



Book	Policy Manual
Section	800 Operations
Title	Student iPad Responsible Use
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### **Purpose**

This policy is intended to promote responsible use and protect students and the district from liability resulting from any misuse of the school-issued iPad. The use of iPad technology is fundamental to the instruction process and shall be required. Technology, on or off-campus, must be used in accordance with the mission of Central Columbia School District as well as the Acceptable Use of Internet, Computers and Network Resources policy. A copy of this policy is available in the Student-Parent Handbook. Teachers may set additional requirements for use in their respective classes.[1][7]

### **Authority**

The iPad and accessories remain the property of Central Columbia School District at all times. Therefore, students shall have no assumption of privacy. The district reserves the right to inspect student iPads at any time during the school year. Misuse of the iPad will result in disciplinary action.[1][2][3][8]

### **Guidelines**

The “Digital Conversion” iPad program is an academic program, and this policy governs and supports the academic use of the iPad. To maintain the integrity of the iPad program, all students and parents/guardians are subject to the conditions of use as outlined in this policy.

### **Liability**

The parent/guardian and/or student is responsible for the cost to repair and/or replace, at the date of loss, the iPad, protective case, and all other issued accessories if the property is:

1. Not returned.
2. Intentionally damaged.
3. Lost or damaged because of negligence and/or by not following the procedures established in this policy.
4. Stolen, but not reported to school and/or police by end of the next school day. A police report must be filed by the parent/guardian or student if the iPad is stolen.

### **Personal Safety**

Users should recognize that communicating over the Internet brings risks associated with the lack of face-to-face contact.

Users should carefully safeguard their personal information and that of others.

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without parental and/or teacher permission.

Students should never agree to meet someone they meet online in real life.

If the user sees a message, comment, image, or anything else online that makes him/her concerned for his/her personal safety, it should be brought to the attention of school personnel.

### Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.[1]

Users should recognize that, with valuable content online, there is also unverified, incorrect, and/or inappropriate content.

### Cyber-Bullying

The National Crime Prevention Council defines cyber-bullying as “When the Internet, cell phones, or other devices are used to send or post text or images intended to hurt or embarrass another person.”

Cyber-bullying will not be tolerated and is strictly forbidden.[4]

The user should remember that digital activities are monitored and retained.

Report cyber-bullying immediately to school personnel.

### District Acceptable Use Policy

The district's policy for Acceptable Use of Internet, Computers and Network Resources is to be followed at all times.[1]

### iPad Use, Care, and Routines

Students should never pile things on top of the iPad in or out of their backpack, case or carry all. Do not place any objects other than the iPad in the iPad sleeve.

Keep the iPad in the district-issued rugged case at all times.

Do not leave the iPad out in extreme heat or cold.

Do not leave the iPad in a vehicle or place it on top of a vehicle.

Keep food, drink, pets, etc. away from the iPad at all times.

Do not drop the iPad as the screen is made of glass and will break.

Do not leave the iPad unattended at any time including during class, extra-curricular activities, lunch, locker room, etc. During lunch, iPads are to be kept in lockers or classrooms.

Labels, stickers, or screen protectors placed on the iPad by the technology department shall not be removed.

Do not write on, or place any labels or stickers on, the iPad or district-issued case.

Do not alter the iPad in any manner that will permanently change the iPad.

Do not remove the serial number or identification sticker on the iPad.

The lock screen picture will remain the school logo with the device name showing. Students may not alter their lock screen picture.

Do not lend the iPad to a classmate, friend, or family member.

Clean the iPad screen with a soft, dry, anti-static cloth or with a screen cleaner designed specifically for LCD type screens.

Fully charge the iPad each night with the appropriate iPad A/C adapter.

Do not attempt to repair a damaged or malfunctioning iPad. All damaged and malfunctioning iPads need to be taken to the Library Media Center.

Do not upgrade or change the iPad operating system in any way.

Do not remove or circumvent the mobile device management system installed on each iPad. This includes removing restrictions or "jail-breaking" the device.

Do not sync the iPad with a district or home computer.

Avoid touching the screen with pens/pencils. Use an appropriate stylus.

Students are responsible for the safety and security of their iPad.

Students will be permitted to take the iPad home.

Students may not change the "Lock Screen" without permission.

Students may not change the "Device Name".

Students may not change or delete "Profile" settings.

All accessories will be unplugged from the iPad when it is moved or in transit to another location. When the iPad is moved or in transit from one location to another, it needs to be inserted into the issued protective sleeve. Only the iPad should be inserted into the protective sleeve.

### Email and District Apple ID for Students

All students will receive an individual email account and district Apple ID. They can sign in with their district email address (username@ccsd.cc) as the email/Apple ID and universal password. With these accounts, students will have access to educational applications, which include productivity and instructional tools and much more. All iPads will need to be set up with email and a district Apple ID account so students can quickly and easily send messages and schoolwork to teachers. This setup will happen during orientation, and the email/district Apple ID account is required to remain on the iPads through the course of the school year. All official CCSD electronic communications will be sent via the CCSD student email.

1. The effective use of email will:

- a. Develop 21st century communication skills.
- b. Allow students to develop positive professional relationships with peers and staff.
- c. Assist in collaboration skills required in careers and higher education settings.

2. Guidelines and Reminders

- a. School email accounts should be used for educational use only.
- b. Students should only have their school email account set up on their iPad. No other personal email accounts should be set up on the iPad.
- c. All communication from students to teachers must be on their school issued email account or through the district's instructional management system. Personal accounts are not an acceptable means of communication with teachers.
- d. Email transmissions at school are subject to inspection by teachers and/or administrators as deemed necessary.[8]
- e. All email and contents are property of the district.
- f. Only the authorized user of the account should access, send, and/or receive emails for the account.
- g. Passwords should be protected and never shared with other students.
- h. Email accounts should be set up so that the email can be blind carbon copied (bcc) to the student.

### 3. Examples of Unacceptable Use

- a. Non-educational related forwards (e.g. jokes, chain letters, images).[1]
- b. Harassment, cyber-bullying, profanity, obscenity, racist terms, hate mail.[1][4]

### Camera

Each student iPad is equipped with a digital camera feature. The camera will allow students to utilize a 21st century tool to develop 21st century learning skills. This feature will be used for educational purposes only. iPads may not be brought into restrooms, locker rooms, or other changing areas. iPads may not be taken to Physical Education classes or other events where physical damage to the iPads would be likely to occur without permission from the teacher. These restrictions are for both sanitation and social health reasons. Inappropriate pictures/video of yourself (selfies) are prohibited.

#### *Examples of Use:*

1. Recording and/or taking pictures for project-based learning assessments.
2. Assisting in ensuring accurate notes are taken in class.
3. Submitting work digitally.

Students are not allowed to take any pictures/video of staff and/or students without expressed permission by those individuals. Any violation of this policy will result in discipline measures.[2][3]

### Listening to Music

While at school, music apps will be available on student iPads for academic uses only.

Streaming music is not allowed at school without permission from the teacher.

Users must follow copyright and other applicable laws.[9]

### Watching Movies

Watching movies will not be allowed during school hours.

Video segments required for school use will be allowed on iPads with teacher permission.

Students will have access to YouTube with teacher approved video clips being authorized.

### Games

Students may not play games on the iPad during school hours unless they are given permission by the teacher and the game supports education.

The content of any games played at home must be school appropriate.

### Student Files and Storage

All students should store their files using district approved file storage resources. Additional data storage, through portable or cloud resources, is at the expense and responsibility of the user. These file storage resources should be set up using the student's CCSD email account and password. If students need additional storage, they can request it via a helpdesk request.

### Printing

Printing will not be allowed from the iPads at school.

If printing is necessary, students must email the document to their school email account or save to their student network account and print from a computer lab.

### iPad Background

The lock screen picture background will be used by the district and cannot be changed. Any picture used as the background for a school-issued iPad must be school appropriate and align with the Acceptable Use guidelines.[1]

### Plagiarism

Users are prohibited from plagiarizing (using as their own without citing the original creator) content, including words or images, from the Internet.

Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online.

Research conducted via the Internet should be appropriately cited, giving credit to the original authors.

Users are prohibited from accessing sites that promote plagiarism. These sites should be reported to school personnel.

Plagiarism will be handled according to the school discipline policy on plagiarism. Please see CCSD handbook for the policy.

Users must follow copyright and other applicable laws.[9]

### Behaviors and Discipline Related to Student iPad Use

Violations are as follows:

1. Failure to bring iPad to school.
2. Missing cover.

3. Email, texting, Skyping, Internet surfing, etc.
4. Damaging, defacing, placing stickers, etc. to iPad.
5. Using account belonging to another student or staff member.
6. Accessing inappropriate material.
7. Cyber-Bullying.[4]
8. Using profanity, obscenity, racist terms.
9. Sending/forwarding assignment to another student to use as their own.
10. Not having iPad fully charged when brought to school.
11. Attempts to defeat or bypass the district's Internet filter and/or security settings.
12. Modifying the district's browser settings or other techniques to avoid being blocked from inappropriate sites or to conceal inappropriate Internet activity.
13. Unauthorized downloading/installing of apps.

### *Progressive Discipline*

The discipline process with the Digital Conversion project will be progressive in nature.

Discipline steps are as follows:

1. Verbal warning and parent/guardian contact.
2. One (1) after-school detention and parent/guardian contact.
3. Two (2) after-school detentions and parent/guardian contact.
4. One (1) extended detention/one (1) in-school suspension and parent/guardian contact.
5. Two (2) extended detentions/two (2) in-school suspensions and parent/guardian contact.
6. One (1) out of school suspension and parent/guardian contact.

### Examples of Unacceptable Use

Unacceptable use of the iPad includes, but is not limited to, the following examples:[1]

1. Using the school network for illegal activities such as copyright and/or license violations.[9]
2. Using the iPad as the vehicle for plagiarism.
3. Unauthorized downloading of apps and/or jail-breaking of the iPad.
4. Accessing and/or using websites or materials that are not in direct support of the curriculum and are inappropriate for school.
5. Vandalizing equipment and/or accessing the network inappropriately. Using and/or possessing programs that are capable of hacking the network.
6. Gaining unauthorized access anywhere on the network.

7. Invading the privacy of individual(s).
8. Using and/or allowing use of another person's login/password to access the network.
9. Being a passive observer or active participant with any unauthorized network activity.
10. Participating in cyber-bullying of any person.[4]
11. Using objectionable language, photos, or other content (e.g. racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous).
12. Obtaining, modifying, or using user name/passwords of other users.
13. Modifying files belonging to another student on the network.
14. Attempting to access or accessing websites blocked by the school's Internet filter.
15. Downloading apps, streaming media, or playing games without permission of an administrator.
16. Sending and/or forwarding emails that are chain letters, forwards, etc. via school email.

### Power Management

Users are responsible to recharge the iPad's battery so it is fully charged by the start of the next school day.

Users with no battery life may bring the iPad to the Library Media Center for charging. Students needing this service will be referred to the office under the progressive discipline clause.

Users will forfeit use of the iPad for the entire time it takes to charge the iPad.

The Library Media Center will not lend an iPad to a student while the student's iPad is charging.

Users may pick up or check on the iPad during passing periods and lunch. Users may not ask for pass-outs during class to pick up or check on the iPad.

### iPad Security

Content filtering is present on the school network.

Content Filtering – The Children's Internet Protection Act requires that schools have a content filter in place onsite and the school will make every effort to block inappropriate and objectionable sites. Students are to comply with the district's Acceptable Use of Internet, Computers and Network Resources policy on and off school district property. When using the iPad at home, parents/guardians will supervise the appropriate use of iPad.[1][5][6]

### Damaged and Lost or Stolen iPads

Users will report any damaged or lost iPads to school authorities.

Users will bring damaged iPads to the Library Media Center, and fill out an incident report.

Submit a HelpDesk technology request for any minor troubleshooting.

If the iPad is lost or stolen, the parent/guardian or student is required to file a police report in order to receive a replacement iPad. Otherwise, replacement is the financial responsibility of the student or parent/guardian.

Damaged CCSD iPads that are not in a district issued rugged case and protective sleeve will be the financial responsibility of the student or parent/guardian.

### Fees/Insurance

Parents/guardians have the option of purchasing annual, nonrefundable insurance for the iPad, the protective case, power adapters and cables. Purchasing insurance limits the parents'/guardians' and/or student's financial liability on incidents. If insurance is not purchased, the parent/guardian is financially liable for the full replacement or repair cost as determined by the Director of Technology.

<b>Insurance/ Incident</b>	<b>Regular Lunch Cost</b>	<b>Reduced Lunch Cost</b>	<b>Free Lunch Cost</b>	<b>No Insurance</b>
<b>Insurance Payment</b>	\$25	\$15	\$5	N/A
<b>iPad</b>				
1st Incident	\$20	\$10	\$10	\$300
All Other Incidents	\$80	\$50	\$50	\$300
<b>AC Cord (USB to Lightning Cable)</b>				
1st Incident	\$5	\$3	\$2	\$10
All Other Incidents	\$10	\$10	\$10	\$10
<b>AC Adaptor</b>				
1st Incident	\$10	\$8	\$5	\$20
All Other Incidents	\$20	\$20	\$20	\$20
<b>iPad Rugged Case *</b>				
1st Incident	\$15	\$10	\$5	\$25
All Other Incidents	\$25	\$25	\$25	\$25
<b>iPad Sleeve*</b>				
1st Incident	\$15	\$10	\$5	\$25
All Other Incidents	\$25	\$25	\$25	\$25

### Insurance Coverage Details:

- **Damage:** Pays for damage to the iPad on school property or any other location.
- **Accidental Damage:** Pays for accidental damage caused by liquid spills, drops, falls and collisions.
- **Theft:** Pays for loss or damages of iPad due to theft; providing the claim is made by the next school day and includes a copy of the official police report.
- **Fire:** Pays for loss or damage due to fire, providing the claim includes a copy of the official Fire Report from the investigating authority.
- **Electrical Surge:** Pays for damage of the iPad due to an electrical surge.
- **Vandalism:** Pays for damage caused by vandalism.
- **Natural Disasters:** Pays for loss caused by a Natural Disaster.

**NOTE:** Parent/Guardian may not substitute homeowner insurance or other personal insurance for District iPad insurance.



Legal

1. Pol. 815
2. Pol. 218
3. Pol. 233
4. Pol. 249
5. 24 P.S. 4601 et seq
6. 47 U.S.C. 254
- Pol. 224
- Pol. 235
- Pol. 237
7. Pol. 101
8. Pol. 226
9. Pol. 814

Last Modified by Rosey Tretter on May 31, 2018