SPRING LAKE
PUBLIC SCHOOLS

Parent and Student iPad Handbook

The following policies refer to the use of an individual student computing device, an Apple iPad. Students are also required to follow all the guidelines outlined in the current Spring Lake Public Schools' Student Technology Acceptable Use and Safety policy. As Spring Lake's technology initiative centers on new devices, software, and educational methodologies, additional policies will continually be reviewed and this set of policies updated.

Parental Supervision:
Parents have the responsibility to monitor screen time and appropriate usage when the iPad is not at school.

CARE AND MAINTENANCE OF THE IPAD

1. Do not attempt to gain access to the internal electronics or repair your iPad. If your iPad fails to work or is damaged, report the problem to your child's teachers as soon as possible. iPad repair/replacement options will be determined by school administration. You may be issued a temporary iPad or other materials until your iPad is working properly or replaced.

2. Never leave an iPad unattended. When not in your personal possession, the iPad should be in a secure, locked environment.

3. Never expose an iPad to long term extremes in temperature or direct sunlight. An automobile is not a good place to store an iPad.

4. The iPad should not be around liquids. Avoid applying liquids to the iPad. The iPad can be cleaned with a soft, damp, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad. Use of unapproved cleaners may remove the protective film covering the face of the iPad.

5. While the iPad is scratch resistant, the iPad will scratch. Avoid using any sharp object(s) on the iPad.

6. The iPad MUST remain in the provided case at all times. The student will be charged for any damage to the iPad outside the school-issued case.

7. The iPad and the case must remain free of stickers, writing, painting, or any other forms of adornment.

8. Avoid placing weight on the iPad.

9. Never throw or slide an iPad.

10. Your iPad comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging all accessories, like headphones and charging cords. Student- issued iPad accessories are the responsibility of the student. At the end of the school year, original issued adapters and cords must be returned. If any adapters and cords are lost or damaged, parents will be responsible for paying for replacement items.

11. Each iPad has the ability to be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the acceptable use policy and grounds for disciplinary action. Settings are purposefully, predesignated and may not be changed unless directed/specified by the teacher.

12. Each iPad has a unique identification number and at no time should the numbers or labels be modified or removed.

13. Do not lend your iPad to another person. Each iPad is assigned to an individual and the responsibility for the care of the iPad rests with that individual and their parent

14. Care must be used when handling the iPad. Never throw a book bag that contains an iPad.

15. The iPad is designed for daily use; therefore, each iPad must be charged and ready for use each school day. The iPad should be charged while at home.

COST OF IPAD, APPS, ACCESSORIES, AND TECHNOLOGY FEE

1. The replacement cost of the iPad is outlined in the Student Device Agreement signed at the start of each school year.

2. An annual technology fee will be provided by parents/guardians for each student. The fee is outlined in the Student Device Agreement signed at the start of each school year.

3. In the event that a district-issued iPad is stolen, the student and parent/guardian should immediately notify the school administrator. Parents must also file a police report at the time of the incident. Spring Lake Public Schools may aid the police in recovering the iPad.

4. The technology fee covers accidental damage, but it does not cover unexplained loss or intentional neglect.

5. The technology fee will cover two accidental damage incidents. Once a student reaches a third damage incident within the school year, a parent/guardian will be contacted by the school office to review the situation. Repair cost may be extended to a parent/guardian after the second incident.

*All repairs will be completed, and replacements provided by Spring Lake Public Schools.

DISTRIBUTION OF IPADS

1. Each student will receive an iPad that will be set up and configured by Spring Lake Public Schools.

2. A unique, individual iPad will follow the student throughout their elementary school years at Spring Lake Public Schools.

3. iPads will be distributed at the beginning of the school year and collected at the end of the school year. iPads not turned in by the last day of school will be treated as lost or stolen, which may include additional fees and possible legal action. Full replacement charge will be the responsibility of the parent/guardian.

4. Students who leave Spring Lake Public Schools during the school year must return their iPad, along with any other accessories when they leave the district. Failure to return an iPad in a timely fashion may result in required payment in full.

STUDENT USE OF THE IPAD

1. The iPad is the property of Spring Lake Public Schools and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on an iPad or a school supplied or supported email service.

2. The iPad assigned to each student is for use by the assigned student. Family members and friends should not be given access to the device.

3. iPads are restricted from use on the bus or playground.

4. The iPad comes equipped with both a front and rear-facing camera and video capacities. As with all recording devices, it is expected that students will ask permission before recording an individual or group. Students must obtain school permission to publish a photograph or video of any school related activity.

5. Students are responsible for bringing their iPad to school **every day** unless otherwise directed by a staff member. Failure to bring an iPad or any other class material(s) does not release the student from their responsibility for class work. If a student repeatedly fails to bring materials to class, including an iPad, the student will be subject to disciplinary action.

6. It is the student's responsibility to bring their iPad to school **fully charged**. A student's repeated failure to bring their iPad charged may result in disciplinary action.

7. Adding personalized screensavers will be left to the discretion of the classroom teacher.

8. Students should follow the guidelines set by their teacher. Teachers will share this information with you.

9. No student or parent should go into settings without permission of the classroom teacher.

10. Downloading apps will be determined by the classroom teacher.

11. Games, music, videos, and sound use, while at school, will be at the discretion of the classroom teacher and building administrator.

12. The iPad affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space. Purchased apps can be deleted at any point throughout the school year. The school will not reimburse purchased products from a personal account if deleted.

13. District-issued software applications (apps) are needed for student learning and should not be deleted. Your teacher may delete apps at any time.

14. The district issued iPad is designed as a tool for learning; misuses of the iPad may result in disciplinary action.

15. The teacher/school personnel has the final say on what is "school appropriate" and "educational" and reserves the right to delete anything at any time on an iPad. This includes photos on camera roll, music, apps, and books.

16. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.

17. A student should not share their personal passwords or usernames with anyone. Responsibility for the contents/actions of the iPad rests solely with that individual.

18. Spring Lake Public Schools expect students to take their iPad home at the direction of their teacher for class work and recharging. All care, handling, and appropriate use that is in effect during the school day shall extend to the use of the iPad at home.

19. Spring Lake Public Schools makes no guarantee, written or implied, that materials on the iPad, including student work, will be safe from deletion or corruption, accidental or otherwise.

COPPA AND VERIFIABLE PARENTAL CONSENT (CHILDREN UNDER THE AGE OF 13)

In order for Spring Lake Public Schools to continue to be able to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below.

Spring Lake Public Schools utilizes several computer software applications and web-based services, operated not by Spring Lake Public Schools, but by third parties. These include Google Workspace, Apple Classroom, Securly Filter, Seesaw, Clever and similar educational programs.

In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address, must be provided to the web site operator. Under federal law, these websites must obtain parental consent before collecting personal information from children under the age of 13.

The law permits school districts such as Spring Lake Public Schools to authorize third-party collection of personal information on behalf of all students, thereby eliminating the need for individual parental consent given directly to the web site operator.

This handbook will constitute consent for Spring Lake Public Schools to provide personal identifying information for your child consisting of first name, last name, email address and username to create accounts for programs that the district partners with and/or any additional web-based educational programs and services which SLPS may add during the upcoming academic year.

Please be advised that without receipt of the signed device agreement form, your annual form package will not be considered complete as Spring Lake Public Schools will be unable to provide your student(s) with the resources, teaching and curriculum offered by our 1:1 Device initiative.

Please fill out the Student Device Agreement form and complete the annual technology fee payment. The online form can be found here:

https://www.springlakeschools.org/district/1to1/#handbooks