Sweet Home Central School District

iPad Policy, Procedure, and Information Handbook

Sweet Home Central School District

Technology Vision Statement

A Vision Grounded in the Student Experience: (Transformational Technology Task Force: January 2015)

- *Higher levels of student engagement and differentiation*
- *Students as producers of learning (rather than consumers): Creating and Publishing Thinking:*
  - *Kids coming to school to do something with information not get information*
  - *Students using a choice of apps and technology to complete a project/assignment—specific topic or requirements, but open-ended goal or product*
  - *Creation of multimedia products shared with a global audience- the world coaching the student not just the teacher*
  - *Collaborators rather than isolated workers*
- *Technology is a natural part of the work not something planned for. Technology is a functional tool embedded naturally into what students do each day.*
- *Technology access needs to be ubiquitous and start for all students as they enter formal schooling.*
- *Access and equity in learning- greater background knowledge for all students.*
- *While some work will still require traditional wired or wireless machines, student work will increasingly be completed using mobile tablets accessing web-based software and learning management systems.*
- *The ability to communicate electronically is key to the success of the student. The effective use of email will:*
  - Develop 21st Century Communication Skills
  - Allow students to develop positive professional relationships with peers and staff.
  - Assist in collaboration skills required in careers and higher education settings.

Definition:

All technology devices provided by Sweet Home to the students are the property of Sweet Home Central Schools.

** Disciplinary action for the violation of any part of this policy will be applied at the discretion of the District.

1. **Personal Information / Internet Safety**
   - Users should recognize that communicating over the Internet brings risks associated with the lack of face-to-face contact.
   - Users should carefully safeguard their personal information and that of others.
   - Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the internet without parental and/or teacher permission.
   - Users should never agree to meet someone they meet online in real life.
   - If a user sees a message, comment, image, or anything else online that makes him/her concerned for his/her personal safety, it should be brought to the attention of school personnel or a parent immediately.

2. **Netiquette**
   - Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
   - Users should recognize that although the Internet contains valuable content, there is also unverified, incorrect, and/or inappropriate material.

3. **Cyber-Bullying**
   - The National Crime Prevention Council defines cyberbullying as "When the Internet, cell phones, or other devices are used to send or post text or images intended to hurt or embarrass another person."
   - Cyber-Bullying will not be tolerated and is strictly forbidden.
   - Users should remember that digital activities are monitored and retained.
   - Report cyber-bullying immediately to school personnel.

4. **Sweet Home CSD Acceptable Use Policy**
   This can be found in the addendum section at the end of the handbook.

5. **Daily Use and Care of the iPad**
   - Never pile things on top of the iPad.
   - Keep the iPad in an appropriate case at all times.
   - Limit the number of items carried within a backpack with the iPad to limit the amount of pressure applied to the iPad screen
   - Do not leave the iPad out in extreme heat or cold.
   - Do not leave the iPad in a vehicle or place it on top of a vehicle.
   - Keep food, drink, pets, etc. away from the iPad at all times.
   - Do not drop the iPad as the screen is made of glass and will break.
   - To avoid theft or loss, do not leave the iPad and accessories unattended at any time
   - Do not alter the iPad in any manner, including jailbreaking, that will change the district settings
   - Do not remove the serial number or identification sticker on the iPad.
   - Do not lend your iPad to a classmate, friend, or family member.
   - Clean the iPad screen with a soft, dry, anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
   - Fully charge the iPad each night with the district-supplied Apple 12-watt iPad charger.
   - Do not attempt to repair a damaged or malfunctioning iPad. All damaged and malfunctioning iPads are to be taken to the media center.
   - Do not remove or circumvent the management system installed on each iPad.
   - Do not connect the iPad to a district or home computer.
   - Avoid touching the screen with pens or pencils. Use an appropriate stylus.

6. **Email for Students**

   Purpose: All students will receive an individual Gmail account. They can sign in with the username provided to them and use their assigned password. With these Gmail accounts, students will have access to student apps for education, which include productivity and management tools such as Gmail, Google drive, Google calendar, and much more.

   All iPads will be set up with that school email account so students can quickly and easily send messages and schoolwork to teachers. Please note that this is a closed email community. Only individuals with email accounts issued by Sweet Home can receive or send emails.

Email Guidelines and Reminders
- School email accounts are to be used for educational purposes only.
- Each student is to only have his/her school email account set up on his/her iPad. *No other personal email accounts should be set up on the iPad.*
- All communication from students to teachers must be on school issued account. Personal accounts are not an acceptable means of communication with teachers.
- Email messages are subject to inspection by teachers and/or administrators.
- All email and contents are property of Sweet Home Central School District
- Only the authorized user of the account should access, send, and/or receive emails for the account.
- Passwords should never be shared with other students.

7. Camera
Each student iPad is equipped with a digital camera feature. The camera will allow students to utilize a 21st century tool to develop 21st century learning skills.
Examples of Appropriate Use:
- Recording and/or taking pictures for project-based learning assessments.
- Assisting in ensuring accurate notes are taken in class.
- Submitting work digitally.

Students are not allowed to take pictures/video of staff and/or students without express permission by those individuals.

8. Games
Students may not play games on the iPad during school.

9. Students Files and Storage
All students are responsible for the integrity of their data and must backup their files using Google drive. Google drive should be set up using the student's Sweet Home Gmail account and password. Sweet Home is not responsible for the backup of any student data.

10. Printing
Printing from iPads is not permitted.

11. iPad Location Tracking
The location of iPads are subject to tracking by Administration.
Transport of SHS iPads outside of the continental United States is prohibited.

12. **iPad Background**

    Any picture used as the background for a school issued iPad must be school appropriate and align with the Acceptable Use guidelines.

13. **Plagiarism**

    - Users are prohibited from plagiarizing (using as their own without citing the original creator) content, including words or images, from the Internet.
    - Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online.
    - Research conducted via the Internet should be appropriately cited, giving credit to the original authors.
    - Users are prohibited from accessing sites that promote plagiarism. These sites should be reported to school personnel.
    - Plagiarism will be handled according to the school discipline policy on plagiarism.

14. **Power Management**

    Users are responsible to recharge the iPad's battery so it is fully charged by the start of the next school day.

15. **iPad Security**

    Content filtering is present on the school network. All school issued iPads access the Internet through the SHCSD filter regardless of where the student is when they log on.
    The Children's Internet Protection Act *requires that schools have a content filter in place onsite and the school will make every effort to block objectionable sites.*

16. **Liability**

    The iPad assigned to the student becomes the student/parent financial responsibility. The parent/guardian/student is responsible for the cost to repair and/or replace the iPad, the case, the charging cable, the charging block if the property is:
    - Not returned to the appropriate personnel:
        - During the collection process at the end of the school year
        - When a student graduates or leaves the district
    - Lost, damaged or stolen

17. Damaged or Malfunctioning iPad or Accessory Replacement Process

When an iPad or accessory is damaged or malfunctioning and needs to be replaced, the following steps must be followed:

1. The iPad or accessory will be brought to the Media Center so that the damages can be recorded
2. The corresponding fee will be paid in either cash or check form. All checks should be made out to Sweet Home Central School District.
3. Upon receipt of the funds the iPad will be ordered. A student may be without an iPad or accessory for a few days.
4. A loaner iPad may be provided at the discretion of Media Center staff.
5. The chart below outlines parent's fiscal responsibility for iPads and accessories.

18. Lost or Stolen iPad or Accessory Replacement Process

1. If an iPad is stolen, a police report must be filed or the device will be considered lost.
2. User will report any lost iPad or accessory to Library Media Center Staff.
3. The corresponding fee will be paid in either cash or check form. All checks should be made out to Sweet Home Central School District.
4. Upon receipt of the funds the iPad will be ordered. A student may be without an iPad or accessory for a few days.
5. A loaner iPad may be provided at the discretion of Media Center staff.
6. The chart below outlines parent's fiscal responsibility for iPads and accessories.

Types of Incidents and Fiscal Responsibility

Type of Incident	Cost/ Coverage	Parental Fiscal Responsibility
Physical Damage	1st incident - $20 2nd incident - $50 3rd incident - $200	1st - $20 2nd - $50 3rd - $200
Lost iPad	$200	$200
Stolen iPad	$200*	$200*
Lost or Damaged charger	Wire - $20 Cube - $20	Wire - $20 Cube - $20
Lost or Damaged case	$40	$40

* A police report is required to be filed.

Addendum - Behaviors and Discipline Related to Student iPad Use.

Technology Related Behavior Violations	Equivalent "traditional" Classroom Violations
Failure to bring iPad to school	Coming to class unprepared
Missing cover	Not having required supplies
Email, texting, internet messaging, internet surfing, etc.	Passing notes, reading magazines, games, etc.
Damaging, defacing, placing stickers, etc. to the iPad	Vandalism/Property damage
Using account belonging to another student or staff member	Breaking into someone else's locker/classroom.
Accessing inappropriate material	Bringing inappropriate content to school in print version
Cyber-bullying	Bullying/Harassment
Using profanity, obscenity, racist terms.	Inappropriate language, harassment
Sending/Forwarding assignment to another student to use as their own and/or copy.	Cheating, copying assignment, plagiarism
Violations unique to the 1:1 iPad Project	
Not having iPad fully charged	
Unauthorized downloading/installing of apps	

Addendum

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SUBJECT: ACCEPTABLE USE POLICY FOR TECHNOLOGY

        The Sweet Home Central School District provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in the Sweet Home Schools by facilitating resource sharing, innovation and communication with the school community and with the larger global community. The technological resources provided by the District will enhance the educational experience of our students by allowing the users to observe events as they occur around the world, interact with others on a variety of subjects, acquire access to current and in-depth information and generate unique forms and products to express and support ideas.

The technology resources provided by the District include, but are not limited to, computer networks and connections, the resources, tools and learning environments made available by or on the networks, and any and all devices provided by the District that connect to those networks.

Expectations for Use of School District Technological Resources

        The use of technology resources is a privilege, not a right and the intent of this policy is to ensure that students and staff use of these resources stay within the bounds of safe, legal and responsible use. This policy applies to all District provided technological resources, regardless of whether such the use of these resources occur on or off school district property. With this privilege comes responsibility. Individual users of the District's technological resources are responsible for their behavior and communications when using those resources or when willfully allowing others to use them. Violation of this policy may result in a loss of access as well as possible disciplinary or legal action.

Responsible use of technological resources is use that is ethical, respectful, academically honest, and supportive of student learning. Each user is expected to be respectful of others both in the physical confines of the learning community as well as in the virtual community that exists through the Internet. This acceptable use policy maintains and builds upon all District standards for conduct of students and staff as established by applicable Board of Education policies, the Student Code of Conduct, and other regulations and school rules that may apply.

All students and employees must be informed annually of the requirements of this policy and how one may obtain a copy of this policy. Before taking possession of any District owned resource, employees, students and legal guardians of students must sign a statement indicating that they understand and will comply with these requirements. Failure to adhere to these requirements will results in disciplinary action, including revocation of privileges. Willful misuse may result in disciplinary action, and/ or criminal prosecution under applicable local, state and federal laws.

All Users of the Sweet Home Central Schools Technology Resources will:

a) **<u>Maintain respectful and appropriate use of technology resources.</u>**
1.   Responsible use of technological resources is use that is ethical, respectful, academically honest, and supportive of student learning.
2.   Users may not send electronic communications fraudulently (i.e., knowingly misrepresenting the identity of the sender.)
3.   Student's use of District resources off school property will be governed by the same regulations and expectations governing use on school property.
4.   Users will not attempt to learn or utilize the passwords of other users or network administrators.
5.   Users will not attempt to gain unauthorized access to the network.
6.   Users will not read or modify files of other users (the System Administrator does have the right to access files, internet, e-mail etc. for the purpose of updating and monitoring District technology resources).
7.   Students may not reveal personally identifying information, or information that is private or confidential, such as home address or

telephone number, credit or checking account information or social security numbers of themselves or other students.

8.   Users will not use any system resources to capture any formal or informal school related event on a video or audio file without the consent of the building principal or his or her authorized designee such as a teacher or qualified staff member.

9.   Users will not utilize system resources for illegal activities, or in support of illegal activities.

b)   Respect legal copyright and license agreements.

1.   Users will not make copies of any licensed programs.

2.   Users will not install their own software on District computers or networks without authorization from the District Technology Administrator.

3.   Users will not install or use any Internet-based file-sharing program designed to facilitate unauthorized sharing of copyrighted materials.

4.   Users will not take credit for resources found while utilizing the Internet.

5.   Users will not violate copyright laws.

c)   Respect the Sweet Home Central School District's network.

1.   Users issued a system account are responsible for the proper use of District technology.

2.   Users should not access, attempt to access or use another person's system account.

3.   Users will not attempt to read, delete, copy or modify the electronic mail of the other users.

4.   Users must purge, delete or eliminate electronic mail or outdated files on a regular basis.

5.   Users will not develop or use programs to harass others or infiltrate the system or alter software of hardware on the network.

6.   Users will not copy or modify server or network system files.

7.   Users will not use anonymous proxies to circumvent the District's content filtering.

8.   Users will not willfully attempt to alter any District imposed settings utilized to manage student and staff information, technology accounts or usage.

d)   <u>Respect the utilization of internet/telecommunications.</u>

1.   Users must comply with all applicable laws, including those related to copyrights and trademarks, confidential information, and pubic records. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism as stated in the Code of Conduct.

2.   No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics, (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors. All use of district technological resources must comply with all policies related to prohibitions against discrimination, harassment and bullying.

3.   Users will not use inappropriate language when using the Internet or e-mail via the network. Inappropriate language includes, but is not limited to: profanity, vulgarity, ethnic or racial slurs, sexually oriented and/or any other inflammatory language which is prohibited by the Code of Conduct.

4.   Users will not intentionally send or willingly receive inappropriate, obscene or hateful messages or any other offensive material, including pornography, using any technological resource to other users.

5.   Users will not misuse internet/telecommunications.

6.   Users will not employ the network for commercial purposes.

e)   <u>Respect materials and resources for educational purposes.</u>

1.   Users will not misuse the District's technology resources.

2.   Users will properly utilize time associated with technology use and will not waste resources/supplies provided.

f)   <u>Respect and maintain District network, computers and technology resources.</u>

1.   Users will not connect any personal technologies to the District's network without permission of a building or district office administrator. Such permission may be granted only for educational purposes.

2.   Users will not abuse computer or network hardware.

3.   Users will not attempt to destroy District equipment or materials, delete data or degrade or disrupt system performance.

4.   Users of school district technology resources are expected to respect school district property and be responsible when using the equipment.

Users are to follow all instructions regarding maintenance and care of the equipment. The District is responsible for any routine maintenance or standard repairs to District resources. Users may be held responsible for any loss or damage caused by intentional or negligent acts in caring for computers under their control.

5. Students and staff who are issued District-owned hardware such as laptop computers or computer tablets are responsible for the proper maintenance and use of said hardware. Users of such hardware must agree to the following guidelines:

· Keep the device secure and damage free. Use the protective case at all times.

· Do not leave the device unattended.

· Do not leave the device in a vehicle or outside.

· Do not use the laptop near pets or near water such as a sink, tub, toilet or pool.

· Do not remove or attempt to remove any marking, which denotes the device as district property.

· Do not loan out the device or related materials.

· Do not load or attempt to load any software or software application onto the District owned device without the expressed consent of the system engineer.

6. Users will request approval for the purchase or acquiring of hardware or software for use on District technology from the Systems Engineer and/or appropriate building administrator.

7. Users will report missing, damaged or malfunctioning hardware or software to the Systems Engineer and/or appropriate building administrator

8. Users are responsible for making backups of any data files stored on the local hard drive.

Any and all violations or suspected violations of the Sweet Home Central School District Acceptable Use Policy for Technology will be brought to the building principal or District Administrator. Users found to be in violation of the Acceptable Use Policy (AUP) may be denied access to District technology and be subject to disciplinary action.

Policy Dissemination

      A comprehensive copy of the District's <u>Acceptable Use Policy for Technology</u> will be available to all District employees, students and parents. The comprehensive policy will be available on the District web site and summarized in District publications so that parents and the general community are informed and aware of the policy. Students at the elementary, middle and high school and their parents, on an annual basis will be informed of the rules that relate to them.

Adopted: 9/17/2013