

**White Plains Public Schools
iPad Handbook and Information
for Students**



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1. RECEIVING YOUR iPad

iPads will be distributed at the start of school during iPad Orientation.

Students who are graduating or un-enrolling from school must return their individual school iPad by the date of graduation or un-enrollment. Students must return the device and accessories to the District in satisfactory condition.

2. TAKING CARE OF YOUR iPad

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must have a helpdesk call placed by the school for an evaluation of the equipment.

2.1 General Precautions

- The iPad is school property, and all users must follow this Handbook, the District Network and Computer Acceptable Policy ("Acceptable Use Policy"), the Internet User Agreement and the District Code of Conduct.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, or labels that have not been placed there by the White Plains School District ("District").
- iPads must never be left in an unlocked locker, unlocked car or any unsupervised area.
- iPads must never be left outside or inside a locked car as extreme temperatures will cause damage to the device.
- Keep the iPad battery charged for school each day.

2.2 Carrying iPads

The protective cases provided with iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

iPads should always be within the protective case when carried.

Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen.

2.3 Screen Care

- The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.
- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not bump the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

3. Using Your iPad at School

3.1 iPad Undergoing Repair

Replacement iPads may be issued to students when they leave their iPads for repair in the Library Media Center or with their class teacher. There may be a delay in getting an iPad should the school not have enough to loan.

3.2 Charging Your iPad Battery

iPads should be brought to school each day in a fully charged condition.

In cases where use of the iPad has caused batteries to become discharged, students can connect their iPads to a power outlet in class.

3.3 Screensavers/Background photos

Inappropriate media may not be used as a screensaver or background photo. The presence of guns, weapons, obscene or pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures and/or other inappropriate images will result in disciplinary actions as stated in the Acceptable Use Policy and District Code of Conduct.

3.4 Sound, Necessary Apps or Programs, Storage

Music streaming is allowed on the iPad provided it complies with the Acceptable Use Policy, the Internet User Agreement, this Handbook and the District Code of Conduct.

All software/Apps needed for class will be district provided. Data Storage can be through Apps on the iPads and emailed or uploaded to Office 365 OneDrive. It is the student's responsibility to back up their work and not use the device as a primary storage area.

3.5 Home Internet Access

Students are allowed to set up their home wireless networks on their iPads. This will assist them with iPad use while at home. Printing at home will require a wireless or airport printer, proper settings on the iPad and the correct app. Student use of iPads on their home or other non-District wireless networks must comply with the Acceptable Use Policy, the Internet User Agreement, this Handbook and the District Code of Conduct. The internet access provided at home will not be filtered like it is school, so parents must use their due diligence in setting up their home WiFi network and monitor their child's iPad use, similar to the personal family phones, computers or devices at home.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving on the iPad

Students may save work to the home directory on the iPad. It is recommended that students' use a cloud storage system such as office 365 OneDrive. Storage space will be available on the iPad BUT it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. All student work saved on the iPad becomes the property of the District.

4.2 Network Connectivity

The District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

5. SOFTWARE ON iPads

5.1 Originally Installed Software

The software/Apps originally installed by the District must remain on the iPad in usable condition and be easily accessible at all times.

The District may add software applications for use in a particular course. The licenses for this software require that the software be deleted from iPads at the completion of the course. Periodic checks of iPads will be made to ensure that students have not removed required apps.

5.2 Additional Software

Students are not allowed to load extra paid software/Apps on their iPads and are restricted to the limitation set forth by Acceptable Use Policy, the Internet User Agreement, this Handbook and the District Code of Conduct. Students will only be able to download apps from the district's app store, which is known as the "Self Service" app. Students will be blocked from downloading apps from the Apple App Store. All Apps must adhere to the Acceptable Use Policy, Internet User Agreement, this Handbook and the District Code of Conduct. The District deems the right to review and change this Policy at any time.

5.3 Procedure for re-loading software

If technical difficulties occur or illegal Apps are discovered, the iPad will be restored from backup. The District does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

5.4 Software upgrades

Upgraded versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates and syncing.

6. ACCEPTABLE USE

The use of the District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the District is not transferable or extendible by students to people or groups outside the District and terminates when a student is no longer enrolled in the district. This Handbook is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a student violates any of the Terms and Conditions set forth in the Acceptable Use Policy, Internet User Agreement, this Handbook and/or the District Code of Conduct, privileges may be terminated, access to the District technology resources may be denied, and the appropriate disciplinary action shall be applied in accordance with the District's Code of Conduct.

6.1 Activities Strictly Prohibited Include, But Are Not Limited To:

- Illegally installing or transmitting copyrighted materials
- Any action that violates existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of outside data disks or external attachments without prior approval from the District
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc)
- Jailbreaking. Jailbreaking is the process of removing hardware restrictions on iOS, Apple's operating system, on devices running it through the use of software and hardware exploits.
- Downloading and installing of additional applications, extensions, and themes that are not available through the official Apple App Store.
- Spamming-Sending mass or inappropriate emails
- Hacking, which includes, but is not limited to gaining access to other staff's accounts, files, and/or data use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications such as AIM, MSN Messenger, Yahoo Messenger, ASK fm, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmitting or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the web filter through a web proxy
- Cyberbullying
- Any actions in violation of the Acceptable Use Policy, the Internet User Agreement, this Handbook and the District Code of Conduct

*The above restrictions apply to use of the device on District, personal, and/or any other public or private networks.

6.2 iPad Care

- Students will be held responsible for maintaining their individual iPads and keeping them in good working order. iPad batteries must be charged and ready for school each day.
- Only labels or stickers approved by the District may be applied to the iPad.
- iPad covers furnished by the school district must be returned with only normal wear and no alterations
- iPads that malfunction or are damaged must be reported to the school main office. The District will be responsible for repairing iPads that malfunction.
- iPads that have been damaged from misuse or neglect, excluding normal wear and tear, will be repaired with cost being borne by the student. iPads which have been lost or stolen due to misuse or neglect will be replaced at the cost of the student.
- iPads that are stolen must be reported immediately to the main office and the Police Department (school resource officer).

6.3 Legal Propriety

Users must comply with trademark, copyright, and plagiarism laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask your school administrator.

Use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law may result in criminal prosecution and/or disciplinary action by the District.

7. PROTECTING & STORING YOUR iPad COMPUTER

7.1 iPad Identification

iPads will be labeled in the manner specified by the District. iPads can be identified in the following ways: Record of serial number/ Asset Tag, SPS Label, and student's name and/or picture on the home screen.

7.2 Storing your iPad

When the student is not using their iPad, it should be stored away. Nothing should be placed on top of the iPad when stored. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. iPads should not be stored in a vehicle.

7.3 iPads Left in Unsupervised Areas

Under no circumstances should iPads be left unattended in unsupervised areas. Unsupervised areas include, but are not limited to, the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found unattended in an unsupervised area, it will be taken to the Technology Office or the AP's office.

8. REPAIRING OR REPLACING YOUR IPAD

In the event of theft, fire or vandalism, the student must contact the school main office and supply a copy of the police or fire report in order to file a claim on your behalf.

9. Apple ID

All students may be issued Apple ID—an account with Apple that provides easy access to Apps (if it is deemed necessary for the classrooms). The District will provide and manage the Apple ID (which is a District email address). The district reserves the right to change this Policy at any time.

White Plains Public Schools

Board of Education Policy on Technology Use

<https://tinyurl.com/2s3bscj6>

Code of Conduct

<https://tinyurl.com/yyap8xnu>



White Plains Public Schools

Gateway to the Future

Network Computer Guide & Internet User Agreement

ONLINE SAFETY

My Rules for Online Safety

- ☐ I will not give out personal information such as my address, telephone number, parent/guardian work address or telephone number. I will not give out address, telephone number, or the name and location of my school without my parent's/guardian's permission.
- ☐ I will tell my parent/guardian right away if I come across any information that makes me feel uncomfortable.
- ☐ I will never agree to get together with someone I "meet" online without first checking with my parent/guardian. If my parent/guardian agree to the meeting, I will be sure that it is in a public place and will bring my parent/guardian along.
- ☐ I will never send a person my picture or anything else without first checking with my parents.
- ☐ I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell my parents/guardians or staff member right away so that they can contact the online service.
- ☐ I will talk with my parent/guardian so that we can set up rules for going online. We will decide upon the time of day that I can be online, the length of time I can be online and appropriate areas for me to visit. I will not access other areas or break these rules without their permission.

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District Limitation of Liability

- The District makes no warranties of any kind, either expressed or implied, that the functions or the services provided by, or through, the District system will be error-free or without defect.
- ☐ The District will not be responsible for any damage users may suffer, including, but not limited to loss of data or interruption of service.
 - ☐ The District is not responsible for the accuracy or quality of the information obtained through or stored on the system.
 - ☐ The District will not be responsible for the content of any advice or information received by a student from a source outside the District or any cost incurred as a result of seeing or accepting such advice.
 - ☐ The District will not be responsible for financial obligations arising through the unauthorized use of the system.
 - ☐ The District is not responsible for the communication of individuals utilizing the network.

QUESTIONS?

For more information, call or write to:

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White Plains Public Schools
Office of Instructional and Administrative Technology
5 Homestead Lane
White Plains, New York 10605
(914) 422-2338
E-Mail: lucyroman@wpssd.k12.ny.us

Introduction

Gateway to the Future, the White Plains Public Schools' multi-million dollar Technology Plan, places the District far ahead of most other school systems in the nation in the area of computer technology. In fact, New York State Commissioner of Education Richard Mills has applauded District educators for developing a technology program that is "driven by high expectations, includes a huge commitment to staff training and is linked to the school and city libraries."

We have written this brochure for families who have a computer and Internet access at home, as well as for those who do not. It includes definitions of some of the most common network and Internet terminology, and attempts to give families a balanced view of the advantages and disadvantages of this powerful yet controversial tool. We hope to arm families with information about this new field of communication, and to provide guidelines and standards for students to follow for a safe journey through this world.

The White Plains Network

All of the District's schools and offices are connected by a network through fiber optic wiring installed by the City of White Plains. The latest and best computer software is located on the network for student and staff use. Through the network, students can access the vast resources of the Internet and use word processing, spreadsheets, databases, and other software. In addition, students on the network will be able to communicate, through E-mail, video conferencing, and other forms of Internet communication to individuals in a class clear across town, the nation, or, for that matter, the world.

What's in it for Kids?

What exactly does this all mean to your daughter in fourth grade or to your eighth-grade son in middle school? Well, first of all, this technology gives your child a head start on the 21st century, when it is predicted that a quarter of the population will hold technologically oriented jobs.

Technology will make your child's education more interesting and more relevant. For example, fourth grade American History will come alive when your daughter travels via the Internet to West Virginia on a virtual field trip and sees an actual battlefield of the Revolutionary War. Your eighth grader will be able to use his computer to conduct research via the Internet, visit a site via video conferencing, organize his findings on a database, and write his research paper without even leaving his desk. The sky's the limit!

About the Internet User Agreement

The Internet User Agreement in this brochure needs to be signed by you and your child and returned to their school as soon as possible. There are two options available to you:

One option is to allow your child to have individual access to the Internet, supervised E-mail, and other forms of Internet communication. his individual access will be set up with a password that only you, your child has completed an "acceptable use" orientation session in school.

Your other option is to refuse to give permission for your child to individually access the Internet, supervised E-mail, and other forms of Internet communication. This option will be set up with a password that only you, your child has completed an "acceptable use" orientation session in school. The software on the network but not be allowed individual use of the Internet. She will occasionally use the Internet but only in a classroom setting under direct teacher supervision.

We suggest that you and your child spend time together reading and discussing this brochure before you sign the agreement.

Resources for families

The District's Office of Instructional and Administrative Technology and the Parent Information Center will be happy to provide information and resources to help you and your child with the technology. We will be able to provide safety tips and the addresses of interesting learning sites, and we'll provide information on technology via the District's web pages.

Internet User Agreement

- ☐ Please complete EITHER Option 2 on this page OR Option 1 on the reverse side and return the form to school with your child.
- ☐ An option must be signed by student and parent/guardian if student is under 18 years of age.
- ☐ If a parent/guardian does not complete and return this form, we will consider this a negative response, and will not give the student individual access to the Internet, E-mail, or any other form of Internet communication.

Option 2

As the parent/guardian of the minor student signing below, I do not want my child to have individual access to the Internet, E-mail, or any other form of Internet communication. I do not want my child to have access to the Internet, E-mail, or any other form of Internet communication. I understand that my child should not have individual access.

Parent/Guardian Signature: _____

X _____

Date: _____

Name of Student: _____

Grade: _____

School: _____

I understand that my parent/guardian has not given permission for me to have individual access to the Internet, E-mail or any other form of Internet communication. However, as a user of the White Plains City School District's computer network, I have read the Internet User Agreement and I agree to abide by its terms, and I will not take part in any of them. I hereby agree to comply with the stated rules while honoring all relevant laws and restrictions. I understand that violations of the Board of Education's policy may result in a loss of access as well as other disciplinary or legal action.

Student Signature: _____

Date: _____

(See other side for option 1)

INTERNET USER AGREEMENT

About the Internet

The Internet is a collection of worldwide information networks that provides users with immediate access to information such as pictures, movie clips, articles and documents on almost any topic, anywhere in the world. These resources can be used for class projects and research and, as the technology develops, even more applications will be possible.

This brochure contains many references to the advantages of the Internet. E-mail and other forms of Internet communication. While our intent is to make Internet access available to achieve educational goals and objectives, students unfortunately may find their way to other materials that are illegal, defamatory, inaccurate or potentially offensive. To help address this problem, our teachers will guide students to evaluate what they access, and to use the Internet appropriately.

When the telephone and television were invented dozens of years ago, they were viewed with the same fear and concern as the Internet is today. We believe, however, that the Internet's extraordinary benefits to students, in the form of information resources and opportunities for collaboration, far exceed the potential disadvantages.

Electronic Mail and other Forms of Internet Communication

Electronic mail (E-mail) and other forms of communication accessed through the Internet will provide students with an opportunity to communicate with other White Plains students and with people from universities, organizations and other schools. Students will not automatically be given access to E-mail; teachers will determine when access to E-mail is necessary for the completion of a specific project.

Selection of Materials

It is very important to us that students have a stimulating learning environment. At the same time, we want to protect them from information that is not appropriate for their use. In fact, the District uses a blocking service that limits our students access to sites when they are online on the Internet. But that's not all we do.

During school, teachers of our younger students will guide them toward appropriate material. Our teachers will play a significant role in ensuring that online materials are consistent with the goals and objectives of the District by:

- ☐ Selecting materials that are age appropriate and support curriculum objectives.
- ☐ Previewing and determining the appropriateness of the materials and sites they require or recommend for student access.
- ☐ Providing guidelines and lists of resources to assist students in channeling their research activities
- ☐ Assisting students in developing the skills to assess the truthfulness and value of information.

Of course, if students inadvertently access inappropriate information we hope they will immediately let a staff member know.

Outside of school, we believe families bear the same responsibility for guiding their children in the area of technology as they do with other information sources such as television, telephone, movies, radio and books.

Who's Who on the Internet?

When individuals use the Internet they can't see the person with whom they are communicating, how old or what sex the person is, or if the person is lying or telling the truth. It is for that reason that our faculty will provide guidance and instruction to students in the appropriate use and evaluation of the Internet.

The ABC's of Network Behavior Access

Access

We believe that access to, or use of, the District's network is a privilege that can open new and exciting worlds to our students. Access can be revoked, however, if a student breaks any of the rules governing the use of the network.

Behavior

Students are responsible for good behavior on our schools computer network, just as in a classroom or hallway, or on a field trip. Students who have permission to use Internet services can use it for educational purposes only, and are not allowed to post chain letters or send annoying or unnecessary messages online. Since communications on the network are public in nature, general school rules for behavior and communications apply.

Copyright Rules & Plagiarism

Our teachers will instruct their students in appropriate research practices for writing a paper using information they find on the network. Students will not be allowed to plagiarize or to "steal" ideas or writings they find online and pass them off as their own. They also will be expected to follow copyrighted laws if they download copyrighted material.

Due Process

If a student breaks the rules governing the use of the network, the District reserves the right to suspend or terminate the student's access to and use of the network after providing the student with notice and opportunity to be heard in the manner set forth in the District's Discipline Policy.

Personal Safety

Computer information networks are public places where students will share cyberspace with millions of other users. For their own safety and the safety of others, students are strongly advised not to share personal information about themselves (or others), and not to meet anyone with whom they have communicated online. If students receive messages that are inappropriate or which make them feel uncomfortable, they should promptly inform a staff member.

Privacy

Files stored on the District's network and e-mail will not be private. In fact, network administrators will review them from time to time to maintain the system and ensure that it is being used responsibly. This routine maintenance and monitoring may lead to the discovery that a user has violated, or is violating, the agreement that he/she signed, the District's Discipline Policy, or for that matter, the law.

Resource Limits

Since information networks have limited space capacities and we have thousands of network users, students should use the system only for educational and career development activities. In fact, at some point the District may have to set a quota for disk usage on the system.

Respect for Property

Students are expected to respect the school District's network in much the same way as they are expected to take care of school property. Vandalism of the network will result in the cancellation of privileges. Vandalism is defined as any attempt to harm, disrupt or destroy hardware, software or data of another user; the District network, or other systems connected to the District network.

Security

In any kind of computer system security is, of course, a big concern. Students should not attempt to gain unauthorized access to the District's network or to any other computer system through the District's network. This includes attempting to log in through another person's account or accessing another person's files. Students should immediately notify a staff person if they have identified a possible security problem.

Software

A wide range of software (e.g., Microsoft Word, Excel, HyperStudio and Inspiration) is available on the network system, and will be updated and added to periodically. Students may use only this software, and may not load other software onto the network or local workstations.

Speech

Within reason, freedom of speech and access to information will be honored. When using the network to communicate with other members of the school community or with outsiders, students are expected to use language that is appropriate in a school setting, and not to engage in personal attacks or harassment, including prejudicial or discriminatory attacks.

Summary of Activities Not Permitted

As outlined in the Board of Education's policy and regulation, the following are not permitted:

- ☐ Violating copyright laws.
- ☐ Plagiarizing another's work.
- ☐ Posting of personal information.
- ☐ Damaging computers, computer systems or computer networks.
- ☐ Using another's password.
- ☐ Trespassing in another's folders, work or files.
- ☐ Using obscene or offensive language.
- ☐ Accessing, sending or displaying offensive material.
- ☐ Harassing, insulting or attacking others.
- ☐ Intentionally wasting limited resources.
- ☐ Using the network for illegal purposes.
- ☐ Employing the network for commercial or political purposes.

Internet User Agreement

- ☐ Please complete EITHER Option 1 on this page OR Option 2 on the reverse side and return the form to school with your child.
- ☐ An option must be signed by student and parent/guardian if student is under 18 years of age.
- ☐ If a parent/guardian does not complete and return this form, we will consider this a negative response, and will not give the student individual access to the Internet, E-mail, or any other form of Internet communication.

Option 1

As the parent/guardian of the minor student signing below, I have discussed the contents of this brochure with my child. I grant permission for my child to have individual access to the Internet, E-mail, and other forms of Internet communication. I understand that students and families may be held liable for violations of the Internet User Agreement. I also understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use, setting and conveying standards for my child to follow when selecting, sharing or exploring information.

Parent/Guardian Signature: _____

x _____

Date: _____

Name of Student: _____

Grade: _____

School: _____

As a user of the White Plains City School District's computer network, I have read the brochure and the Summary of Activities not permitted, and I will not take part in any of them. I hereby agree to comply with the stated rules while honoring all relevant laws and restrictions. I understand that violations of the Board of Education's policy may result in a loss of access as well as other disciplinary or legal action.

Student Signature: _____

Date: _____

INTERNET USER AGREEMENT