

Milton Town School District

Procedure

F100P2: STUDENT COMPUTER AND INTERNET USE IPAD PROCEDURE

Introduction

All incoming 9th and 10th grade students will be issued an Apple iPad (hereafter referred to as a “Device”) to provide enhanced and extended learning opportunities. It is expected that students will have these Devices with them during all appropriate academic classes. Students will be encouraged to use the Device at home as well, to provide learning opportunities outside school hours.

Opting Out: Students may elect to decline the Device issued by the Milton Town School District (MTSD) and supply their own device. The school staff will provide as much assistance as possible in getting a personally-owned device to connect to MTSD network resources without being liable for any damage or loss of data/services incurred. Students choosing this option are wholly responsible for the security and maintenance of their devices, and understand that a different device may not be as fully supported in the classroom. If it is determined that the device cannot be supported in a way that is deemed educationally equal to the District-issued Device, then the student will need to use the Device issued by MTSD.

Acceptable Use Policy and Procedures: All policies and procedures of Milton Town School District will be in full force at all times the students use the Devices and network resources both on and off campus. Students will attend a review of policies and procedures at the beginning of the school year. Random checks of student’s Devices **will be** made to assure compliance with District policies and procedures.

Battery Charging: The Devices will be purchased with a battery that is sufficient to last the entire school day on one full charge. The Devices also have a power adapter. It is our intention that, when Devices are taken home, they be charged at home in the evening so that “plugging in” during the school hours can be avoided. However, it is expected that within the lifespan of the Device, battery performance will degrade over time, and provisions may need to be made to either replace the battery or provide additional opportunities to charge the Device during the school day. Replacement batteries are covered in the District’s AppleCare+ agreement for the first three years, only if there is no evident of tampering, neglect or damage. For students who do not take Devices home, there will be a charging station in the library where students can check in and out their Devices for charging and storage each day.

Warranty and Insurance: The Devices provided by the Apple agreement includes a three-year warranty, which covers manufacturer defects, software issues and accidental damage. Coverage includes up to two Device replacements during the term of the MTSD lease. Device theft is not covered by the warranty. Families may thus elect to purchase optional third-party insurance. Specific policies and costs for the insurance and warranty programs are controlled by the third-party vendors.

Damage and Neglect: If a student’s Device is lost, stolen or damaged to the point of repair more than once while it is out of the building, students will not be allowed to take the Device out of school for the remainder of the year. Additional restrictions may be imposed on a case-by-case

basis. The student is expected to use and secure their Device in an appropriate manner at all times. A student may be charged the replacement cost of a Device that is lost, stolen or damaged due to neglect.

Out of School Use and Nightly Storage: With parental permission and payment of a non-refundable yearly \$25 fee, students will be encouraged to take the Device home so that learning opportunities are provided outside school hours. Teachers and library staff will be notified on a regular basis of those students who cannot take their Device home, and library staff will check Devices in and out that need to remain on campus. Students who chronically fail to return their Device will be addressed on a case-by-case basis.

Students will be allowed to take their Devices home under the following conditions:

- Parents must give permission for the Device to leave school grounds
- MTSD “Student Responsibilities for iPad Use” form is signed and returned
- All applicable fees must be paid prior to release to leave school grounds
- Device must be secured in a carrying case when not in use

Families that wish their student to use the Device off-campus but cannot afford the fee will be considered on a case-by-case basis.

Device Ownership and Summer Storage: Although the District retains ownership of the Device, the student will have responsibility for maintaining the safety and security of the device. The Device will be turned in for maintenance and secure storage during the summer, but may be released to the student with administrative and parental permission for summer courses. The same device will be issued to returning students in the fall.

Personalization: Students are not allowed to personalize the exterior of the device or the MTSD-provided case. This includes stickers, pen marks, paint, etching or any other permanent marking of the device or cover. Students are allowed to change the layout of the apps and the background image, provided the image is appropriate and does not violate school policy.

Students are allowed to provide their own secure cover for the device. They must turn in the MTSD-issued cover to the Technology Department. Personally-owned covers may be personalized so long as it remains appropriate.

Webcams: Parents may request that students’ Devices have their cameras disabled, and only allow access for specific school projects.

Student-Installed Apps and Content: Where technically possible, students will be allowed limited access to install and update software, as determined by the capabilities of the Device and IT systems to partition access to the Device appropriately. Parents may request that students have no access to install or update software. Installing and managing software is not without risk, and students must take appropriate measures to back up their data regularly in the event that the Device ceases to function and must be replaced or restored.

Students may load their own apps, music and content on the Device only if those apps and media fall within the Acceptable Use Policy, and do not disrupt educational time. If this privilege is

abused, MTSD may revoke this access. Disruptions include use of apps or content that are a distraction from coursework, as well as apps or content that interfere with the proper working of the Device including but not limited to: disabling/disrupting other apps or management software, bypassing the internet filter, “jail breaking” the Device, or consuming all storage on the Device.

Illegal (pirated) software and/or file sharing software will not be allowed on student Devices, nor will any software be allowed that is disruptive to the classroom environment or in any way violates school policy. Students must be able to provide proof of purchase for any software, other than freeware, that they have or wished to have, placed on their computers. These Devices are intended for academic use. Consequently, games and other software that have no obvious academic purpose will not be allowed on the Devices. If a student or teacher questions whether a specific piece of software is allowed or appropriate for use on the Device, they should contact the Principal or Director of Technology or his/her designee for guidance.

Monitoring and Management: A software program will be placed on Devices that will allow teachers and IT staff to view the screens of individual Devices while those devices are on school grounds. Student’s tampering with or deactivating this software will be subject to the District’s Student Conduct and Discipline Policy (F1) and Procedures (F1P). Central management software will be used that allows for location-based tracking in the event of a missing Device, and for Devices to be disabled remotely in the case of loss, theft or inappropriate use. This software does not allow us to activate and view webcams.

District Software and Apps: The District will supply basic free software and access to District-owned programs required by student courses. The Apple agreement includes a suite of apps that are licensed to the District, including iWork, iLife and a variety of educational apps. The District retains ownership of these apps. Should a student need access to other District-owned licensed software, the IT Department or other school staff will access the Device in order to load the software and remove it when necessary.

Virus Protection: Currently there is no antivirus software available for the iPad. Should it become available and made part of the Apple package, the District will install this software on the Devices. Any such software must remain installed and operable at all times.

Parental Permission: Each parent and student will sign an annual agreement prior to taking the Device out of the building. This permission document will outline the general rules and responsibilities of both parents and students as they relate to Device use. It will also inform the parents of possible irresponsible uses. We will strongly encourage all parents of 9th graders to attend an open house presentation which will include a session on Device safety.

Filtering: Devices will automatically use the District’s internet filtering software while at school. Students using or attempting to use sites that bypass the filtering software will be subject to the District’s Student Conduct and Discipline Policy (F1) and Procedures (F1P). Filtering will not automatically be present when Devices are taken off campus. Parents will be provided with information regarding filtering the Device while the student’s Device is off campus. Parents will be strongly encouraged to monitor student Device usage at home.

Temporary Devices: Students will be able to take out a temporary “loaner” Device if their District-issued Device is being serviced, on a first-come-first-served basis. This Device is to be treated as if it were the student’s own issued Device, and must be used and secured accordingly. Any damages to the temporary Device or cover while in the student’s possession will be evaluated and repair fees charged to the student where necessary.

Expectations for Classroom Use: The Device replaces traditional textbooks and notebooks and is critical to participation and success in the classroom. Therefore, students **MUST** bring their Device with them to class, except in special courses where the instructor has determined they are not required on a daily basis, such as physical education. Students who arrive unprepared may need to share with a classmate or use a stationary desktop computer. There may be academic consequences for students who chronically come to class without their Device.

Miscellaneous:

- Devices will be stored in students’ locked lockers while students are in classes where it is not appropriate or convenient for students to have Devices with them. Otherwise, they should never be out of the students’ immediate possession.
- All Devices and power supplies will be labeled with students’ names and should not be removed. Additionally, the serial number of each Device will be recorded and associated with the student/teacher to whom the Device was issued.
- Devices should not be loaned to or used by any person, including family members, other than the assigned student.
- Inappropriate use of Devices will be subject to the District’s Student Conduct and Discipline Policy (F1) and Procedures (F1P). Removal of a student’s Device will only occur in the case of abuse or damage to the unit itself.
- A group of students will be selected to meet with the technology integration specialist and a computer technician and become a support team for teachers and other students. Community service or other credit will be available to these students for their participation in this support team.
- Students must never attempt to tamper with, physically disassemble or service their Device. All issues must be reported to the Technology Department in a timely fashion.

Date Warned: 9/9/13

Date Adopted: 9/30/13

Legal Reference(s):

Cross Reference: Student Computer and Internet Use (F100)
Student Conduct and Discipline Policy (F1)
Student Conduct and Discipline Procedures (F1P)