



Wakefield High School **iPad Policy, Procedures, and Information** **2015-2016**

Wakefield High School iPad 1:1 Initiative

The focus of the iPad program at Wakefield High School is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future, and one of the learning tools of these 21st century students is the iPad. 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 iPads integrates technology into the curriculum anytime, anyplace.

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

Table of Contents

1. Receiving your iPad.....	
1.1 Receiving your iPad and iPad check-in	
1.2 iPad Check-in	
1.3 Checks-in Fines	
2. Taking Care of Your iPad	
2.1 General Precautions	
2.2 Carrying iPads	
2.3 Screen Care	
3. Using Your iPad at School	
3.1 iPads left at home	
3.2 iPad undergoing repair	
3.3 Charging your iPad's Battery	
3.4 Screensavers	
3.5 Sound, games, or programs	
3.6 Printing	
3.7 Home Internet Access	
4. Managing Your Files & Saving Your Work	
4.1 Saving to the My Documents/Home Directory	
4.2 Network Connectivity	
5. Software on iPads	
5.1 Originally Installed Software	
5.2 Additional Software	
5.3 Inspection	
5.4 Procedure for reloading software	
5.5 Software upgrades	
6. Acceptable Use	
6.1 Parent/Guardian Responsibility	
6.2 School Responsibilities	
6.3 Student Responsibilities	
6.4 Student Activities Strictly Prohibited	
6.5 iPad Care	
6.6 Legal Propriety	
6.7 Student Discipline	
7. Protecting and Storing your iPad	
7.1 iPad Identification	
7.2 Storing your iPad	
7.3 iPads left in unsupervised areas	
8. Repairing or Replacing your iPad	
8.1 School District Protection	
8.2 Personal Home/Homeowners Insurance	
8.3 Claims	
9. Cost of Repairs	
10. iPad Protection Plan (Needs Parent Signature)	
11. Student Pledge for iPad Use	

1: Receiving Your iPad & iPad Check-In

1.1 Receiving your iPad:

iPads will be distributed each fall during the “iPad Orientation.” Parents & students MUST sign and return copies of the iPad Protection Plan, Student Pledge, and Acceptable Use Policy documents before the iPad can be issued to their child. The iPad Protection Plan outlines the requirements for obtaining the iPad.

1.2 iPad Check-In

iPads will be returned during the final week of school during the student checkout so they can be checked for serviceability. If a student transfers out of the Wakefield Community 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 Wakefield High School library at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Wakefield 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 Wakefield, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad. Failure to return the iPad will result in a theft being reported with the Dixon or Wayne County Sheriff’s Department.

Students are to keep the master iCloud account on their iPad. If a student returns the iPad with a different iCloud account, and cannot remember the password, the student will owe for a brand new iPad. When an iCloud account is on an iPad and the password is forgotten, the iPad cannot even be wiped clean without that password, thus leaving it unusable.

Furthermore, the student will be responsible for any damage to the iPad, consistent with the District’s iPad Protection Plan and must return the iPad and accessories to the Wakefield High School Library in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

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 Mrs. Rusk for an evaluation of the equipment.

2.1 General Precautions

- The iPad is school property and all users will follow this policy and the Wakefield Acceptable Use Policy for technology.
- 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.
- iPad and case must remain free of any writing, drawing, stickers, or labels that are not the property of the Wakefield Community School District.
- iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day.
- Students must keep their iPad in the protective case, provided by the school, at all times.
- If a student takes the case or port of the case, off of the iPad, and the iPad gets broken while the case is off the student is responsible for the full repair fee, even if it is the student's first time breakage.

2.2 Carrying iPads

The protective case provided with the iPads has 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 must always be in the protective case.
- Some carrying cases (i.e. backpacks) can hold other objects (such as folders, textbooks, 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 on the screen.

- 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. Use of harsh chemicals WILL damage the screen.
- 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

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

3.1 iPads Left at Home

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. If a student repeatedly (3 or more times as determined by any staff member) leaves their iPad at home, they will be required to “check out” their iPad from the library help desk for a period of time determined by the building principal.

3.2 iPad Undergoing Repair

Spare iPads may be issued to students when they leave their iPad for repair with Mrs. Rusk. There may be a delay in getting an iPad should the school not have enough to loan.

3.3 Charging Your iPad's Battery

iPads should be brought to school each day in a fully charged condition. Students are responsible for charging their iPads at home when needed.

3.4 Screensavers/Background Photos

- Inappropriate 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.
- Passwords are NOT to be used.

3.5 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teachers for instructional purposes.
- Music is allowed on the iPad and can be used at the discretion of the teacher.
- Internet games are not allowed on the iPads. If game apps are installed, it will be by Wakefield staff.
- All software/apps must be district approved. Data storage will be through apps on the iPad and email to a server location.

3.6 Printing

Printing is not available via the iPad.

3.7 Home Internet Access

Students are allowed to set up wireless networks on their iPads. This will assist them with iPad use while at home.

4: Saving to the iPad

4.1 Saving to the iPad

Students may save work to the home directory on the iPad on a limited basis. It is recommended that students email documents to themselves for storage on a flash drive or district server (J Drive). Storage space will be available on the iPad—BUT it will NOT be backed up in the case of reimaging. 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.

4.2 Network Connectivity

The Wakefield Community School District makes no guarantee that their network will be 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 Wakefield Community School must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school 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 software/apps on their iPads. Wakefield will synchronize the iPads so that they contain the necessary apps for school work. Students will not synchronize iPads or add apps to their assigned iPad, to include home syncing accounts.

5.3 Inspection

Students may be selected at random to provide their iPad for inspection. If we have reason to suspect that any unacceptable activity or damage has been done to any iPad, Wakefield Community School reserves the right to bring the iPad to the office for inspection.

5.4 Procedure for Reloading Software

If technical difficulties occur or illegal software, non Wakefield installed apps are discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and reimage.

5.5 Software Upgrades

Upgrade 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 Wakefield School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Wakefield Community School 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 Wakefield Community School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Wakefield Community School District's Acceptable Use Policy as the Student Handbook shall be applied to student infractions.

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

6.1 Parent/Guardian Responsibilities:

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Should you want your student to opt out of having an iPad, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements (may take longer).

6.2 School Responsibilities:

- Provide Internet and Email access to its students.
- Provide Internet blocking of inappropriate materials as able.
- Provide network data storage areas. These will be treated similar to school lockers. Wakefield School District reserves the right to review, monitor, and restrict information stored on or transmitted via Wakefield Community School District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

6.3 Students are Responsible for:

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to iPad/computer use.
- Using 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, mis-deliveries or service interruptions caused by the students own negligence, errors or omissions. Use of any information obtained via Wakefield Community School District’s designated Internet System is at your own risk. Wakefield Community School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping Wakefield Community School District protect our computer systems/devices by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Students should always turn off and secure their iPad after they are done working to protect their work and information.
- If a student should receive email containing inappropriate or abusive language, or if the subject matter is questionable, he/she is asked to report the email to the office.
- Return their iPad to the technology lab at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Wakefield Community School for any reason must return their individual school iPad computer on the date of termination.

6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of 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 chat rooms, sites selling term papers, book reports, and other forms of student work.
- Messaging services. i.e. MSN Messenger, ICQ, iPad Messenger, etc.
- Internet/Computer games.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc).
- Downloading apps.
- Spamming-sending mass or inappropriate emails.
- Gaining access to other student’s accounts, files, and/or data.
- Use of school’s internet/email accounts for financial or commercial gain or for any illegal activity.

- Use of anonymous and/or false communications such as MSN Messenger and Yahoo Messenger.
- Students are not allowed to give out personal information, for any reason, over the internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, 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 of creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components of school equipment) will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
- Bypassing the Wakefield Community School web filter through a web proxy.
- Students are to keep the master iCloud account on their iPad. If a student returns the iPad with a different iCloud account, and cannot remember the password, the student will owe for a brand new iPad. When an iCloud account is on an iPad and the password is forgotten, the iPad cannot even be wiped clean without that password, thus leaving it unusable.

6.5 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 Wakefield Community School District may be applied to the iPad.
- iPad cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying the case replacement fee.
- iPads that malfunction or are damaged must be reported to Mrs. Rusk. The school district will be responsible for repairing iPads that malfunction. iPads that have been damaged from student misuse, neglect, or accidental damage will be repaired with the cost being borne by the student. The \$50 fee applies to the repair or replacement cost for the first damage offense, with the repair or replacement cost of each additional damage offense charged fully to the student.
- Students will be responsible for the full cost of repair or replacement to any iPad that has been damaged intentionally. The \$50 protection fee cannot be applied to iPads that are determined to be intentionally damaged.
- iPad covers should not be removed. Students will be responsible for full cost of repair or replacement if iPad is damaged while cover is removed (even if it is a “first offense” of damage).
- iPad damage: Students are responsible for any and all damage.

- iPads that are stolen must be reported immediately to the office and the Police Department.

6.6 Legal Propriety

- 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 a parent.
- Plagiarism is a violation of the Wakefield Student Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to Wakefield Student/Parent Handbook guidelines. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the district.

6.7 Student Discipline

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps:

1st Offense: Student(s) will check in/check out their iPads from the technology laboratory or the principal's office daily for three (3) weeks.

2nd Offense: Three (3) weeks of iPad privilege suspension (student still responsible for all required work)

3rd Offense: Loss of iPad privileges for a length of time determined by the administration.

7: Protecting & Storing Your iPad

7.1 iPad Identification

Student iPads will be labeled in the manner specified by the school. Any label applied to the iPad by Wakefield Community School is NOT to be removed. iPads can be identified in the following ways:

- Record of serial number
- Wakefield Community School barcode label
- Wakefield Community School laser engraving

7.2 Storing Your iPad

When students are not using their iPads, they should be stored in their lockers. The Wakefield Community School District recommends the students use either a lock provided by the school district or obtain a personal lock and provide the office with a key or combination to the personal lock. Nothing should be placed on the top of the iPad when stored in the locker. 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 student's vehicle at any time. If a student needs a secure place to store their iPad, they may check it in for storage in the library.

DO NOT leave your iPad in a place that is experiencing extreme hot or cold conditions. (i.e. a car in the summer or winter)

Extreme heat will damage the unit itself. Extreme cold will cause severe screen damage.

7.3 iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer labs, locker rooms, unlocked classrooms, dressing rooms, and hallways. Any iPad found in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the office. Violations may result in loss of privileges.

8: Repairing or Replacing Your iPad

8.1 School District Protection

School District Protection is required for students and parents to cover iPad replacement in the event of theft, loss, or accidental damage. The protection cost is \$50.00 annually for each iPad with a maximum cost of \$150.00 per family. This will include one repair or replacement, additional repairs or replacement costs will be the full responsibility of students. Parents will need to purchase this insurance through the Wakefield High School office before your student is allowed to check out an iPad.

8.2 Claims

All insurance claims must be reported to the high school office. Students or parents must file a police or fire report and bring a copy of the report to the principal's office before an iPad can be repaired or replaced.

9: Cost of Repairs

Students will be held responsible for ALL damage to their iPads including, but not limited to: broken screens, cracked plastic pieces, interoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as cases and cables will be charged the actual replacement cost.

Wakefield Community School will order all replacement parts.

Wakefield High School
District iPad Protection Plan

The Wakefield Community School District recognizes that with the implementation of the iPad initiative there is a need to protect the investment both by the District and the Student/Parent. The following outlines the various areas of protection: warranty, accidental damage protection and insurance.

School District Protection

School District Protection is available for students and parents to cover iPad replacement in the event of theft, loss, or accidental damage. The protection cost is \$50.00 annually for each iPad with a maximum cost of \$150.00 per family. This plan will include one repair or replacement, additional repairs or replacements will be the full responsibility of the student. Parents will need to purchase this insurance through the Wakefield High School office before your student is allowed to check out an iPad.

Personal Home or Homeowners Coverage

Students or parents may wish to carry their own personal insurance to protect the iPad in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the iPad.

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Additional Information: In cases of theft, vandalism and other criminal acts, a police report, or in the case of a fire, **a report MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office. **INTENTIONAL DAMAGE:** Students/Parents are responsible for full payment of intentional damages to iPads, Warranty, Accidental Damage Protection, or School District iPad Protection **DOES NOT** cover intentional damage of the iPads.

Wakefield High School
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 iPad's battery as needed.
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 use my iPad in ways that are appropriate, meet Wakefield Community School District expectations, and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the iPad or provided case; I will not deface any sticker applied to any iPad applied by Wakefield Community School.
11. I understand that my iPad is subject to inspection at any time without notice and remains property of the Wakefield Community School District.
12. I will follow the policies outlined in the iPad Handbook and the Use of the Acceptable Use Policy while at school, as well as outside the school day.
13. I will file a police report in case of theft or vandalism, as well as report to the Wakefield Community School District.
14. I will be responsible for all damage or loss caused by neglect or abuse. I will report any damages or loss to Wakefield High School office.
15. I agree to return the iPad, case and power cords in good working condition.

I agree to the stipulations set forth in the above documents including the iPad Policy, Procedures, and Information; the Acceptable Use Policy; iPad Protection Plan and the Student Pledge for iPad Use.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Individual school iPads and accessories must be returned to the Wakefield Library at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Wakefield Community School District for any other reason must return their individual school iPad computer on the date of termination.