

Alexander County Schools Elementary Ipad Handbook Grades K-2



Alexander County Schools Board of Education Policies

Students will follow all BOE policies that relate to the use of technology in the educational environment. Failure to follow any of these policies as written may constitute disciplinary action. BOE policy numbers: [3220](#), [3225/4312/7320](#), [3226/4205](#)

The policies, procedures, and information within this document apply to all I pads or other similar devices used as a part of a student loan initiative-including, but not limited to a 1:1 initiative. This handbook will be reviewed and modified for changes and updates on a yearly basis.

Receiving Your Ipad:

Ipads will be distributed during appointed times as deemed appropriate by the school and district administration. Before receiving an Ipad, parents are required to confirm they have read and agree to the terms of the student device handbook by affirming in the “Agreements” section of the New or Returning Student Registration online form. If you have not received an email with the link to this form, please contact your school’s Data Manager or Principal. In addition, the parent must initial, sign and return the Ipad Agreement Sign-off document before the Ipad can be issued to the student.

Technology fee:

Alexander County Schools requires that a technology fee be paid prior to deployment of the Ipad to your child. The annual fee of \$20 per device covers use of the device for the academic year as well as **two damage claims for the academic year**. If the student accumulates more than two damage claims, the parent/guardian will be responsible for the cost of the repair. All students are required to pay the fee. Please see the school’s administration if a payment plan needs to be instituted in order to pay the fee.

Training:

Students will be trained on how to use the Ipad by their teacher. Training documents and videos will be available online for students and parents to refer to when needed.

[Video Link to iPad Basics](#)

[Video Link to iPad Responsibility](#)

[Video Link to iPad Safety](#)

Return:

Student Ipads and chargers will be collected at the end of each year. If the student does not return their assigned Ipad and assigned charger, the student will be assessed fees as determined by the cost of the model of Ipad and charger the student has been assigned.

Any student who leaves Alexander County Schools will be required to return the Ipad and accessories. If an Ipad and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received, the parent/guardian may be turned over to a collection agency.

Taking Care of Your Ipad:

Students are responsible for the general care of the Ipad issued to them. Students should inform their teacher if their Ipad needs repair. If a loaner Ipad is needed, one will be issued to the student until the Ipad can be repaired or replaced.

General Precautions:

- No food or drink is allowed next to your Ipad while it is in use.
- Please be careful when you plug a cable or cord into your iPad. This will
- prevent damage to the device.
- To protect the screen while you are moving through the halls at school, carry the iPad in front of your body and avoid bumping into other students.
- Keep the iPad in your bookbag when transporting to and from school.
- Ipad's should never be wedged into a bookbag as this may break the screen.
- Do not expose your Ipad to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Ipad.
- **Do Not Write on Your Ipad.**
- **Only use the school issued power adapter to charge the Ipad.**

Carrying the Ipad:

The protective shell of the Ipad will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Please use extreme caution when transporting your Ipad. You should not toss your backpack or drop the backpack if your Ipad is inside. All Ipad's should be contained in the protective case at ALL times.

Screen Care:

The Ipad screen can be easily damaged. The screens are particularly sensitive to damage from excessive pressure on the screen.

Do not:

- lean on the screen.
- stack books or other heavy objects on top of the iPad.
- hit the iPad against walls, doors, people, or other objects.
- place liquids in a book bag or backpack containing an iPad.
- use sharp objects on the screen.
- use pens or pencils on the screen.
- place anything in the iPad case except the iPad.

Using Your Ipad

At School:

The Ipad is a tool to be utilized to complete coursework assigned by the student's teachers. I pads should be with students at all times. Students are responsible for bringing their Ipad to school, unless specifically advised not to do so by their teacher, in accordance with school policy. Students are responsible for completing all course work, even if they leave their assigned Ipad at home. Schools may ask that students keep their Ipad at school for a period of time.

Students may use district resources to create files and projects for school-related Work and research.

Students will:

- follow all district and classroom policies, procedures and guidelines when using technology.
- treat others with respect and use appropriate language in all electronic interactions with others.
- immediately tell a teacher or other adult staff member when they receive an electronic comment or communication that makes them feel uncomfortable, or if they accidentally access inappropriate materials, pictures, video, or websites.
- respect the work and intellectual property rights of others, and will not intentionally copy, damage another user's work. Students will properly cite their sources when they use someone's information, pictures, media, or other work in their own projects and assignments.
- respect the privacy of others. Students will limit all in-school photography, video and audio recording to educational use.
- **Students will use the Safari browser to access the internet and Learning Management Systems**

At Home:

If taken home by the student, the Ipad must be brought to school each day in a charged condition to allow the device to be used as needed in the classroom

Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students are responsible for having their own headphones/earbuds for use as directed. These will not be provided by classroom teachers. Students may not put their own music on the iPad due to limited storage space.

Pictures, Content, and Data

Cameras and Microphones

The Ipad has a built-in camera and a built-in microphone, so students can take pictures, record audio, and video. All recording and pictures created with the Ipad are subject to Alexander County Schools policies as well as state and federal laws.

- Only take photographs, record audio or video during the school day if a teacher or administrator assigns it.
- Never photograph, record video, or create an audio recording of another person without that person's knowledge or permission.
- Use of electronic devices and cameras are strictly prohibited in locker rooms and bathrooms.
- Do not use the camera to take inappropriate photos or videos.
- Do not use the camera to take pictures or share the personal information of yourself or another individual.
- Do not use the camera or microphone to embarrass, bully, or harass anyone in any way, including students, staff or other individuals.
- Do not email, post to the internet, or electronically send images, video, or audio recording of other individuals, without their written permission.

Lock Screen and Background Photos

All content, photos, and data on the iPad must be in compliance with the Technology Responsible Use Policy. If a student uploads photos for the lock screen or home screen that are inappropriate, they will receive disciplinary action in accordance with their school's discipline policy.

iPad Content is not Private

iPads are district property. Alexander County Schools staff members can access the internet history, photos, and other information on the iPad at any time.

Printing:

Printing functionality via the Ipad is not supported by ACS. Teaching strategies will facilitate digital copies of homework.

Consequences for Inappropriate Behavior Involving Ipad

According to the Student Handbook, the unacceptable use of the district technology resources, including e-mail and the Internet, may result in one or more of the

following consequences: suspension or cancelation of take home privileges, discipline under applicable district policies and procedures, or civil or criminal liability under applicable laws.

Administrators will consult School Board Policies as well as the Student Handbook when determining appropriate disciplinary actions based on the type of behavior violation.

Google Workspace for Education

Students have access to [Google Workspace for Education](#), an online suite of productivity tools. All teachers and students are provided Google Workspace accounts. These accounts allow users to create and share collaborative presentations, documents, spreadsheets, and drawings. These items are created and housed within our ACS domain. Additionally, students have access to an email account generated by ACS. Students shall limit email use to communicating with teachers and other students within the ACS domain. Students should not share passwords for ACS Google accounts. Google Workspace for Education accounts, whether conducted at school or off-site, are subject to search as district property.

Managing Your Files and Saving Your Work:

Students should not download movies or use storage for non-school related material. Content not meeting these guidelines will be deleted by ACS Technology.

Personalizing the Ipad:

Ipads must remain free of any decorative writing, drawing, paint, tape, or labels that are not the property of Alexander County Schools. Violations will result in cleaning fees being assessed.

The intent of this device is for educational purposes. Ipads are subject to inspection by teachers at any time. Students must follow the Alexander County Schools Acceptable Use Policy ([BOE Policy 3225](#)).

Apps on Ipads:

Originally Installed:

Ipad apps are delivered via a mobile device management software that allows the district to remotely install apps. Ipad apps as well as the iOS operating system will occasionally require updates. The Technology Department may on occasion ask that devices be left at school fully charged in order to remotely update software.

From time to time, the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection:

Virus protection is unnecessary on the Ipad due to the unique nature of its design.

Protecting & Storing Your Ipad:

Ipad Identification:

Ipads will be labeled in the manner specified by the school. Ipads can be identified in the following ways:

- Record of serial number and ACS asset tag
- Individual's Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing and Securing Ipads:

The safety and security of the Ipad is always the priority of the student. Under no circumstance should an Ipad be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, media center, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised Ipads will be collected by staff and taken to the Principal's office. Disciplinary action will be taken for leaving an Ipad in an unsupervised location.

Repairing or Replacing Your Ipad:

Ipads Undergoing Repair:

- Loaner Ipads **may** be issued to students when they turn in their Ipad for repair. If repair is needed due to malicious damage, the school may refuse to provide a

loaner Ipad.

Intentional Misuse or Abuse:

- If a claim is denied by AppleCare due to intentional misuse or abuse or if ACS Technology Personnel deem damage to be the result of misuse or abuse, the student will be required to pay for the repair(s) regardless of whether or not the \$20 technology fee has been paid. If the student sustains repeated damage to the device, regardless of whether or not the technology fee was paid, the student will forfeit access to a device.
- **Parents/students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.**
- The Alexander County School system will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code. Only after a copy of the police report is received by ACS will the student be provided with another device.

Technology Fee

Alexander County Schools requires that a technology fee be paid prior to the issuance of the Ipad to your child. The technology fee is \$20.00 annually for each Ipad.

Damaged Device and Accessories:

An Ipad or any of its accessories that are damaged is the responsibility of the student and parent/guardian involved in the loss of property (unless damage is determined to be covered under AppleCare). The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school if damage is the result of malicious activity.

Students are not allowed to purchase chargers/cords to replace lost or damaged chargers/cords. The replacement cost must be paid to the school.

Alexander County Schools

Ipad Policy Handbook Student Pledge

1. I will take good care of my Ipad per this handbook
2. I will never leave my Ipad unattended in an unsecured or unsupervised location.
3. I will never loan out my Ipad to other individuals.
4. I will make sure my Ipad is charged as needed.
5. I will keep food and beverages away from my Ipad since they may cause damage to the device.
6. I will not disassemble any part of my Ipad or attempt any repairs.
7. I will protect my Ipad by always carrying it in a secure manner to avoid damage.
8. I will use my Ipad in ways that are appropriate for education purposes only.
9. **I will not place decorations (stickers, markers, writing, etc.) on the Ipad.**
10. I understand that the Ipad I am issued is subject to inspection at any time without notice and remains the property of Alexander County Schools.
11. I will follow the policies outlined in the Ipad Policy Handbook and the District Acceptable Use Policy at all times.
12. I will file a police report in case of theft or provide proof of an insurance claim in instances of other types of loss.
13. I agree to pay the full replacement cost of my Ipad, power cord/charger, in the event that any of these items are lost or intentionally damaged.
14. I agree to return the Ipad, power cord, and charger in good working condition when my school requests the return of these items.
15. I agree to keep my Ipad in an approved protective case at all times.
16. I will only use my school issued gmail account to log onto my Ipad.

School administration reserves the right to modify or revoke user privileges as deemed appropriate due to any violations of school policies, Alexander County Board of Education policies, procedures and/or incurring an excessive number of damage claims.

Alexander County Schools Ipad AGREEMENT

Parent/Guardian and Student please initial each section and complete bottom of form:

P/G:	TERMS: <ul style="list-style-type: none"> • You agree to pay a \$20 annual device technology fee. • You agree to pay for any device or accessories not returned at the end of the academic year or when a student leaves the district. You may not purchase replacement accessories. • You will comply at all times with the Alexander County School System's Ipad Policy Handbook as well as the ACS Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effective immediately and the school may suspend student use of the device.
P/G:	TITLE: <ul style="list-style-type: none"> • ACS retains ownership of the Ipad. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the Ipad Policy Handbook.
P/G:	DAMAGE: <ul style="list-style-type: none"> • If the property is damaged, Alexander County Schools will assess the Ipad damage and repair or replace the device under the accidental damage policy if damage is an accident. If the property is stolen, a police report must be filed by the student or student's parents/guardian involved in the loss of property. Loss or theft of the property must be reported to the proper school authorities by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution. • If the Accidental Damage Insurance Provider denies a claim due to intentional misuse or abuse or if ACS Technology Personnel deem damage to be the result of misuse or abuse, the student will be required to pay for the repair(s) regardless of whether or not the \$20 technology fee has been paid. • Students may not purchase replacement chargers/cords. Replacement cost will be collected to replace any lost or damaged chargers/cords.
P/G:	REPOSSESSION: <ul style="list-style-type: none"> • Students not complying with all terms of this Agreement including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence, or other location of the Ipad to take possession.
P/G:	TERM OF AGREEMENT: <ul style="list-style-type: none"> • Your right to use and possess the property terminates no later than the last day of classes during the school year unless earlier terminated by the school or upon student withdrawal from the Alexander County School System.
P/G:	APPROPRIATION: <ul style="list-style-type: none"> • Your failure to return the property when requested or use of the property for unapproved purposes will be considered unlawful appropriation of school property.

Signature assures that student and parent have reviewed and agree to follow the Student Pledge and Ipad Agreement Form

Student Information

Last Name _____ First Name _____

Address _____

Home Phone _____ Cell Phone _____

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Parent Signature _____