

# **Randolph Field**

**Independent School District**

**iPad**

**Handbook**

**2017-2018**

## **Handbook**

In an effort to provide our students and teachers with the tools they need, Randolph Field ISD has implemented an iPad initiative for students throughout the district. There are forms that must be signed by the parent and student before an iPad will be issued. Students in grades Pre-K-1 have iPads in each classroom. Students in grades 2-5 will have iPads for their 1:1 use while on the campus. Students in grades 6-12 will have their iPad issued to them 24/7.

## **Mobile Device Specification**

The Mobile Device selected for use by Randolph Field ISD is the Apple iPad.

## **Issuing of iPads**

iPads will be distributed near the start of the 2017-2018 school year. Parents and students must sign the iPad use agreement, the receipt acknowledgement for the Internet Safety Plan, for the Acceptable Use Guidelines, this handbook, and for the applicable Board policies before the iPad will be issued to the student; all of these documents are included in the electronic student registration that is completed at the beginning of each school year or upon enrollment in the district.

## **Taking Care of your iPad**

Students are responsible for the care of the iPad they have been issued by the school. Siblings and friends should not have use of the iPad. iPads that are broken or fail to work properly must be reported to the Technology Department using the link on the district website or on each campus website. Never try to repair the iPad yourself or have someone outside of the district work on it as this could cause you to incur additional charges.

## **General Precautions**

- Power/Syncing cords must be inserted and removed carefully.
- iPads should be put to sleep when not in use to conserve battery life.
- iPads must remain free of any writing, drawing, stickers, or labels that are not property of Randolph Field ISD.
- iPads must never be left unsupervised ANYWHERE.

## **Carrying the iPad**

The protective cases provided with the iPad have sufficient padding to protect them from normal treatment, provide a suitable means for carrying the device, and should be on the iPad at all times.

## **Screen Care**

To avoid damage to the screen, please adhere to the following rules.

- Do not lean on the iPad.
- Do not place anything near the iPad that could put pressure on the screen.
- Clean the screen ONLY with a soft, dry cloth. DO NOT use Windex or other chemicals to clean the screen.

## **Using your iPad at School**

The iPads are intended to be used at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules may be accessed using the iPad device. Students will utilize the iPads when instructed by their teacher. iPads must be fully charged upon arrival to school.

## **iPads Left at Home**

If students leave their iPad at home, disciplinary action may be taken.

## **Screensavers and Backgrounds**

- Inappropriate media may not be used as a screensaver or background on your device.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drugs, R-rated or gang related symbols or pictures will result in disciplinary actions.
- iPads must be passcode protected. Your passcode will be a passcode of your choosing.

## **Sound**

Sound must be muted at all times at school unless permission is obtained from the teacher for instructional purposes.

# **Managing Files and Saving Work**

## **Saving on the iPad or Other Storage Solutions**

Students will be able to save their work directly on the iPad and on other storage solutions including Google Drive, OneDrive, iCloud, eBackpack or as directed by teachers.

## **Apps**

### **Installed Apps**

The apps designated by Randolph Field ISD must remain on the iPad in usable condition and easily accessible at all times. From time to time the school may add apps for use in a particular class. Each iPad should have the Microsoft Office Word, Excel, Outlook, and PowerPoint apps as well as the Google Drive, Docs, Sheets, Slides, and Classroom apps. Students are provided with Office 365 and Google accounts at no charge by the district. Other apps may be required as directed by teachers or campus staff. Students may be required to remove personal apps or data to gain additional space on the iPad.

### **Additional Apps**

Students may have additional apps on their iPads. Students must be 13 years old to create an Apple ID. We expect parents/guardians to be able to authorize an Apple ID for underage students. If parents/guardians have bought additional apps, they may place them on the iPad, but school apps have priority, and administrators or the technology department reserve the right to remove those apps from the device at any point in time.

### **Software Updates**

Updates of licensed apps are available and necessary from time to time. Students are required to process updates as requested.

## **Inspection**

Because the iPads are the property of Randolph Field ISD, they may be inspected at any time. This includes, but is not limited to, random checks for restricted images, settings, etc. This also includes, but is not limited to, random checks for items or settings that should or should not be present.

## Restoring the iPad

Occasionally it will become necessary to restore an iPad. It may be required to repair software or hardware issues, or to remove inappropriate content from a device. All data may be removed if this occurs. To prevent loss of personal items such as photos, your iPad should regularly be backed up to your iCloud account.

## Acceptable Use

### General Guidelines

- Students will have access to many available forms of electronic media and communication that is in support of the educational goals and objectives of Randolph Field ISD. Students are responsible for their ethical and educational use of the technology resources of Randolph Field ISD.
- Access to Randolph Field ISD technology is a privilege and not a right.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to:
  - confidential information
  - copyrighted material
  - threatening or obscene material
  - device viruses
- Any attempt to alter data, the configuration of a device, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Code of Conduct.
- Cyber Bullying will not be tolerated and disciplinary action will be taken.

### Privacy and Safety

- Do not open, use, or change device files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, student ID number, credit card numbers, passcodes or passwords, nor similar information of other people.
- Remember that the information stored on your device is not guaranteed to be private or confidential.
- If you inadvertently access a web site that contains obscene, pornographic, or otherwise offensive material you must notify a teacher or an administrator immediately so that such sites can be blocked. In this instance, you will not be disciplined for breaking the Acceptable Use Agreement or Student Code of Conduct; this is not a request, it is a responsibility.

## Legal Propriety

- Comply with trademark and copyright and all license agreements.
- Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the Randolph Field ISD Student Code of Conduct. 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.
- Violation of applicable state or federal law including the Texas Penal Code, Computer Crimes, will result in criminal prosecution and/or disciplinary action by the District.

## Email and Chat Rooms

- Chat rooms are not to be used at school unless sponsored by a teacher.
- Emails and documents on school-owned equipment are part of the public domain, not private, and are subject to inspection.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- Students should maintain high integrity with regard to email content.

## Home Usage

Randolph Field ISD is not responsible to filter any content or applications when the iPad is off campus. Parents/guardians will have the responsibility to ensure safe use of this device when not on the district's Electronic Communication and Data Management System. The school is not responsible legally, financially, or morally for any abuse of the device when not on the District's Electronic Communication and Data Management System.

## Consequences

- The student in whose name an iPad is issued will be responsible at all times for its appropriate use. This means if someone else uses your device to break the rules, you are still responsible.
- Non-compliance with the policies of the iPad Handbook, Technology Acceptable Use Agreement, Internet Safety Plan, or applicable Board policy may result in disciplinary action as outlined in the Student Code of Conduct.
- Electronic mail, network usage and all stored files shall not be confidential and may be monitored at any time by administrators and technology staff to ensure appropriate use.
- The District cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of device crime laws. The Texas Open Records Act governs contents of email and network communications.

## Protecting and Storing Your iPad

### iPad Identification

iPads will be labeled in the manner specified by the school. Labels are not to be removed from the iPads. iPads can be identified by the serial number on record. Once iPads are registered to Randolph Field ISD, they will restore to the Randolph Field ISD configuration if reset.

### Storing Your iPad

When students are not using iPads, the iPads should be stored in their backpack, locker, or other designated area. iPads should never be left in a vehicle (locked or not) anywhere as they are an attractive target for thieves.

### iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas may include the school grounds and campus, the cafeteria, hallways, library, and unlocked classrooms. Any device left in these areas is in danger of being stolen. Unsupervised iPads will be confiscated by staff and taken to a campus administrator or the Technology Department. Disciplinary action may be taken for leaving your iPad in an unsupervised location.

# Repairing or Replacing Your iPad

## Apple Warranty, Other Repairs, and Technical Support

Apple warrants the iPads from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair the iPad or replace it. The Apple warranty does not warrant against damage by misuse, abuse, accidents, or device viruses nor beyond the initial warranty period. You must report problems to the Technology Department using the link on the district and campus homepages.

The Technology Department coordinates **all** aspects of technical support for the iPads. The cost of each repair is \$50, or the cost to RFISD, whichever is less. **Never try to repair the iPad yourself or have someone outside of the district repair the iPad as this may cause you to incur additional charges.**

## Damage Claims

- All damage claims must be reported to the Technology Department. A student making a false report will be subject to disciplinary action as outlined in the Student Code of Conduct

## Loss of iPad Parts/Accessories

If a student loses or destroys any of the following components, they will be charged full replacement costs for those items. For the 2017-2018 school year, prices for these items are listed below:

- Apple Lightning to USB Cable: **\$20**
- Apple 12W USB Power Adapter: **\$20**
- Griffin Survivor Case: **\$40**
- Pro screen cover: **\$10**
- **Lost or Stolen iPad: \$400**

We thank the Warren ISD for access to the handbook template.