UMAMS One Student One Device iPad Program

Guidelines and Insurance information

Philosophy

Our primary mission for the One Student One Device initiative is to transform teaching, learning, and assessment at the Upper Merion Area Middle School. We believe that technology rich classrooms, when facilitated by properly prepared teachers, are the vehicles to achieve this goal.

- We believe equitable access to technology will aid our students in becoming:
  - Information creators and producers rather than information consumers
  - Self-directed learners and collaborative team players
  - Proper digital citizens
- Equal Technology access for all students will promote:
  - Collaboration
  - Creativity
  - Higher Order Thinking
  - Problem Solving
  - Digital Citizenship
- Our Middle School One Student One Device Initiative will:
  - Increase student engagement
  - Promote greater collaboration (between teachers/students/parents)
  - Integrate technology seamlessly into curriculum
  - Increase project based learning activities
  - Raise the SAMR levels of our teachers

This document provides the necessary guidelines for our students to use the iPads as a powerful educational tool.

iPad Guidelines

The Apple iPad, charger, cable, and case are the property of the Upper Merion Area School District. iPads will be assigned to middle school students, enrolled on a full-time basis and must be returned to the Upper Merion Area School District at the conclusion of each school year. If the iPad is taken out of the United States the school district will no longer cover the device under the insurance guidelines. The iPad, charger, cable, and case must be returned in original working condition. Damage not covered under insurance will be the responsibility of the student and/or parent.
The Apple iPads are educational tools and are to be used only in that capacity. Students using the iPads are bound by the Upper Merion Area School District's Acceptable Use

Policy regardless of location of usage. The use of the iPad is a privilege that can be revoked upon violation of the Acceptable Use Policy and/or the iPad guidelines. Inappropriate use or neglect of an iPad, its case, the Internet, or any other installed software or application will result in the loss of use of the iPad and disciplinary action. Loss of use of the student iPad will not change classroom expectations and assignment completion.

Internet, Software, and E-mail Guidelines

The UMASD Acceptable Use Policy must be followed at all times. Students should have no expectation of privacy as related to the iPad and can expect teachers, technical support staff, and administrators to conduct spot checks of their Internet history, logs, and other records of usage. Inappropriate Web activity, email, or iPad use will result in loss of iPad privileges and disciplinary action. If a student "accidentally" links to an inappropriate Website, they should close the site, note the date and time of the incident, and report it to a teacher. Students are not permitted to install software or applications on the iPad. Students are not permitted to sync the iPad to another computer.

All students will be issued a limited UMASD Gmail school email account with their Upper Merion Google Drive account. Gmail email is to be used for school/academic purposes only and must be used in accordance with the UMASD Acceptable Use Policy. Student Gmail email accounts are to be used to communicate with faculty and staff only. UMASD Gmail email is intended for school-related activities and should never be used for personal business or communication. UMASD Gmail email is not private and can be reviewed by building and district administration as well as school district and vendor support. Students are not permitted to access or use personal email on the iPad. All students will be issued a UMASD Google Drive Account. All work on the iPad must be backed up to the student Google Drive Account.

General Rules:

- Students will carry their iPads throughout the school day. Students are responsible for the iPad at all times. The iPads are not to be left unattended in an unsecure area. iPads must be carried in the provided protective case, and never to be removed from the case at any time.

- Students are NOT permitted to use personal accounts on the school issued iPad.

- Students are not permitted to make any changes in the settings control panel unless authorized by administration or faculty.

- Students are not authorized to use another student's iPad. In addition, students are not permitted to allow others to access their iPad.

- Students involved in after school activities should keep their iPad locked in the individual student's regularly assigned locker or in a LOCKED Athletic locker. iPads should never be left unattended in an unsecure area. Lost or stolen objects are not the responsibility of the school.

- Use of headphones/earbuds are prohibited in class unless permission is granted by administration or a faculty member. Headphones/earbuds are never allowed to be used or plugged in while traveling. Headphones/earbuds should never be left plugged into the iPad when stored in a backpack or bag.

- Obscene language and/or inappropriate materials, including backdrops and/or pictures are strictly prohibited. Inappropriate use of the iPad camera is also strictly prohibited.

- Illegal use or transfer of copyrighted materials is prohibited.

General Operating Guidelines:

- The iPad must remain in the case at all times.
- **Do not mark the iPad or the case in any way; no stickers or other decorations are permitted. Students who intentionally damage the case in any way will be responsible for the cost of the replacement case.**
- Do not remove school identification or name tags on the iPad.
- Close the iPad protective flap gently. Students must ensure that the iPad is safely stowed in their book bag without the danger of being crushed.
- Students are responsible for reporting any technical issues affecting the performance of the iPad to a member of the technical staff or administration.

Charging Guidelines:

- Enter the school each day with a fully charged iPad.
- Failure to charge the iPad is equivalent to not being prepared for class.
- Students should charge their iPad with the school issued charger, students should never use an iPhone charger to charge their iPad.
- Students who have an issue with charging their iPad must bring their iPad, cable, and charger to technical support for troubleshooting.

Cleaning Guidelines:

- Do **NOT** use water or other cleaning solutions on the iPad or case. Cleaning the screen periodically with a dry microfiber cloth is recommended.

Insurance Information

Each student who wishes to participate in the Middle School One Student One Device program and take the iPad off school grounds will be required to pay an annual insurance premium of $30.00 per student. Students will be responsible for the deductible for the each insurance claim submitted according to the following schedule:

1st insurance claim: $30 deductible
2nd insurance claim: $60 deductible
3rd insurance claim: $100 deductible

Students will not be covered by insurance beyond the third insurance claim. Intentional iPad damage, as determined by district staff, will not be covered. All payments will be collected through the Main Office of the Middle School.

Students who qualify for free and reduced lunch will be exempt from insurance premium payments but not deductibles. Any other student or parent who would like to participate in the program but feels they are financially unable to do so should contact the building principal to discuss other payment options.

Coverages:

1. **Direct Damage:** Pays for accidental direct damage to the iPad on school property.
2. **Off Premise Coverage**: Pays for accidental damage to the iPad while it is in transit or off premises at another location. (Home)
3. **Theft:** Pays for loss or damage of iPad due to theft, **the claim must be accompanied by an official copy of the police report**.
4. **Fire:** Pays for loss or damage of the iPad due to fire, the claim must be accompanied by an official fire report from the investigating authority.
5. **Electrical Surge:** Pays for damage of the iPad due to an electrical surge.
6. **Natural Disasters:** Will pay loss caused by natural disasters.

Exclusions:

1. **Dishonest, Fraudulent, Intentional or Criminal Acts:** Will not pay if damage or loss occurs in conjunction with a dishonest, fraudulent, intentional, or criminal act.
2. **Loss:** Students who lose their iPad will be responsible for the full cost of the iPad and case, $400.