

North Miami Community Schools

1:1 Technology Initiative



iPad Handbook

1.0 Overview

The focus of the iPad program for North Miami Community Schools (NMCS) is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is essential for that future, and one of the learning tools of the twenty-first century is the iPad.

NMCS is pleased to integrate iPad technology and the vast range of applications (apps) available to the district. We believe that the 1:1 initiative will enhance learning for all students.

The information contained within this document applies to all NMCS iPads used in our schools, and may include any other device deemed by the administration to come under these guidelines. The information and agreements found here represent a clear and comprehensive attempt to explain to our parents and students the level of responsibility necessary to participate in this program. NMCS reserves the right to make any additions to these guidelines as necessary in order to insure the effectiveness of this program as well as the safety and well-being of our students.

This handbook is intended to promote responsible use and protect students, staff, and the district from liability resulting from any misuse of the iPads. Technology, on or off campus, must be used in accordance with the mission and philosophy of NMCS as well as the Responsible Use Policy for Students.

The iPad remains the property of NMCS at all times. There is no assumption of privacy. NMCS reserves the right to inspect student iPads, and the content, at any time. Misuse of the iPad may result in disciplinary action.

Above all, the 1:1 iPad program at NMCS is an academic program, and the policies governing the use of the iPad support its academic use. To maintain the integrity of the iPad program, all students and parents/guardians must acknowledge and agree to the following conditions of use:

2.0 General Information

- a) Receiving your iPad
 - iPads will be distributed at the beginning of each school year.
 - Parents and students must sign and return the Technology Responsible Use Policy before the iPad will be issued.
- b) Returning your iPad
 - iPads, with original cases, cords, and charging bricks will be returned at the end of each school year.
 - If a student transfers out, withdraws, is expelled or suspended from NMCS during the school year, for any reason, the iPad will be returned at that time.
 - Failure to return the iPad will be considered theft.

- c) Personal iPad
 - Students are not allowed to use personal iPads in place of district iPads due to the use of a mobile device management system.

3.0 Care Of Your iPad

- a) General Care
 - Cords must be inserted and removed carefully.
 - Students are responsible for keeping their iPad battery charged for each school day using the appropriate cord and brick.
 - iPads should remain in the school-issued case at all times.
 - iPads should be kept away from food and liquids.
 - Avoid exposure to extreme temperatures.
 - Do not alter, in any way, the iPad, case, cord or brick.
 - Do not attempt to repair a damaged or malfunctioning iPad. All damaged or malfunctioning iPads must be taken to the designated place in your school building.
 - Do not upgrade the iOS unless directed by technology staff.
 - Do not remove or circumvent the management system installed on the iPad. This includes removing restriction or “jailbreaking” the device.
- b) Carrying Your iPad
 - iPads must always remain in the school-issued protective case.
 - Do not leave the iPad unattended at any time.
- c) Screen Care
 - When cleaning the iPad screen, use a soft, dry, anti-static cloth.
 - Do not lean on or place anything heavy against the screen.
 - Do not drop the iPad.
 - Avoid touching the iPad screen with a pencil, pen or other blunt object. Use an appropriate stylus if necessary.
- d) Security
 - Students are responsible for the safety and security of their school-issued iPad.
 - iPads should not be stored in a vehicle and should never be left in view in a vehicle, locked or unlocked.
 - Labels, stickers, screen protectors and cases placed on the iPad by the technology department shall not be removed or tampered with.
 - Do not lend your iPad to anyone.

4.0 Using Your iPad At School

- a) Forgotten or uncharged iPads

- A working iPad is required for each class. If your iPad is left at home or is not charged, you will not be excused from any missed homework or assignments.
- b) Sound
 - Sound must be muted while in class, unless permission is obtained from the teacher.
- c) Content
 - All content (music, games, apps, files, backgrounds, etc,) must be school appropriate and used in a responsible manner.
- d) Use of Camera and Audio Recording
 - iPads are equipped with cameras that are capable of taking still photos as well as video. All photos, videos, and audio recordings that are taken or reside on the iPad must be appropriate and are subject to inspection by district staff at any time. ***Students are not allowed to take pictures/videos/audio of staff, students and/or visitors without express prior consent of those individuals. All pictures/videos/audio must be school appropriate. Absolutely no pictures or videos are to be taken in locker rooms and rest rooms.*** Any violation of this directive will result in disciplinary measures.
- e) Internet at Home
 - Students are allowed to access wireless networks away from school.
 - Parent supervision is an expectation while the iPad is not at school.
 - NMCS has a filtering device and will be diligent in our attempts to block objectionable sites.

5.0 Managing Your Files

- Students may save documents directly on the iPad, using DropBox, iCloud, Google Drive or other cloud-based storage, or email documents to teachers or themselves as a backup. iPad malfunctions are not an acceptable excuse for not submitting work.
- If printing is necessary, the document can be emailed to a teacher or printed from the student's cloud account on a desktop computer.
- NMCS does not guarantee 100% uptime on our network. The district is not responsible for lost or missing data.

6.0 Content Management

- a) Originally Installed Apps/Software
 - The software/apps and profiles installed by NMCS must remain on the iPad in usable condition and be easily accessible at all times.

- b) App Management
 - Devices will be monitored through our Mobile Device Management (MDM) system (this is how school-issued apps are distributed).
 - Storage space is limited on an iPad. For that reason, NMCS reserves the right to delete personal apps and data that interfere with the storage necessary to run academic applications.
- c) iTunes Accounts
 - In order for students to use apps on their iPad, the student will need to have access to an iTunes account.
 - Currently, children under the age of 13 are restricted from owning an iTunes account.
 - If you are a student creating your own account, or if you are a parent creating an account for your child, please go to the following website for instructions on creating an account: <http://support.apple.com/kb/HT2534>.
- d) iPad Restore

It is possible that, at some point, your iPad will need to be restored. NMCS does not accept responsibility for loss of apps, or data.
- e) iOS Upgrade

Apple periodically releases updates to their iOS. Depending on the nature of each update, a visit to the technology department might be required.

7.0 Responsible Use

a) Student Responsibility

The use of NMCS technology resources is a privilege, not a right. This privilege is not transferable or extendible by students to people or groups outside of the district and terminates when a student is no longer enrolled in the district. These guidelines are 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 guidelines contained within this document, privileges may be terminated, access to the district technology resources may be denied and appropriate disciplinary action may be applied.

b) Parent/Guardian Responsibilities

- Discuss with your child(ren) the values and the standards you expect them to follow with regard to the use and care of the iPad and the internet.
- The parents release North Miami Community Schools and its personnel from any and all claims and damages of any nature arising from their child's use of, or inability to use, district technology. This includes, but is not limited to, claims arising from the unauthorized use of the iPad to purchase products or services.

- The parents understand that it is impossible for NMCS to restrict access to all controversial materials and will not hold the school responsible for materials accessed on the network and agree to report any inappropriate iPad use to the respective building administration.
- Parent supervision is an expectation of the 1:1 iPad program. The district cannot control all aspects of student use, especially while a student is off campus. Please remember that students are subject to the same guidelines in school and out.

c) School Responsibilities

NMCS reserves the right to review, monitor and restrict information stored on or transmitted via district owned equipment and to investigate inappropriate use of resources. In addition, the district may at any time utilize Find My iPad to track a lost or stolen iPad.

The school agrees to provide:

- Internet access at school
- Curricular apps and content
- Due diligence in internet filtering
- Support and guidance to aid students academically and assure student compliance with these guidelines.

d) Student Responsibilities

- Use school-issued devices in a responsible and ethical manner
- Follow the guidelines in this document
- Report to a building administrator any communications containing inappropriate or abusive language or subject matter.
- Return their iPad, original case, cord and charging brick at the appropriate time following district procedures.
- Students should not misrepresent themselves as the author or creator of content found online or from other sources.

e) Prohibited Activities

- Using school device or network for illegal activities. This includes copyright and/or license violations
- Using the iPad for plagiarism.
- Unauthorized downloading of apps and software. This includes “jailbreaking” the device
- Accessing and/or using websites or materials that are not in direct support of the curriculum or are inappropriate for school.
- Vandalizing equipment and/or accessing the network inappropriately. Programs capable of hacking are a direct violation of these guidelines and must not be used in or out of school.
- Gaining any unauthorized access to any part of the network
- Invading the privacy of any individual.

- Using or allowing use of another person's login
- Being a passive observer or an active participant with any unauthorized activity
- Participating in cyber-bullying of any person
- Using objectionable language, photos or content (i.e. racist, terrorist, abusive, explicit, threatening, stalking, demeaning or slanderous, etc.)
- Modifying files that do not belong to you
- Accessing or attempting to access websites that are blocked by our filter.

f) Responsible Use Policy

This policy can be found at: <http://www.nmcs.k12.in.us/> on the Technology page.

8.0 Discipline

During the school year, students may have their access restricted based on attendance, discipline, or academic achievement. Students who have had access curtailed will have their status reevaluated at the end of each grading period.

9.0 Damaged iPads

NMCS recognizes the need to protect the investment by both the district and the student/parents. This section outlines the various areas of protection.

- Student or parent must report any damaged or lost iPads to school administration by the end of the next school day.
- Stolen iPads must be reported to school administration and to police immediately.
- Damaged and/or malfunctioning iPads must be taken to the designated place in your school building for assessment.
- The technology department will make final determination of repair/replacement.
- Damaged iPads that are not in a school issued case, or were not in the case at the time of damage, will be the complete financial responsibility of the student/parent.
- Students/parents are responsible for the costs of repair/replacements as follows:
 - Damaged iPad – First incident - \$50.00
 - Damaged iPad – All other incidents – full cost of repair/replacement
 - Destroyed/unrepairable iPad – every incident – full cost of replacement
 - Lost/damaged cord – every incident -\$19.00
 - Lost/damaged brick – every incident \$19.00
 - Lost/damaged case – every incident \$40.00

- Students/parents/guardians are responsible for the full replacement cost (every incident) of not returned, intentionally damaged, lost, destroyed, stolen, unrepairable, and jailbroken iPads.
- Students/parents are responsible for repair/replacement costs (every incident) for damage done to another student's iPad.
- Failure to pay these fees within 14 days will result in restrictions being placed on the student iPad. This will block personal content on the iPad and restrict it to academic use only. The restriction will be removed upon receipt of the fees.