

CCSD 1-to-1 iPad Initiative



The World in Their Hands

Student iPad Usage Agreement

January 2012

CCSD School Improvement Grant (SIG) Schools, Cohort 2:

R.B. Stall High School

St. John's High School

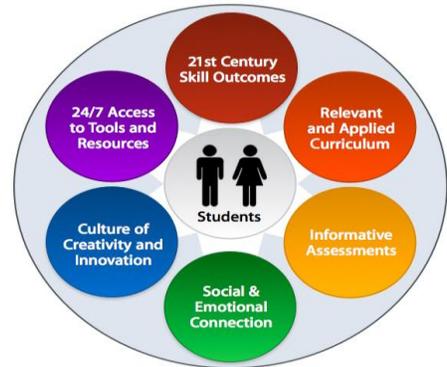
Burke Middle High School

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INTRODUCTION

The focus of the CCSD SIG 1-to-1 iPad Initiative is to provide tools and resources for 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 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. According to studies and school reports, students who use a computing device in a one-to-one education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas. The iPad is a next generation device that makes learning more engaging and accessible.



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 any time, any place.

1.0 GENERAL INFORMATION

The procedures and information within this document apply to all student iPad use at Burke Middle High School, RB Stall High School, and St. John's High School, during and outside of school. It also includes any other device considered by the school administration to come under this document. Teachers may set additional requirements for use in their classroom.

1.1 Receiving your iPad

iPads will be distributed beginning in the month of January. Parents and students must attend an orientation session together, both must sign and return the Student Pledge for iPad Use, and **the \$20 iPad usage fee must be paid** before the iPad can be issued to the student to take home.

1.2 Returning your iPad

iPads with accessories (charging/USB connection cord and protective case) will be returned to the student's home school (Burke, Stall, or St. John's) prior to summer break. iPad cases furnished by the school must be returned with only normal wear and no alterations to avoid paying a replacement fee. If a student transfers, withdraws, is suspended or expelled, or terminates enrollment at Burke, Stall, or St. John's for any reason, he/she must return the iPad with accessories on the date of termination.

2.0 CARE AND STORAGE OF THE IPAD

The iPad is school property and all users will follow this document (iPad Usage Agreement), the CCSD Technology Acceptable Use Policy and the CCSD Student Code of Conduct for this technology. 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 designated school personnel for an evaluation of the equipment as soon as possible.

2.1 iPad Identification

Student iPads will be labeled in the manner specified by the district. iPads can be identified in the following ways:

- Record of serial number;
- Burke, Stall, or St. John's tagging personalized label; and/or
- Designated picture as wallpaper for both the Lock Screen and Home Screen.

2.2 General Procedures and Precautions

Students will be held responsible for maintaining their iPads and keeping them in good working order.

- Students are responsible for keeping their assigned iPad's battery charged for each and every school day. This charging should take place at home during the night prior to school.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, graphics or labels that are not the issued property of Burke, Stall, or St. John's.
- iPads must never be left in a locker, unlocked car, or any unsupervised area in school or outside of school.
- iPads must not be exposed to direct sun light, excessive heat, or severe cold.

2.3 Screen Care

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 case that will press against the screen.
- Do not "bump" the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
- Only use a clean, dry, soft cloth or anti-static cloth to clean the screen. No cleansers of any type should be used on the screen.

2.4 Carrying iPads

The provided iPad protective cases have sufficient padding to protect the iPads from normal treatment and provide a suitable means for carrying the device.

- iPads must always be inside the protective case when carried.
- Backpacks that hold other objects (such as textbooks), should not be used to carry iPads so as to avoid placing too much pressure and weight on the iPad screen.

2.5 Storing Your iPad

When students are not using the iPads at school, they should be stored in the teacher designated area in the classroom.

- Nothing should be placed on top of the iPad when stored.
- Students approved for iPad take-home privileges are expected to take the iPads home every day after school. iPads should not be stored in a student's vehicle at school or at home.
- If a student is not approved for iPad take-home privileges, he/she must check the iPad in, following the established school procedures.
- If a student needs a secure place to store the iPad, he/she may check it in for storage with designated school personnel.

2.6 iPads Left in Unsupervised Areas

Under no circumstances should iPads be left unsupervised by the student. Unsupervised areas include the school grounds, lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, hallways and any area without supervision. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the main office. **Leaving an iPad in an unsupervised area is considered an infraction of the iPad Usage Agreement.**

3.0 LOSS OR DAMAGE

The iPads for this initiative have been purchased through the CCSD School Improvement Grant (SIG) and carry a protection plan to cover malfunctioning or damaged iPads.

3.1 Damaged iPads

iPads that malfunction or are damaged must be reported to designated school personnel immediately.

- The school will be responsible for repairing iPads that malfunction or are accidentally damaged.
- CCSD SIG iPad protection DOES NOT cover intentional damage. If it has been determined by the school that there was intentional damage to an iPad, the student/parent is responsible for full payment of the intentional damage and the student will no longer be allowed to take the iPad home.
- Loaner iPads (if available) may be issued to students when they leave iPads for repair with designated school personnel. There may be a delay in getting an iPad should the school not have enough to loan.
- If the iPad is damaged due to misuse, neglect or accident the student will not be allowed to take the iPad home unless a case that will provide greater protection is purchased by the student.

3.2 Missing, Stolen or Vandalized iPads

iPads that are missing or stolen while either on or off school property must be reported immediately to designated school personnel. iPads that are not brought to school for two days will be considered missing. Action will be taken by the district to track missing/stolen devices to

recover them, and appropriate consequences outlined in the Student Code of Conduct will be administered.

- The CCSD SIG 1:1 initiative will utilize Mobile Device Management software (MDM) to manage all iPads in the district. When an iPad is deemed missing or stolen, CCSD will use the MDM to locate, disable and lock the iPad.
- In cases of theft, vandalism, and other criminal acts, a police report MUST be filed by the student and/or parent. A copy of the police/fire report must be provided to the main office.

4.0 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. Students must bring the iPad to all classes, unless specifically instructed not to do so by their teacher.

4.1 iPads Left at Home

If a student leaves the iPad at home, he/she is responsible for completing course work as if the iPad were present. Leaving the iPad at home is an infraction and results in students losing at-home privileges for five nights after two infractions.

4.2 Charging your iPad's Battery

iPads must be brought to school each day fully charged. Students need to charge their iPads each evening. Not having a fully charged iPad ready for school each day is an iPad Usage Agreement infraction and results in the student losing take-home privileges for five nights after two infractions.

4.3 Lock Screen and Home Screen Wallpaper

Students will be required to have a designated picture as wallpaper for both their Lock Screens and Home Screens. The picture may be subject to change. *Inappropriate pictures may not be used as the Lock Screen or Home Screen wallpaper. Inappropriate pictures include but are not limited to the presence of weapons, pornographic materials, inappropriate language, tobacco, alcohol, drug, gang related symbols or pictures. Use of any inappropriate pictures on the iPad will result in disciplinary actions per CCSD Student Code of Conduct.*

4.4 Music, Videos, Podcasts and Apps

The iPad has limited storage and this storage is designated for educational use. Inappropriate content is NOT allowed on the iPad. *Inappropriate content includes music, videos, podcasts, pictures, documents, presentations and apps that contain the presence of weapons, pornographic materials, inappropriate language or lyrics, tobacco, alcohol, drug, gang related symbols or pictures.*

- Sound must be muted at all times or ear buds/headphones used unless permission is obtained from the teacher for instructional purposes.
- The iPad has limited storage and educational use has top priority. If non-educational, personal content is on the iPad and storage space is needed, students must delete the non-educational content to make room for required content.

- Data storage will be managed through e-mail and cloud-based storage locations.

4.5 Printing

Printing may be available from iPads on a limited basis. Should this become available, students will be given information and instructions regarding printing from the iPad at school.

4.6 Home Internet Access

Students are allowed to set up wireless Internet networks on their iPads in order to have wi-fi access outside of school. Schools will provide information on wi-fi “hot spots” accessible within the school’s attendance zone. Keep in mind that CCSD does NOT provide Internet filtering outside of the district’s network. **Parents/guardians are responsible for the online activities and behavior of their children.**

5.0 MANAGING YOUR FILES & SAVING YOUR WORK

5.1 Saving to the iPad.

Students may save some work directly on the iPad. It is recommended students email documents and presentations to themselves for storage on a local computer or the district network server. 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.

5.2 Network Connectivity

CCSD makes no guarantee that the district network will be up and running 100% of the time. When the network is down, the district will not be responsible for inaccessible, lost, or missing data.

6.0 iOS AND APPS

6.1 District-Installed Apps

The apps originally installed by Burke, Stall, and St. John’s must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add apps for use in a particular course. Periodic checks may be made by designated staff to ensure that students have not removed required apps or added inappropriate content.

6.2 Additional Apps

Burke, Stall, and St. John’s will sync all iPads so that they contain the initial required school-purchased apps. Students will also sync their own iPads at school, following the established procedures, when instructed by their teachers in order to install required apps. The priority for iPad storage is education; students will be required to remove personal apps and content if space is needed for educational apps or content.

6.3 Inspection

Students may be selected at random to provide their iPads for inspection by any designated

staff at school.

6.4 iOS and App Updates

Updated versions of the iOS and apps are available from time to time. Students may be required to check in their iPads for periodic updates and syncing.

7.0 ACCEPTABLE USE

7.1 Statement of Responsibility

The use of the network is a privilege. The user is responsible for what he/she says and does on the network. It is important for the user to stop and think before communicating and to show respect for others and for their ideas. Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by district or school administration.

Wireless Internet access (wi-fi) is available on every iPad at Burke, Stall, and St. John's. Network administrators will make reasonable efforts to maintain reliable service. They cannot, however, absolutely guarantee that the system will always be available or operating correctly.

7.2 Parent/Guardian Responsibilities

It is expected that parents/guardians talk with their child about values and standards that the child should follow on the use of the Internet just as they would on the use of all media information sources such as television, telephones, movies, and radio. Parents/guardians are also expected to talk with their child about the dangers and consequences of cyber bullying, inappropriate use, and other misuses of the Internet.

7.3 School and District Responsibilities

- Provide Internet and email access to its students.
- Provide Internet filtering/blocking of inappropriate materials in compliance with the Children's Internet Protection Act (CIPA) while using the CCSD Internet system. (This does not pertain to Internet access outside of school).
- Provide network data storage areas (network data is not accessible through the iPad). Student network storage is treated like student lockers. Burke, Stall, and St. John's reserve the right to review, monitor and restrict information stored on or transmitted via district owned equipment and to investigate inappropriate use of resources.
- Provide iPad instruction and guidance to students and assure student compliance of the CCSD iPad Usage Agreement and the CCSD Technology Acceptable Use Policy.

7.4 Students Responsibilities

- Students will use iPads and school computers in a responsible and ethical manner.
- Students will obey school rules concerning behavior and communication that apply to district network use, the CCSD iPad Usage Agreement and the CCSD Technology Acceptable Use Policy. This policy is available online and in the student handbooks.

- Students will use all technology resources in an appropriate manner so as to not damage school equipment. "Damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, or service interruptions caused by the students' own negligence, errors or omissions. Use of information obtained via CCSD's Internet system is at the user's own risk. Burke, Stall, and St. John's specifically deny any responsibility for the accuracy or quality of information obtained through the CCSD Internet system.
- Students will help CCSD protect the district network and iPads by contacting designated school personnel about any security problems they may encounter.
- Students will monitor all activity on their account(s).
- Students should always turn off and secure the iPad after they are done working to protect their work and information.
- If a student should receive an email or other electronic message containing inappropriate or abusive language, or if the subject matter is questionable, he/she is asked to inform a teacher or other designated staff member (and if applicable print a copy and turn it in to designated school personnel).
- Students will turn in the iPad to their school at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Burke, Stall, or St. John's for any other reason must return the iPad on the date of termination.

7.5 Student Discipline

The violations and consequences outlined by this iPad Usage Agreement are aligned with the CCSD Student Code of Conduct levels of infractions. The discipline procedures in the CCSD Student Code of Conduct address all levels of offenses, including stealing and destruction of school or personal property. This applies to all CCSD property, including school-assigned iPads. Depending on the seriousness of the offense, students may lose iPad usage rights and/or network privileges, or may be suspended or even in extreme cases expelled.

INFRACTIONS AND CONSEQUENCES

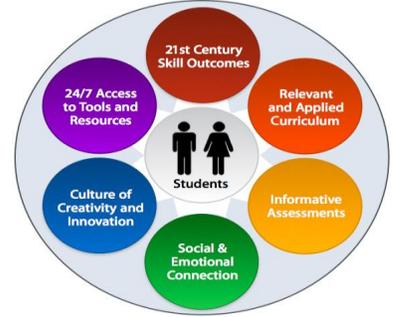
If a student does not meet behavior expectations and responsible use, they may be moved up a level of operation. Operational levels are also based on overall student performance. Considerations include completion of assignments, classroom behavior, meeting expectations, and referrals. The administration reserves the right to deny students access to iPads at their discretion both inside and outside of school.

Student Operational iPad Levels	
<p>Operational Level: GREEN <i>Students who have completed all requirements for take-home privileges</i></p>	Student may use the iPad during school and may take it home at any time.
<p>Operational Level: YELLOW <i>Students who have not completed all requirements for take-home privileges OR who have had take-home privileges suspended due to infractions</i></p>	Student may use the assigned iPad ONLY DURING THE SCHOOL DAY for 5 days (no take-home privileges). May be extended by administrative recommendation.
<p>Operational Level: RED <i>Students who have had all iPad privileges suspended due to infractions</i></p>	Student may NOT USE AN IPAD at school or outside of school for 5 days. May be extended by administrative recommendation.

Infraction Levels from the CCSD Student Code of Conduct		
Infraction: Level 1 DISORDERLY CONDUCT	Infraction: Level 2 DISRUPTIVE CONDUCT	Infraction: Level 3 CRIMINAL CONDUCT
Adversely affects a student’s educational progress. Should typically be handled by the teacher	Significantly disturbs the learning environment and/or endangers the health or safety of oneself or others	Occurs in activities which significantly disrupt the learning environment or pose a direct and serious threat to the safety of oneself or others
<p>A student receiving TWO Level 1 infractions in a 4 week period is moved to Operational Level YELLOW.</p> <ul style="list-style-type: none"> ➤ Coming to school without the iPad charged ➤ Leaving the iPad at home ➤ Using iPad inappropriately during instructional time (listening to music or playing game without teacher’s permission) ➤ Allowing another student to use their iPad ➤ Carrying the iPad in an unsafe manner while in transition ➤ Not keeping the iPad clean 	<ul style="list-style-type: none"> ➤ A student receiving a Level 2 infraction is moved to Operational Level YELLOW ➤ A student receiving two Level 2 infractions in a 4 week period is moved to Operational Level RED ➤ A student may return to Operational Level GREEN after 5 days with administrative approval and parent contact 	<ul style="list-style-type: none"> ➤ A student receiving a Level 3 offense is moved to Operational Level RED ➤ A student may return to Operational Level YELLOW after 5 days with administrative approval and conference with parent to review the IUA ➤ A student receiving two Level 3 infractions cannot return to Operational Level GREEN for the remainder of the school year ➤ A student receiving more than two Level 3 infractions must remain at Operational Level RED for the remainder of the school year

STUDENT PLEDGE FOR IPAD USE

Any acts seen as not meeting this pledge are considered infractions resulting in consequences of limited or no iPad use.



- I will take good care of my assigned iPad.
- I will never leave my iPad unattended.
- I will never loan out my iPad to other individuals.
- I will know where my iPad is at all times.
- I will charge my iPad's battery daily.
- I will keep food and beverages away from my iPad.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will protect my iPad by keeping it in the assigned or school-approved "Griffin" protective case at all times.
- I will use my iPad in ways that are appropriate and educational and in ways that conform to Burke, Stall, or St. John's expectations.
- I will not place non-approved decorations (such as stickers, markers, etc.) on the iPad or case.
- I will not deface the serial number iPad sticker on any iPad.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of Burke, Stall, St. John's.
- I will follow the expectations outlined in the Burke, Stall, St. John's Procedures and Information Guide while at school, as well as outside the school day.
- I will file a police report in case of theft or vandalism.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return my assigned iPad, case and charging/USB connection cord to school in good working condition.

I understand and agree to the stipulations set forth in this iPad Usage Agreement and the CCSD Technology Acceptable Use Policy.

Student Name: _____

Student Signature: _____

Date: _____

Parent Name: _____

Parent Signature: _____

Date: _____