

POLICIES  
AND  
PROCEDURES  
FOR  
iPAD

## **Johnson County Central School District Student iPad Handbook**

The purpose of this handbook is to define expectations for all users

The focus of the iPad program at Johnson County Central School District is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools of these twenty-first century students is the use of iPads. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with an iPad integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all iPads used at Johnson County Central School District, including any other device considered by the Administration to come under these guidelines. Teachers may set additional requirements for use in their classroom.

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## **1. RECEIVING & CHECK-IN OF YOUR iPad**

### **1.1 Receiving Your iPad**

iPads will be distributed each fall during JCC iPad Orientation for ninth grade students – tenth thru twelfth grade students iPads will be distributed on the first day of school. Parents & students must sign and return the Policies and Procedures for iPad Agreement the iPad Insurance Agreement and Student Pledge document before the iPad can be issued to the student.

### **1.2 iPad Check-in**

iPads will be returned during final week of school so they can be checked for serviceability. If a student transfers out of the JCC School District during the school year, the iPad will be returned at that time.

### **1.3 Check-in Fines**

Individual school iPads and accessories must be returned to the JCC Technology Department or designated room at the end of each school year.

Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at JCC for any other reason must return their individual school iPad on the date of termination. If a student fails to return the iPad at the end of the school year or upon termination of enrollment at JCC, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad, or, if applicable, any fees that are deemed necessary. Failure to return the iPad will result in a theft report being filed with the Johnson County Sheriff Department.

Furthermore, the student will be responsible for any damage to the iPad, consistent with the District's iPad guidelines and must return the iPad and accessories to the JCC Technology Department in satisfactory condition. Student's who did not purchase the insurance will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad and accessories.

## **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 be taken to the Technology Department for an evaluation of the equipment.

### **2.1 General Precaution**

- Follow the Policies and Procedures for iPads and Student Pledge Agreement.
- Carefully insert/remove cords and cables to avoid damage – don't wind cords tightly.
- Responsibly keep your iPad battery charged for school each day.

- Maintain a clean iPad by keeping the unit free of any writing, drawing, stickers, or labels that are not the property of Johnson County Central Schools. Johnson County Central School's labels should never be removed.
- Food/drink is not recommended while using the iPad.

## **2.2 Storing Your iPad**

Secure your iPad at all times. Never leave the iPad in an unlocked locker, any vehicle at home or school, or any unsupervised area. Unsupervised areas: (include but are not limited to)

- School grounds and campus
- Lunchroom, computer lab, locker rooms, media center, unlocked classrooms, dressing rooms, and hallways.

Any iPad left in these areas is in danger of being stolen. A iPad found in an unsupervised area will be turned into the High School Office or Technology Department Office. A discussion will be held with the student regarding responsible care.

- When not using the iPad, students should store the device in a locked locker. Do not place items on top of the iPad.
- If a student needs a secure place to store his/her iPad, the student may check it in with a teacher.
- Students in athletics and activities must take care to ensure their iPad is secured if they bring the device to practice or events.

## **2.3 Carrying Your iPad**

The iPad should always be affixed and carried in the District issued case. The District issued a case that protects the iPad from normal use and provides protection for carrying within the school. Personally owned cases are allowed but must have prior approval from the Technology Department. Care must be taken when placing the iPad within its case into backpacks, folders and/or workbooks to avoid placing pressure and weight on the iPad screen.

## **2.4 Screen Care**

The screens are particularly sensitive to excessive pressure placed on the screen and can be damaged if subjected to rough treatment.

- Clean the screen with a clean, soft, dry cloth or anti-static cloth. No cleansers of any type should be used.
- Do not lean on the top of the iPad.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in or on the protective case that will press against the screen.

- Avoid “bumping” the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
- Screen cleaner will be available in classrooms.
- The iPad protective casing should always be strapped when not in use.

### **3. USING YOUR iPad AT SCHOOL**

The iPad is 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 must be responsible to bring their iPads to all classes, unless specifically instructed not to do so by their teacher.

#### **3.1 iPad Left at Home**

If students leave their iPads at home, they are responsible for getting the course work completed as if they had their iPad present. A student who repeatedly (3 or more times as determined by Teacher/Administrator) leaves the iPad at home, will be required to “check out” his/her iPad from the High School office for a specified time period.

#### **3.2 iPad Undergoing Repair**

Loaner iPad may be issued to students from the Technology Department when they leave their iPad for repair. There may be a delay in getting a iPad should the school not have enough to loan.

#### **3.3 Charging Your iPad Battery**

iPad's should be brought to school each day in a fully charged condition. Students need to charge their iPad each evening at home. Students should not bring their USB cord and power adapter to school.

#### **3.4 Screensavers/Background Photos**

- Inappropriate or copyrighted media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.

#### **3.5 Sound, Music, Games, or Programs**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.

### **3.6 Printing**

There will be no printing directly from the iPad.

### **3.7 Home Internet Access**

Students are allowed to connect to other wireless networks on their iPad. This will assist them with iPad use while at home.

## **4. MANAGING CONTENT & SAVING WORK**

### **4.1 Saving to the iPad**

JCC will not back up information. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

It is the student's responsibility to manage the allotted iPad storage space. If the iPad becomes full, the student will need to delete any personal item or apps to make room for JCC required items or apps. Students may save data to their individual "H" drive account.

### **4.2 Network Connectivity**

The JCC District makes no guarantee that the school 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. iOS, APPS AND DIGITAL BOOKS**

### **5.1 JCC Installed Apps**

- The applications originally installed by JCC must remain on the iPad in usable condition and be easily accessible at all times.
- JCC personnel will determine adoption or discontinued use of apps and reserve the right to remove apps and bear no responsibility for lost data when apps are removed.

### **5.2 Student Installation of Apps**

- Students are allowed to load extra apps on their iPad.
- Students are responsible for managing their allocated storage availability on their iPad. Personal apps, pictures, music, and/or movies may need to be removed to allow for needed storage on the iPad.

### **5.3 Inspection**

Students will be selected at random to provide their iPad for inspection by Administrators or Technology personnel. Students will be required to give school personal pass codes upon request.



#### **5.4 Procedure for Reloading Apps**

If technical difficulties occur or if non-authorized or inappropriate apps are identified the iPad will be restored to original settings and apps. The school does not accept responsibility for the loss of any applications or documents deleted due to a restoration.

#### **5.5 iOS and App Upgrades**

- Students can and are expected to update the iOS software when updates are made available.
- Students can update any of their personal apps.
- ios and apps updates need to take place outside the school day.

#### **5.6 Digital Books**

- Presence of pornographic materials, inappropriate language, alcohol, drug, and gang related material or pictures will result in disciplinary actions.

### **6. ACCEPTABLE USE**

These guidelines are provided here so that students and parents are aware of the responsibilities students accept when they use JCC District owned iPad's.

**The use of the JCC School District's technology resources is a privilege, not a right.**

The privilege of using the technology resources provided by the JCC School District is not transferable by students to people or groups outside the school and terminates when a student is no longer enrolled in the JCC School District. If a person violates any of the policies or procedures, privileges may be terminated, access to the school District technology resources may be denied, and the appropriate disciplinary action shall be applied. The JCC School District's Student Handbook shall be applied to student infractions. The ultimate responsibility of use or misuse of the iPad rests with the student.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

#### **6.1 Student Responsibilities**

- Read the JCC iPad Policies and Procedures and discuss it with my parent/guardian.
- Use iPad in a responsible and ethical manner.
- Recharge the iPad nightly and begin the school day with a fully charged battery.
- Keep your USB cord and power adapter at home.
- Keep the iPad in its assigned or approved protective case strapped at all times.
- Bring the iPad to school every day.

- Make the iPad available for inspection by an administrator, teacher, or technology department upon request.
- Obey general school rules concerning behavior and communication that applies to technology use. This means use of appropriate language in all communications.
- Use all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, missed-deliveries or service interruptions caused by the student’s own negligence, errors or omissions.
- Assist the JCC School District in protecting our iPads by contacting an administrator about any security problems they may encounter.
- Monitor all activity on their accounts.
- Follow all the timelines for collection of iPads at the end of school year and as requested by District personnel.
- Students who terminate enrollment at JCC for any reason must return their individual school iPad on the date of termination.
- Report to teachers and/or technology department any malfunctioning iPads or damages.
- Students will be required to provide pass codes upon request.
- Students who are suspended or expelled may lose iPad privileges.
- If students are in good academic standing they can play games or use iMessage before school, during lunch and after school – No game playing or iMessaging during any class or study hall.

## **6.2 Parent/Guardian Responsibilities and Terms**

- Will read the iPad Policies and Procedures and discuss it with my child.
- Will supervise my child’s use of the iPad at home.
- Will make sure my child charges the iPad nightly and begins the school day with a fully charged battery.
- Will make sure my child brings the iPad to school each day.
- Will discuss appropriate use of internet and supervise my child’s use of the internet. Consider use of internet filters for home online networks.
- Will not attempt to repair the iPad.
- Will report problems or damage to the iPad to the building administrator, teacher, and/or Technology Department.
- Will report loss/theft of iPad to school and proper authorities within 24 hours if occurrence happens outside school.
- Will not change or attempt to change the configuration of software or hardware.
- Will not remove any apps or certificates on the iPad except for student’s apps.
- Will not alter or remove the school device management certificates at any time.

- Allow the school administration, teacher, or technology department to examine the iPad, Apps, and content at any time.
- Make sure that the iPad is returned to the school when requested and upon my child's withdrawal from Johnson County Central School.
- Signing this agreement gives permission to the student to create online accounts under the JCC staff direction and guidance only for excepted purposes.

### **6.3 School Responsibilities**

- Provide internet and email access to all qualified students during the school day.
- Utilize an internet filter to block inappropriate materials as able on and off campus.
- Provide staff guidance to aid students in doing research and help assure student compliance to the JCC iPad Policies and Procedures.

### **6.4 Student Activities Strictly Prohibited:**

- Illegal installation, the use of or transmission of copyrighted materials. If you are unsure, ask a teacher.
- Any actions that violate existing JCC policies or public law.
- Accessing, uploading, downloading, or distributing offense profane, threatening, pornographic, obscene, or sexually explicit materials.
- Using external devices with the iPad without prior approval from the administration.
- Accessing other student's accounts, files, and/or data.
- Use of the school's internet/email for financial or commercial gain or for any illegal activity.
- Giving out personal information (name, address, photo or any other identifying information), for any reason, over the internet, including, but not limited to, setting up internet accounts for personal use (chat rooms, EBay, email).
- Participating in credit card fraud, electronic forgery or other forms of illegal behavior.
- Attempting to alter harm or destroy hardware, apps 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 components of school equipment.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean others.
- Bypassing the JCC web filter through a web proxy or any other means.

- If a student receives any communication containing inappropriate or abusive language or media, it is necessary to:
  1. Show a teacher or administrator immediately.
  2. Save a copy for the teacher/administrator.
  3. Delete the material from the iPad in the presence of the teacher/administrator.
- Students will report loss/theft of iPad to parents, school and proper authorities within 24 hours.
- Students will not:
  1. Change or attempt to change the configuration or settings of the iPad. Any attempt will result in disciplinary action.
  2. Attempt to repair, alter, or make additions to the iPad.
  3. Remove or attempt to remove JCC identification tags on iPads.
  4. Deface iPad and/or protective cover with any type of stickers or marking pens.

Violations of these prohibited activities will result in consequences as shown in section 6.5 student discipline.

## **6.5 Student Discipline**

The discipline procedures in the JCC handbooks address serious and major offenses such as stealing and destruction of school or personal property, which apply to the iPad. Depending on the seriousness of the offense, students may lose iPad and/or network privileges as well as being held for detention, suspension, or even in extreme cases, expulsion.

Consequences in no particular order:

- Conference with the teacher and teacher documentation.
- Written warning and/or detention.
- Contact with the parents.
- Parent conference.
- Suspension from iPad use for a period of time determined by administration.
- Expulsion
- Attend Stop-It program
- In School Suspension.
- Out of school suspension
- Notification of outside agency and/or law enforcement with filing of charges where appropriate.
- Permanent loss of iPad.

## 7. INSURANCE ON iPADS

### 7.1 Insurance Options

- Purchase \$0 deductible insurance for \$50 – multiple loss or damage claims by an individual student may cause an increase in insurance premium in ensuing years for that student.
- Purchase no insurance, but sign an agreement stating they will pay for loss/damage.
- If a parent chooses neither of the above options the student's iPad will not leave school premises.
- Insurance or financial responsibilities for iPad are not eligible for student fee waiver.
- Intentional damage of an iPad is not covered by school insurance – Student will be responsible for full coverage of intentional damage.
- Insurance options are done annually
- Parents choose between purchasing insurance or assuring they will cover things financially.
- The net income generated would sit in a pool from which JCC would pay for loss/damaged iPads.
- As the pool increases in size over the years JCC would be able to channel some funds toward purchase of future iPads.
- If the serial number off an iPad is scratched off where you can't read the numbers the student will be responsible to pay in full the cost of the iPad.
- If a student has insurance thru the school and their iPad charger or cord is damaged beyond use, the student needs to bring the damaged charger or cord to our Technology reps then the district will replace the charger or cord at no cost the first time (If a student loses the charger and/or cord this policy does not take affect – student has to pay for the loss charger and/or cord). The student would be responsible for financial replacement of a charger or cord if:
  - Student has no insurance
  - Doesn't have in possession the damaged charger or cord
  - The student brings a third party charger or cord they bought themselves
  - This is the second time the student has damaged a charger or cord
  - Student lost the charger or cord
- If a student has insurance thru the school and their iPad is damaged (accidently or negligence) beyond use the student will be given another iPad and the parent will have two choices:
  - 1) Parent takes full financial responsibility whether repair or replacement on the iPad, no school insurance will be available. The student will be able to take iPad home.
  - 2) If parent doesn't want the financial responsibility the student will be given an iPad to use only at school, will not be able to take iPad home at any time. Whether you choose 1 or 2 the actions will last for the rest of that school year.
- If a student has insurance thru the school and their iPad screen is damaged (accidently or negligence) the school will replace the screen for the student without cost for the first time. The second time the screen is damaged it will

be the students/parents responsibility for replacement cost of the iPad screen. If student/parent don't pay for the damages the second time the student will only be able to use the iPad at school, will not be able to take iPad home at any time.

- Student(s) who are on the down list in any class for a grade of 69% or below will forfeit personal use of their app access to their iPad. The student will only have access to apps that are required for classes and the school website. This action will remain in effect for the remainder of the quarter in which the incident took place. The student will receive full access of their iPad starting the following quarter, as long as they remain off the down list.

# **JOHNSON COUNTY CENTRAL SCHOOL**

## **iPad INSURANCE FOR 2019-2020**

**STUDENT NAME:** \_\_\_\_\_

**PARENTS NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

### **PARENTS COULD CHOOSE TO: (CHECK ONLY ONE)**

Option One: Purchase \$0 deductible insurance for \$50 \_\_\_\_\_

Option Two: Purchase no insurance and sign an agreement stating I/we will pay for loss/damages \_\_\_\_\_

Option Three: If a parent chooses neither of the above options the student's iPad will not leave school premises \_\_\_\_\_

If you have chosen option one please enclose a check to Johnson County Central School for \$50 and return this form completed.

If you have chosen option two please sign your name below which states you have agreed to pay any loss or damages.

\_\_\_\_\_  
Parent/Guardian Signature

### **JCC District Student Pledge for iPad Use**

1. I will take good care of my iPad.
2. I will never leave the iPad unattended.
3. I will never loan out my iPad to other individuals.
4. I will know where my iPad is at all times.
5. I will charge my iPads battery every evening at home.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will not disassemble any part of my iPad or attempt any repairs.
8. I will protect my iPad by only carrying it while in the case provided.
9. I will not place decorations (such as stickers, markers, etc.) on the iPad. I will not deface the serial number or JCC District tags on any iPad.
10. I understand that my iPad is subject to inspection at any time without notice and remains the property of Johnson County Central Schools.
11. I will follow the iPad policies and procedures while at school, as well as outside the school day.
12. I will be responsible for all damage or loss of the iPad (including case, charger and cord) that is caused by neglect or abuse.
13. I agree to return the iPad and accessories in good working condition.
14. I will use my school locker to secure the iPad when the device is not in use.
15. I will use my iPad in ways that are appropriate, meet JCC expectations and are educational.
16. I will not use another students' iPad without the students' authorization.

**I agree that my student and I have read and will comply with all policies and procedures with the Johnson County Central School District iPad policies.**

Student Name (Print):	
Student Signature:	
Date:	

Parent Name (Print):	
Parent Signature:	
Date:	

**All students must return their iPad and accessories at the end of each school year. If a student terminates enrollment at JCC District the iPad and accessories must be turned in by the date of termination.**