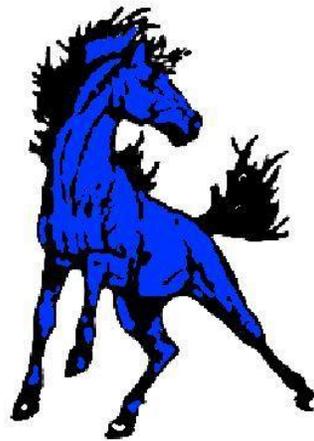


# BLHS School District #2159

## iPad Acceptable Use Policy

Revised on March 17th, 2025



## 1. Receiving and returning your iPad

- 1.1. iPads will be distributed each fall to BLHS students. Parents and students must sign and return the "Student and Parent Agreement", and pay the optional insurance fee before the iPad can be issued to the students.
- 1.2. Student iPads, power supplies, cords and cases must be returned to the district at the end of each year. This RETURN process will take place during the final week of school. If a student transfers or leaves the district for any reason during the school year, the iPad and its accessories must be returned at that time. If a student fails to return the iPad at the end of the school year or upon termination of enrollment at BLHS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad. Student iPads assigned to students will be labeled and identified with a BLHS Asset Tag and the serial number recorded.
- 1.3. Students shall report lost, stolen, or damaged iPads to the High School, Elementary, or District Office as soon as possible. A replacement iPad will be provided if available and the student will be responsible for repairs costs as outlined later in this handbook.

## 2. Taking Care of Your iPad.

### 2.1. General precautions

- 2.1.1. iPad screens should be cleaned with a soft clean microfiber cloth. Chemical cleaners or liquids should not be used as they will slowly remove the protective coating Apple places on their screens. You may use a slightly damp cloth, damp with water, to remove smudges that will not come off from wiping with a dry cloth.
- 2.1.2. Charging cables should be inserted carefully to prevent damage. Cables should not be stretched or kinked and should be disconnected from the charger when transporting.
- 2.1.3. iPads must be kept in their cases at all times.
- 2.1.4. Students should never put weight on the iPads, stack items on top of them or wedge them tightly into a backpack. The cases should not be used as a folder to carry other items, including any sharp items such as pens or pencils.

### 2.2. Storing your iPad.

- 2.2.1. Never expose the iPad to extreme temperatures. The student should not leave the iPad in any location where the temperature falls below freezing or exceeds 95 degrees. If the iPad is cold, it should be allowed to warm up before use.
- 2.2.2. Never leave your iPad unattended. The iPad should be in a secure, locked environment when not in the student's possession. Be especially careful when having your iPad with you during after school activities.

2.2.3. When storing the iPad in a backpack or bag the screen protector must be utilized to prevent scratches and breaks.

3. Using your iPad at school and home.

- 3.1. iPads are intended for use 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, unless specifically instructed not to do so by their instructor.
- 3.2. If a student leaves their iPad at home, they are responsible for getting their course work completed as if they had their iPad present.
- 3.3. A replacement iPad will be issued to any students whose iPad is being repaired if one is available.
- 3.4. iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening.
- 3.5. Screen savers or background photos that are appropriate and follow the school's Acceptable Use Policy may be used.
- 3.6. Students may upload personal photos and music on their iPads, as long as all content complies with the school's Acceptable Use Policy.
- 3.7. When transporting the student must always use the iPad cases screen protector to protect the iPad screen from damage. Failure to do so may result in students being responsible for any repair fees.
- 3.8. iPad Cases will not be used to store items in them. Items placed inside the iPad case may damage the iPad.
- 3.9. Stickers are not allowed to be placed on the iPads or iPad Cases. Any damages incurred by placing stickers on the iPad or iPad case will be charged to the student.
- 3.10. Students must not write on, purposely damage or disfigure the iPad case, doing so will require the student to pay for a replacement.
- 3.11. The student iPads are the property of the school district and can be inspected at any time. The student should have NO expectation of privacy of materials found on an iPad. Students are responsible for downloading to the iPad any documents, material, apps, and app updates deemed necessary by the teacher, building staff or the District. Students are also responsible for all stored documents, worksheets, notes and other files on their iPads.
- 3.12. District policy prohibits the use of electronic recording devices in a manner that compromises the privacy and interests of other individuals. District policy also prohibits harassment and bullying. Use of the iPad's audio and video recording capabilities during instructional time is at the discretion of the teacher. Any electronic recording obtained with the

iPad may not be shared, published, or rebroadcast for any reason without permission. Audio and video recording in locker rooms and restrooms are strictly prohibited and unlawful.

- 3.13. Students will not use the school electronic devices to access, review, upload, download, store, print, post, receive, transmit or distribute: pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors; obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language; materials that use language or images that are inappropriate in the education setting or disruptive to the educational process; information or materials that could cause damage or danger of disruption to the educational process; and materials that use language or images that advocate violence or discrimination toward other people or that may constitute harassment or discrimination.
  - 3.14. Students will not use the school electronic devices to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
  - 3.15. Students will not use the school electronic devices to gain unauthorized access to information resources or to access another student's materials, information, or files without the implied or direct permission of that student.
  - 3.16. There is no printing option available at school at this time. Documents need to be emailed or saved to the cloud and downloaded on a computer to be printed. Printing at home requires a wireless Airprint printer. Computer labs and the Media Center computers can be used for printing requirements.
  - 3.17. During school hours students are not allowed to use personal cell phones as mobile hotspots to circumvent the school's firewalls. Students who do this will be referred to building administrators for disciplinary action.
  - 3.18. Students may connect to home wireless networks on their iPad for online access. The school's Acceptable Use Policy needs to be adhered to when using other wireless networks.
  - 3.19. Any incidents of device misuse that disrupts the learning or safety of the school building are subject to disciplinary action outlined in the student/parent handbook.
4. Connectivity and Saving Work
    - 4.1. The district will provide a filtered network environment. iPads will have access to the internet anywhere in the school. The district does not guarantee 100% connectivity.
    - 4.2. Limited storage space is available on the iPad and it will not be backed up by district staff. It is the student's responsibility to ensure that work is backed up not lost due to mechanical failure or accidental deletion. Students may email documents to themselves for storage on a flash drive, or use available cloud storage(Google Drive). iPad malfunctions are not an acceptable excuse for not submitting work.
5. iOS and Apps

- 5.1. The Apple Store will not be used on district devices to install apps.
- 5.2. Approved apps will either be pushed out to the individual iPads by district tech staff or will be available for individual download from the school app catalog.
- 5.3. If an operating system upgrade is necessary it should be done off campus or during non-school time.
- 5.4. Non-approved apps are not to be installed on district devices.
6. Insurance and repair costs.
  - 6.1. Families will insure their student's iPad with the district for an annual fee of \$40 per iPad for 9th through 12th grade students, and \$30 per iPad for 6th through 8th grade students. The district will offer a family cap option of \$100 for those families with multiple students. A reduced rate equal to half these options is available for those families on the reduced lunch program and one fourth for those families on the free lunch program. This only covers the iPad, not the iPad cord and charger. New cords and chargers can be purchased from the School. The case is not covered by this insurance and replacement would be the responsibility of the student and parents.
  - 6.2. This insurance provides repair and replacement coverage for parts and labor on any hardware failure of the iPad. It also includes coverage for up to two incidents where a Student breaks or damages the iPad Screen. After the second break the student will be charged the repair fee for replacing a broken iPad Screen. There is no coverage for lost or stolen iPads. If a lost iPad is returned to the School after the student has already paid and as long as the iPad and accessories are in working order payment may be reimbursed.
  - 6.3. Families are responsible for any service fees and replacement costs not covered by the insurance.
  - 6.4. If the iPad is damaged by an act of "purposely destroying school property" it must be reported to the district staff as soon as possible. Your repair will be processed as quickly as possible but no loaner will be provided. Student discipline will be given to the student following the existing school policies. All costs associated with repairing the damaged iPad will be the responsibility of the student and family. Insurance policies will not be in effect or pay for costs associated with this type of damage.
  - 6.5. The following are approximate replacement costs for damages not covered by insurance.
    - 6.5.1. Replacement cost for the provided case without keyboard \$50
    - 6.5.2. Replacement cost for the provided case with a keyboard \$120
    - 6.5.3. Replacement cost for the provided Apple wall charger \$19
    - 6.5.4. Replacement cost for the provided Apple lightning cable \$19
    - 6.5.5. Replacement cost for the entire iPad which includes cable and charger \$329

#### 6.5.6.Replacement cost for intentionally damaged iPad \$329

7. BYOD (Bring your own device) The district does not currently support a bring your own device (BYOD) program. Personal devices will not be supported or maintained by district technology staff or be given access to the district network.
8. Acceptable Use and Responsibilities
  - 8.1. It is the district's responsibility to provide internet and email access to the students. The school will utilize an internet filter to block inappropriate material as required by the state and federal governments. The district will continue to provide staff and students with resources and guidelines for Online Safety, Digital Citizenship and Responsibility, and research guidelines to help student compliance of the Acceptable Use Agreement and copyright adherence.
  - 8.2. It is the parent's responsibility to discuss with your students the values and standards that they should follow on the use of the internet, monitor your students internet activities and become informed about online safety and responsibilities. Parents should consider internet filters on their home online networks.
  - 8.3. It is the student's responsibility to use the iPads in a digitally responsible and ethical manner. The student shall take proper care of their iPad, keep secure, and take steps to protect their work and information. The student must strictly follow the Acceptable Use Policy of the school. The student must follow all timelines for collection and distribution of the iPads at the beginning and end of the school year.

# Student Parent Agreement

I acknowledge that I have received:

\_\_\_\_\_ iPad

\_\_\_\_\_ Power Supply and Cord

\_\_\_\_\_ iPad Case

I understand and agree to adhere to the BLHS School District #2159 Technology Acceptable Use Policy as outlined above:

Students Printed Name: \_\_\_\_\_

Students' Signature: \_\_\_\_\_

Parent/Guardian's Printed Name \_\_\_\_\_

Parent/Guardian's Signature. \_\_\_\_\_

Date: \_\_\_\_\_

iPad Barcode # \_\_\_\_\_

I have wireless internet access at home for the iPad.

\_\_\_\_\_ YES

\_\_\_\_\_ NO

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## Office Use Only

\_\_\_\_\_ Insurance fee has been paid

\_\_\_\_\_ I choose not to pay the fee and am responsible for all repairs

iPad Issued on \_\_\_\_\_