



**Sanger Independent School District
iPad Program Handbook**

Sanger ISD iPad Program Handbook

Table of Contents

	<u>Page</u>
1. iPad Specifications	3
2. Issuing of iPads	3
3. Taking Care of Your iPad	
3.1 – General Precautions	3
3.2 – Carrying iPads	3
3.3 – Screen Care	4
4. Using Your iPad at School	
4.1 – iPads Left at Home	4
4.2 – iPad Undergoing Repair	4
4.3 – Charging the iPad’s Battery	4
4.4 – Screensavers & Backgrounds	4
4.5 – Sound	4
5. Managing Files and Saving	
5.1 – Saving to the Home Directory	4
5.2 – Saving Data to Removable Storage iPads	5
6. Software on iPads	
6.1 – Originally Installed Software	5
6.2 – Additional Software	5
6.3 – Software Updates	5
7. Inspection	5
8. Re-Imaging the Hard Drive	5
9. Acceptable Use	
9.1 – General Guidelines	5
9.2 – Privacy and Safety	6
9.3 – Legal Propriety	6
9.4 – E-mail and Other Documents	6
9.5 – Consequences	6
10. Protecting and Storing Your iPad Computer	
10.1 – iPad Identification	7
10.2 – Password Protection	7
10.3 – Storing Your iPad	7
10.4 – iPads Left in Unsupervised Areas	7
11. Repairing or Replacing Your iPad Computer	
11.1 – School District Insurance Protection	7
11.2 – Claims	7
11.3 - Loss of Replaceable Computer Parts/Accessories	8
12. iPad Technical Support	8
13. List of Possible Fees	8
Appendix	
Sanger ISD iPads: Questions and Answers	9
Sanger ISD iPads: Terms of the iPad Program	9

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 when a student withdraws or at the end of each school year for maintenance, cleaning, and software installation. If a student withdraws from Sanger ISD, records will NOT be released until the equipment is returned in an acceptable condition or paid for per Section 31.104 of Chapter 31 of the Texas Education Code Title Distribution and Handling of Instructional Materials and Technology.

iPads will be collected if a student is placed in DAEP or enrolled in a different campus 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 iPads issued by the school. iPads that are broken or fail to work properly must be taken to the Tech Barn manager. Students should take their iPads to the Tech Barn manager when they realize anything is damaged or they fail to work.

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 is allowed next to the iPad. Spills incur costly repairs that are not covered by warranty and sometimes not covered by insurance. Cords and cables must be inserted and removed carefully.
- Students should NEVER carry their iPads while the screen is unprotected. Only carry the iPad with the protective case attached.
- iPads must remain free of writing, drawing, carving, stickers, or labels not approved by Sanger ISD. Writing on a case or iPad will incur costs to replace or repair the case and/or iPad.
- 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. Students should charge the iPad at home with the Apple charger provided and should keep that charger at home until an administrator asks them to bring it to school.
- Do not loan your iPad or the charger to anyone else. The student assigned to the iPad is responsible for the iPad, case, and charger; allowing others to use the items assigned remains your responsibility.
- Damages must be reported immediately to the Tech Barn manager or a principal.

3.2 Carrying iPads

The protective cases provide the iPad with sufficient padding to protect it from normal treatment and provide a suitable means for carrying it 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 cases for the iPads.
- Students should place their iPads in a backpack or close it and carry it whenever they move with their iPad.
- Damages need to be reported immediately to the Tech Barn manager or a principal.

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 pressure the screen.
- Do not place anything in the carrying case that will press against the cover.
- Keep all objects (pens, pencils, staples, etc.) off the screen.
- Clean the screen only with a soft, dry cloth. Cleaning products are available in the library.
- Do not use Windex or other chemicals to clean the screen.
- Damage must be reported immediately to the Tech Barn manager or a principal.

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 iPads to all classes; teachers may request that iPads be left in their backpacks.

4.1 iPads left at Home

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

4.2 iPad Undergoing Repair

A loaner will be immediately issued if the repair is covered under insurance and requires no repair cost. If a repair of the iPad is not covered under insurance and requires payment, a loaner will not be issued until the repair cost 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. Do not bring the charger to school unless otherwise instructed by an administrator or teacher.

4.4 Screensavers & Backgrounds

Inappropriate media may not be used as a screensaver or background on your iPad. Any inappropriate media anywhere on the iPad of weapons, pornographic materials, inappropriate language, alcohol, drugs, R-rated, or gang-related symbols or pictures will result in disciplinary actions. The iPad will also be completely erased, and the software will be reinstalled with fees (See 8)

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 receive a Sanger ISD-managed iCloud account that should only be used on a school iPad. ISD-managed accounts are the property of Sanger ISD.

5.2 Saving Data

Students must back up all of their work daily using Google Drive. The students are responsible for ensuring that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

6. APPLICATIONS (SOFTWARE) ON IPADS

6.1 Originally Installed Applications

The applications originally installed by Sanger ISD must remain on the iPad in usable condition and easily accessible. The iPad comes with Apple's iOS operating system along with additional applications. Additional applications is installed for instruction and iPad administration. During the school year, applications may be installed or uninstalled from the iPad. This is done

according to changes that may occur due to academic or legal reasons. Some applications are limited to the number of licenses purchased.

6.2 Additional Applications

Applications must be approved and installed by the Sanger ISD Technology Department. Installing unapproved applications or freeware on a school iPad is prohibited.

6.3 Software Updates

During the school year, updates for applications will be required. Sanger ISD accomplishes this through a Mobile Device Management system. If students are required to update applications manually, instructions will be given at that time.

7. INSPECTION

Students may be randomly selected for iPad inspection to check for damages, prohibited material, settings, etc. Also, while in class, teachers can remotely view the screens of all iPads, capture images, and freeze or take control of the iPads. This feature ensures that iPads are used for educational purposes and that students stay on task. If they are being used in a manner contrary to school policy and the Acceptable Use Agreement, disciplinary action may be taken.

8. RE-IMAGING THE IPAD

Occasionally, it will be necessary to re-image an iPad. Re-imaging is a troubleshooting step to repair device issues with the iPad. It is also performed to remove inappropriate content. If re-imaging is required due to misuse by a student, a \$15.00 re-imaging fee will be charged. The student is responsible for backing up all schoolwork data. The school is not responsible for losing any software or files due to a re-image.

9. ACCEPTABLE USE

9.1 General Guidelines

- Students will have access to all available forms of electronic media and communication that support the educational goals and objectives of Sanger ISD.
- Students are responsible for the ethical and educational use of Sanger ISD's technology resources.
- Access to Sanger ISD technology resources is a privilege and not a right.
- Transmission of any material that violates any federal or state law is prohibited. This includes, but is not limited to, confidential information, copyrighted material, threatening or obscene material, and viruses.
- Any attempt to alter data, an iPad's configuration, or another user's files without the technology department's consent will be considered vandalism and subject to disciplinary action under the Student Code of Conduct.
- Cyberbullying will not be tolerated, and appropriate disciplinary action will be taken immediately by the campus principal.
- Failure to return the iPad at the end of the year or at the time of withdrawal on time will be considered theft, and legal action will be taken. 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.

9.2 Privacy and Safety

- Do not open, use, or change data files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card number, or passwords to others.
- Remember that storage is not private or confidential.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or an administrator immediately. This is not a request -- it is a responsibility. This includes activities at home.

9.3 Legal Propriety

Students must 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, 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, Documents, and Files

- Students in grades 6-8 have access to a messaging inbox inside Canvas. Students in grades 6-8 should not use the iPad for personal email accounts. Students can also create documents and other files on their iPad for instructional purposes. When you message or create documents from your iPad:
 - E-mails and documents on school-owned equipment are part of the public domain, NOT private, and ARE subject to inspection.
 - Always use appropriate language.
 - Do not use language/material that is profane, obscene, abusive, or offensive to others.
 - Do not send mass emails, chain letters, or spam. Students should not share documents or files with other students without permission from their teacher.
 - Students should maintain high integrity concerning all content. Students should not negatively portray others in all content; doing so could be considered cyberbullying.

9.5 Consequences

The student who's issued a system account and/or hardware will always be responsible for its appropriate use. Non-compliance with 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 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 the contents of e-mail and network communications. Proper authorities will be given access to their content. Any student who allows others to use their iPad is responsible for any activity or damage to their iPad.

10. PROTECTING AND STORING YOUR IPAD COMPUTER

10.1 iPad Identification

iPads will be labeled in the manner specified by the school district. 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

Sanger ISD records this information in an inventory system. The inventory system tracks iPad assignments, damages, and charges.

10.2 Password Protection

Students are expected to keep their passwords confidential. Remember that if students allow others to use their iPad and they break the Acceptable Use Policy, the student assigned the iPad is still responsible for all inappropriate items found on the iPad. It is in your best interest to keep your password and iPad 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 iPad left in these areas is in danger of being stolen. Unsupervised iPads will be confiscated by staff and taken to the Campus Principal or the 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

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 during iPad distribution. The insurance window is open for a limited time at the beginning of the school year. Please read the insurance information before purchasing to understand what is covered and what is not.

11.2 Claims

All insurance claims must be reported to the Tech Barn manager or the Technology Department. Fraudulent theft or damage claims will be returned 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 or does not return them in working condition, they will be charged full replacement costs as determined by Apple. Currently, prices are as follows:

- Power Brick - \$19
- Charging Cable - \$19
- iPad keyboard case - \$90-\$100, depending on the generation of the iPad
- Replacement iPad – \$329.00

These prices can change throughout a school year; students will be charged the actual replacement cost.

WE WILL NOT ACCEPT ANY REPLACEMENT PARTS TO COVER ITEMS LOST OR DAMAGED. All repairs, including ordering replacement parts, cases, cords, and charging bricks, will be made through the SISD Technology Department. Students will be responsible for the Apple charging brick and cord provided during iPad distribution; non-Apple bricks and cords will not be accepted as replacements.

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 application installations
- Coordination of warranty repairs
- Distribution of loaner iPads and chargers

13. LIST OF POSSIBLE FEES

Students who lose or destroy the following components will be charged total replacement costs. Currently, prices are as follows:

Lost or *Intentional* Damage – Full replacement cost of iPad (currently \$329.00)

Re-imaging of the iPad due to inappropriate content or student misuse - \$15.00

To reclaim an iPad left unattended, \$15.00

Lost or destroyed Power Brick - \$19.00 (or actual replacement cost)

Lost or destroyed Charging Cable - \$19.00 (or actual replacement cost)

Lost or destroyed iPad Case - \$90-\$100.00, depending on the model of iPad (or actual replacement cost)

Sanger ISD Frequently Asked Questions and Answers

Q. Why is Sanger ISD issuing iPads to sixth to eighth-grade students?

SISD provides a first-rate education with appropriate tools. Our students will have the opportunity to learn digitally, think creatively, and compete globally.

- 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.
- The built-in features of the iPad allow the district to meet the needs of all students.

Q. How will Sanger ISD prevent access to inappropriate websites?

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 so that 3rd party content filtering methods are either ineffective or decrease the iPad's operability.

Q. What if I do not have Internet access at home?

We have settings in many of our programs, such as Canvas, allowing students to work offline. Students can also download any work into the Files app on the iPad to complete when not on WiFi. Students without internet access at home may use various WiFi locations around Sanger, including the Sanger Library. Many local businesses also have free WiFi for their customers.

Q. Can students load software on the iPads?

At this time, students are restricted from the App Store. All required educational apps will be provided to each student through our iPad management system. Any attempts to bypass these protections by methods including, but not limited to, "jailbreaking" will be considered a violation of the Sanger ISD Acceptable Use Policy, and the student may be subject to exclusion from the use of iPads.

Q. Will the students be required to bring the iPad to class daily?

Students are expected to bring the iPad to school daily, along with the other resources necessary for a successful learning experience in class. Teachers will continue communicating specific expectations regarding which resources will be used in any given class period. Students should charge their iPads each night.

Q. What happens if the iPad is stolen?

The student or parent must file a police report within 24 hours of the occurrence.

If the iPad is stolen and the student reports the theft by the next school day and a police report is filed, the student will not be charged. A copy of the police report must be brought to the campus principal.

Q. What if my child forgets to bring their iPad to school or the battery is not charged?

We expect the students to bring their fully charged iPads to school daily. There will be a limited number of iPads available for checkout in case of technical problems, but forgetting their iPad or not charging it is not considered a technical problem. A student may drop their iPad off in the Tech Barn manager to have it charged if needed; however, this should only be used on rare occasions.

Sanger ISD iPads: Terms of the iPad Loan Program

<p>Terms: Parents and students must always comply 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 terminate the student's rights of possession immediately, and Sanger ISD may repossess the iPad.</p>	<p>Appropriation: Your failure to return the iPad promptly will be considered unlawful appropriation of Sanger ISD property, and appropriate legal action will be taken. 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.</p>
<p>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 compliance with the Sanger ISD iPad Handbook, the Sanger ISD Parent-Student iPad agreement, 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).</p>	<p>Terms of 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.</p>
<p>Loss or Damage: If the iPad is damaged, lost, or stolen, you must report the incident immediately to the Tech Barn manager or a principal. Loss by theft must be reported to the campus administration by the next school day after the occurrence, and a copy of the police report must be provided to the district.</p> <p>A table of estimated pricing for various repairs is included 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.</p> <p>Insurance can be purchased through the group policy by the student or their parents. This insurance can help protect you from the expenses of accidental damage. Information will be provided during iPad distribution.</p>	<p>Device Distribution and Collection: Sanger ISD schedules device distribution and collection prior to the start of each school year. These dates are posted on campus and district calendars. At the time of distribution, students will receive an iPad, case and Apple charger in working condition. If they find that something is not work that day, they should report it to the technology staff, Tech Barn manager, or a principal. On device collection day, invoices will be sent to the parent's email that is on file. All fees must be paid before a device is assigned to the student in subsequent years. If a student does not return to Sanger ISD, records will be withheld and not sent to other districts, colleges, or universities.</p>

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. Keep your iPad in your possession, and do not allow anyone else to use it.

Safety at Home - The Internet will only be filtered at school. Parents should establish "House Rules" and discuss using the iPad online and social media. Parents should encourage students to share what they have learned during the school day at home. Students should always store their device in an agreed-upon location and should not be used by other members of their family.

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. The iPad should be in your backpack or locked in a safe place at lunch. 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. Use of an iPad in any bathroom or locker room is prohibited by law.

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

Damaged/Lost iPad - Optional accidental 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	Glass only - \$45- 1 st , Full cost for all subsequent incidents LCD only - \$80- 1 st , Full cost for all subsequent incidents Shattered/Destroyed - \$95- 1 st , Full cost for all subsequent incidents
Keyboard/Case Replacement	\$100 for Brenthaven Rugged for iPad 11th Generation \$100 for Logitech Combo 4 for iPad 10th generation \$90.00 for Logitech Combo 3 for iPad 9th generation (or replacement cost from Apple)
Charging Cord	\$19 (or replacement cost from Apple)
Power Adapter	\$19 (or replacement cost from Apple)
iPad Replacement	\$329 (or replacement cost from Apple)

*If damages are caused by abuse or negligence, the total 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 charging is finished; remove it by gently pulling while holding the cord close to the charging port. Replacement costs are posted above.

Cases - The case will need to be replaced if it is intentionally damaged in any way. This includes ALL case parts. Damage to any case must be reported immediately to the campus librarian or a principal; if the damage is not reported immediately, students will be charged for the cost of the device.

School Procedure Fees - A \$15 fee will be charged if a student leaves an iPad unattended or if the iPad needs reimaging.

iPad Troubleshooting - Do not attempt to repair your iPad. Please take your iPad to the Tech Barn manager for technical support for your iPad.