or not) anywhere. They are attractive targets for thieves.

10.4 iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include, but are not limited to, the school grounds and campus, the cafeteria, computer lab, hallways, locker rooms, library, unlocked classrooms, and dressing rooms. Any device left in these areas is in danger of being stolen. Unsupervised iPads will be confiscated by staff and taken to the Campus Principal or Technology Department. If an iPad is found unsupervised, there will be a \$15.00 fee to reclaim your iPad. Disciplinary action may also be taken for leaving your iPad in an unsupervised location.

11. REPAIRING OR REPLACING YOUR iPad COMPUTER

11.1 School District Insurance Protection

Sanger ISD partners with a company to provide a group insurance policy at a reduced rate. The insurance information will be shared just prior to device distribution. The window for purchase is open for at least 15 days and is opened by the first day of school. Please read the insurance information prior to purchase so you understand what is covered and what is not.

11.2 Claims

All insurance claims must be reported to the library staff or Technology Department. Fraudulent reporting of theft or accidental damage will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action as outlined in the Student Code of Conduct. The district will work with law enforcement agencies to alert pawnshops and police departments in the area to be aware of this district-owned equipment.

11.3 Loss of Replaceable Computer Parts/Accessories

If a student loses or destroys any of the following components, they will be charged full replacement costs for those items, depending on the price as required by Apple. Currently those prices are as follows:

- Power Brick - \$18
- Charging Cable - \$18
- iPad keyboard case - \$99.00
- Replacement iPad – \$410.00

WE WILL NOT ACCEPT ANY REPLACEMENT PARTS TO COVER ITEMS LOST OR DAMAGED. All repairs, including ordering replacement parts, will be made through the SISD Technology Department.

12. iPad TECHNICAL SUPPORT

The Technology Department coordinates the repair work for iPads. Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system of software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty repairs
- Distribution of loaner iPads and chargers

13. LIST OF POSSIBLE FEES

If a student loses or destroys any of the following components, they will be charged full replacement costs for those items. Currently, those prices are as follows:

Intentional Damage or Loss – Full replacement cost of iPad (currently \$410.00)

Re-Imaging of computer due to inappropriate content or student misuse - \$15.00

To reclaim an iPad left unattended \$15.00

Lost or destroyed Power Brick - \$18.00 (or actual replacement cost)

Lost or destroyed Charging Cable - \$18.00 (or actual replacement cost)

Lost or destroyed iPad Carrying Case - \$99.00 (or actual replacement cost)

Sanger ISD Frequently Asked Questions and Answers

<p>Q. Why is Sanger ISD issuing iPads to sixth to eighth-grade students?</p> <p>SISD provides a first-rate education with appropriate tools. Our students will have unlimited, 24/7 opportunities to learn digitally, think creatively, and compete globally.</p> <ul style="list-style-type: none">● Students will have equal access to appropriate resources● Students will be creators of knowledge, not just consumers.● Students will have access to up-to-date, current information.	<p>Q. How will Sanger ISD prevent access to inappropriate websites?</p> <p>The iPads will be filtered while the student is on the Sanger ISD network. If using your home network, the iPads will not be filtered using Sanger ISD’s content filters. The iPads are designed in such a way that 3rd party content filtering methods are either ineffective or decrease the operability of the device.</p>
<p>Q. What if I do not have Internet access at home?</p> <p>Students without internet access at home may wish to use various WiFi hotspots around Sanger including Sanger HS (pagoda area), Sanger MS parking lot, and the Sanger Library. Many local businesses also have free WiFi for their customers.</p>	<p>Q. Can students load software on the iPads?</p> <p>At this time, students are restricted from the App Store. All required education Apps that will be needed will be provided to each student through our device management system. Any attempts to bypass these protections by methods including, but not limited to “jailbreaking” will be considered a violation of the SISD Acceptable Use Policy, and the student may be subject to exclusion from the use of devices.</p>
<p>Q. Will the students be required to bring the iPad to class every day?</p> <p>Students are expected to bring the resources that are necessary for a successful learning experience to class every day. Teachers will continue to communicate specific expectations regarding which resources will be used in any given class period. Students should charge their devices each night.</p>	<p>Q. What happens if the iPad is stolen?</p> <p>A police report must be filed by the student or parent within 48 hours of the occurrence.</p> <p>If the iPad is stolen and the student reports the theft (by the next school day) and a police report is filed, then the student will not be charged. A copy of the police report must be brought to the campus principal.</p>
<p>Q. What if my child forgets to bring their iPad to school or the battery is not charged?</p> <p>It is our expectation that the students bring their fully charged iPads to school every day. There will be a limited number iPads available for checkout in case of technical problems, but forgetting their device or not charging their iPad is not considered a technical problem. A student may drop their iPad off in the library to have it charged if needed; however, this should only be used on rare occasions.</p>	

Sanger ISD iPads: Terms of the iPad Loan Program

Terms: Parents and students must comply at all times with the Sanger ISD iPad handbook and the Sanger ISD Student Handbook and Code of Conduct, including the Student Guidelines for Acceptable Use Policy. Any failure to comply may cause the termination of student rights of possession immediately, and Sanger ISD may repossess the iPad.

Loss or Damage: If the iPad is damaged, lost or stolen, you must report the incident immediately. Loss by theft must be reported to Sanger ISD by the next school day after the occurrence, and a copy of the police report must be provided to the district. A table of estimated pricing for various repairs is included later in this document, the Sanger ISD iPad Handbook. Students must clear all records and pay all fees before participating in the next year's technology program.

Title: At all times, Sanger ISD maintains the legal title to the iPad. Your right of possession and use is limited to and conditioned upon your full and complete compliance with the Sanger ISD iPad Handbook, the Sanger ISD Parent-Student iPad agreement (signed at the time of distribution), and the Sanger ISD Student Handbook and Code of Conduct, including the Student Guidelines for Acceptable Use of Technology Resources (available on the district website).

Terms or Agreement: Your right to use and possess the iPad terminates no later than the last day of the school year unless earlier terminated by Sanger ISD or upon withdrawal from the district. Per Texas State Education Code 31.104 (d), the district or school may withhold the student's records if technological equipment is not returned in an acceptable condition or paid for.

Appropriation: Your failure to return the iPad in a timely manner will be considered unlawful appropriation of Sanger ISD property and appropriate legal action will be taken.

Key Points to the iPad

Safety at School - Be mindful of the information you share. Remember, once you post something it is permanent. Always keep your password secure.

Safety at Home - Internet will only be filtered at school. Parents should establish "House Rules" and have conversations about using the iPad along with the use of social media. Parents should encourage students to share what they have learned at home.

Student Expectations - Students should bring their iPad EACH day to school. Students should arrive at school with a FULLY CHARGED iPad. The school-issued case MUST remain on the iPad at all times. Students are not permitted to use iPads in restrooms or locker rooms. Staff can view ALL content at any time.

What to do with my iPad? Between classes, it should always be in the school-issued case, inside your backpack. At lunch, the iPad should be in your possession in your backpack, or locked in a safe place. Students may not use iPads in the lunchroom. During PE/Athletics, your iPad should be locked in a locker. During practice or extracurricular activities, iPads should be locked in your locker. At no time should it travel to games or be left on the bus.

Cleaning your iPad - Only use a microfiber cloth to clean the screen. Never use WIndex or chemicals. Cleaning materials are provided in the library.

Damaged/Lost iPad - Optional insurance can be purchased through the group policy arranged by the district. If insurance is not purchased, the parent/guardian is responsible for the cost of repairs. The costs are as follows:

Component	Repair/Replacement Cost
Screen Replacement	\$100- 1 st , \$150-2 nd , Full cost for all subsequent incidents
Keyboard/Case Replacement	\$99
Charging Cord	\$18 (or replacement cost from Apple)
Power Adapter	\$18 (or replacement cost from Apple)
iPad Replacement	\$410 (or replacement cost from Apple)

*If damages are caused by abuse or negligence, the full cost of the repair/device will be charged.

Power Cords - Please leave cords at home. Please charge iPads each evening and do not pull/yank the cord from the bottom when finished charging. Replacement costs are posted above.

Cases - The case is \$99 to replace if damaged. This includes ALL parts of the case.

School Procedure Fees - \$15 fee will be charged if a student leaves iPad unattended, defaces the case (Ex: Stickers, removes keys, etc), or if the device needs reimaging.

iPad Troubleshooting - Do not attempt to repair your iPad. Please take your device to the library for any technical support for your iPads.