

# **An iPad for Every Quitman County School District Student: What You Need to Know**

**A Handbook for Students and Families**



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## Introduction

We are excited to provide an iPad for every Quitman County School District (QCSD) student. We believe having their own iPads will help our students learn in new and exciting ways. At the same time, students will be sharpening the technology skills that are now essential in nearly every aspect of life.

Your student's iPad will open a new world of learning possibilities.

It will also give your student -- and you -- important new responsibilities.

Students' assigned iPads are intended for school use. Students will retrieve their iPad from the cart in the morning and return their iPad to the cart at the end of the school day according to their teacher's directions. Students must bring their iPad to all classes, unless a teacher specifically instructs them not to do so. There may be cases where students may be allowed to take their iPad home. The iPad should NOT leave school property unless the student is granted permission by their teacher, an administrator, or the technology department. If a student checks out early they should return their iPad to their teacher or the front office staff before leaving school.

In the pages that follow, we introduce you to your student's new iPad, explain how to care for it, answer some questions you and your student may have, and list the most important rules for using it safely.

## WHAT IS PERSONALIZED LEARNING?

**Personalized learning is a process of discovering how each student learns best.** Some students need to *hear* a lesson more than once. Others need to see the lesson. One student may be *ready* for an advanced lesson while another in the same grade needs to practice the basics. A lesson that features a student's race, culture or language can make learning more meaningful.

## WHY PROVIDE AN IPAD FOR EVERY STUDENT?

**An iPad is a powerful technology device.** When each student has an iPad just for his or her own use, the device can be personalized to meet individual interests and learning styles.

iPads include a camera, wireless internet, a word processor, and access to all sorts of easy-to-use software applications (known as "apps"). iPads also come with built-in features that make learning easy and enjoyable for everyone.

### Receiving the iPad

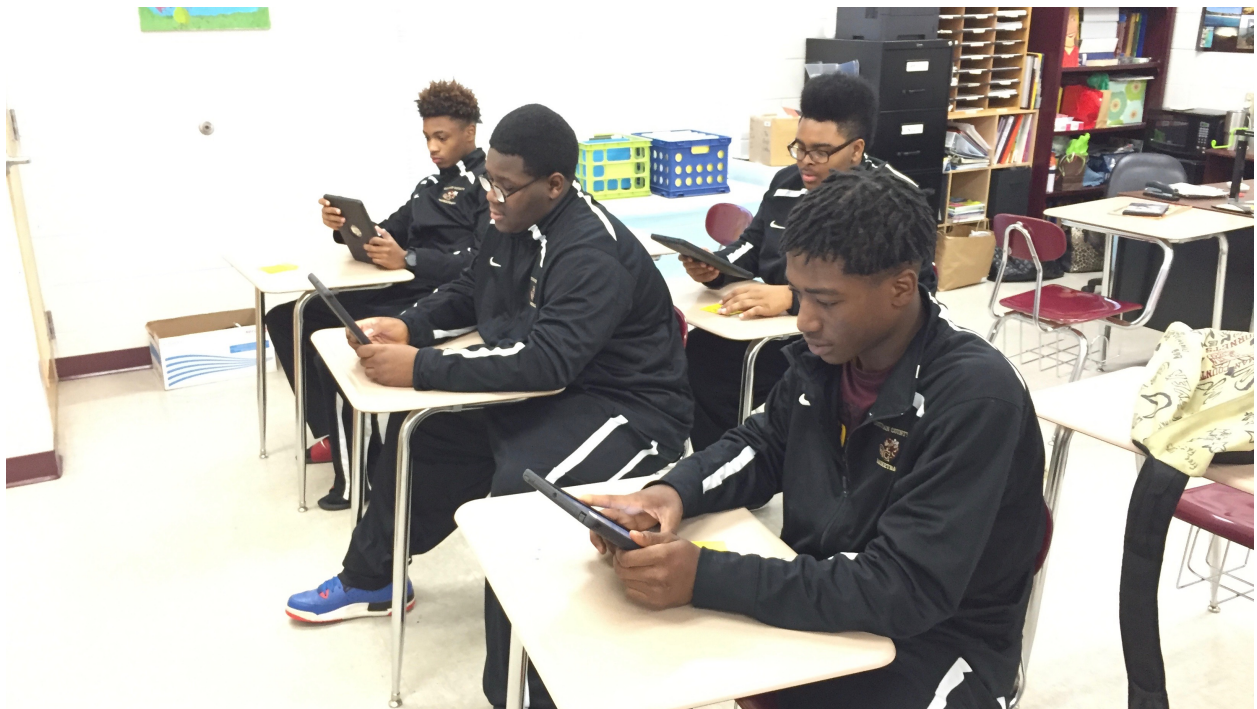
The iPads are the property of Quitman County School District, and students will use them during the school year. Students and parents or guardians need to complete and submit all required paperwork before an iPad is assigned to a student.

## **Returning the iPad**

Students who graduate early, withdraw, or disenroll from Quitman County School District for any other reason must return the district iPad, case, or any other accessories.

## **Opting out**

To ensure an equitable learning experience, all students will be required to use the iPad at school. There may be cases where students may be asked to take their iPad home. We understand that some families may have objections to technology at home. In this case, students must arrange to complete their homework without an iPad, and the device will remain at school.



## **iPad Basics**

The iPad is a small computer with a glass screen. iPads are useful and sturdy -- when cared for properly. We have a lot to tell you about using and taking care of the iPad. Please read the pages that follow and be sure to contact your school with any questions you might have.

### **WHAT MAKES AN IPAD GO?**

The iPad runs on an internal battery that can be recharged. Use only the Apple wall charger provided with your iPad to charge the device.

### **CABLES AND CORDS**

- Please be careful when you plug a cable or cord into your iPad. This will prevent damage to the device.
- Don't force a cable or plug into an iPad.
- Use only the district-provided Apple power adapter to charge the iPad.

### **DOES THE IPAD COME WITH A CASE?**

Your iPad comes with a case designed to protect the device during normal daily use. Please keep the iPad in the district-issued case at all times. Don't remove any district-provided stickers or labels on your iPad or its case. Also, don't add any writing, drawings, labels, stickers, or other artwork to your iPad or its case.

When the iPad is not being used, keep the case closed to preserve battery life and protect the screen.

### **HOW DO I CARE FOR THE SCREEN?**

Be gentle with your iPad, and especially the screen. Do not:

- lean on the screen.
- stack books or other heavy objects on top of the iPad.
- hit the iPad against walls, doors, people, or other objects.
- place liquids in a book bag or backpack containing an iPad.
- use sharp objects on the screen -- it will scratch.
- use pens or pencils on the screen.
- place anything in the iPad case except the iPad.

To protect the screen while you are moving through the halls at school, carry the iPad in front of your body and avoid bumping into other students.

To clean the screen use a dry, soft, lint-free cloth -- like a clean, dry dish towel -- to wipe off the iPad. Never use window cleaners, household chemicals or cleaners, ammonia, alcohol or alcohol-based products, or other abrasives to clean your iPad. They could remove the special coat-



ing and/or scratch the screen. Also, do not use compressed air to clean ports (the little openings on the edges of the iPad where cords are plugged in).

### **WHAT DO I DO WITH THE IPAD WHEN I'M NOT USING IT?**

Students in grades PreK-8 will store iPads in their classroom carts. For students in grades 9-12 iPads should be stored in a locked locker at school when not in use. Do not place anything on top of the iPad when it is stored in the locker. If your locker's lock is broken, report it immediately to the main office at school.

Any electronic device (iPads, cell phones, etc.) can be a distraction and disrupt the sleep cycle if used right before bedtime. To discourage late-night, unmonitored use of the iPad, experts suggest that families store it and other electronic devices in a common room of the home. Identify a central location in your home where students should store and/or charge their device.

### **HOW DO I TRANSPORT THE IPAD WHEN THE WEATHER IS BAD?**

Protect your iPad from the weather. Avoid exposing your iPad to extreme temperatures by keeping it in its case at all times. Always carry it in a backpack or book bag when outside. Also:

- Do not leave your iPad in heat above 95 F.
- Do not leave your iPad in cold temperatures below 32 F.
- Keep the iPad away from water and extreme humidity.



## Keeping the iPad Safe

An iPad is a valuable device and could be the target of theft. To make sure this doesn't happen:

- **NEVER LEAVE THE IPAD UNATTENDED.**
- Do not leave or store the iPad in a vehicle.
- Do not lend the iPad to another person. You are solely responsible for the care and security of your iPad.
- Do not use the iPad or allow it to be visible when waiting at a bus stop or train station, when riding public transportation, or when walking in the community.
- Carry the iPad to and from school in a school bag or backpack so that it is not visible.
- A passcode will be required to prevent unauthorized access to your personal information on the iPad. Do not share your passcode with anyone else.
- Each iPad has a unique identification number and district property control tag. **Do not remove the tags or modify the numbers.**

### IS THE IPAD SAFE AT SCHOOL?

To prevent theft, never leave an iPad in an unsupervised area at school. Unsupervised areas include unlocked classrooms, locker rooms, computer labs, the library/media center, lunchroom, restrooms, hallways, or anywhere on the school grounds, including athletic fields and playgrounds.

Don't leave an iPad on the floor or ground, even if it is in a bag or backpack. It could be stepped on and damaged.

Students in grade Pre-K-8: Do not leave the iPad in an unattended bag or backpack. Follow your teachers procedures for iPad placement when you change classes. Anytime your iPad is not with you or is not in a locked cart or locker it is at risk of being stolen.

Students in grades 9-12: if you don't need your iPad for a class, or if your teacher has told you not to bring the iPad to class, store it in your locked locker. Do not leave the iPad in an unattended bag or backpack. Anytime your iPad is not with you or is not in a locked cart or locker it is at risk of being stolen.

### IS THE INFORMATION ON MY IPAD SAFE?

Digital identifications, which include Apple IDs, email addresses, and the usernames and passwords for online systems and accounts, are for the student's use only and should remain confidential. Add a passcode to your iPad to prevent unauthorized access to your device and data. Pre-K through 8 will follow their teachers instructions to create a passcode. Never share your username and password with others and do not use another person's username and password.

## **Using the iPad at School**

Your assigned iPad is intended for school use. Students must bring their iPad to all classes, unless a teacher specifically instructs them not to do so.

### **HOW WILL I SAVE MY WORK ON THE IPAD?**

For students with individual Apple IDs who have set up iCloud, your iPad's settings, apps, photos, music, email, calendar, contacts, Safari bookmarks and reading lists are automatically saved to iCloud every day as long as the iPad is charging, connected to wireless internet, and locked with a passcode.

For all other documents, we recommend that you email documents to yourself or upload the files as instructed by your teacher to an online storage tool. Some examples of tools where your files can be uploaded include Dropbox, Edmodo, eBackpack, and Google Drive. Storage space will be available on the iPad, but it will NOT be backed up. It is your responsibility to ensure that work is not lost if your iPad breaks or if you accidentally delete something. iPad malfunctions are not an acceptable excuse for not submitting work.

### **CAN I PRINT FROM THE IPAD?**

While it is possible to print from an iPad, students are encouraged to use other tools to share documents and files with their teachers whenever possible. This supports college/career readiness for students and will help schools save paper.

### **WHAT IF THE IPAD IS BEING REPAIRED?**

Students will receive a replacement iPad when their assigned device is being repaired and some functions may be unavailable with the replacement device. If there is a delay in assigning a replacement device, the teacher will allow the student to complete required coursework without an iPad.

### **I HAVE MY OWN DEVICE. DO I HAVE TO USE THE SCHOOL'S IPAD?**

Students are required to use a school-issued iPad because of the instructional materials that will be loaded on the devices for classroom learning.

### **IPADS AND FIELD TRIPS**

Students may bring QCSD iPads with them on field trips with prior permission. Teachers request permission for students to take iPads on field trips when they complete a request form for the field trip. In such cases, students are responsible for the security and safe return of their devices. Due to the terms of our lease with Apple, iPads cannot be taken out of the country.



# **Apps on the iPad**

## **DISTRICT-OWNED APPS**

The apps that the district provides for students on the iPad must be easily accessible at all times. The district may remove an app from your iPad after you're done using it so other students can have a chance to use it, too. If this happens, you have a brief amount of time to download a new copy of the app in order to retain access to any files opened or created with the app. This is subject to change.

## **CAN I DOWNLOAD MY OWN APPS?**

All installed apps must follow the Guidelines for Acceptable Use of Technology by Students, as well as other district policies. Students are able to install apps from the custom QCSD App Store by using the Self Service app on the iPad. When approved by your teacher students may be allowed to download and install apps from other websites or app stores. Quitman County School District reserves the right to remove an app and/or student apps that we deem necessary.

Students who download unapproved apps will receive behavior consequences in accordance with the QCSD Student Code of Conduct.

## **SOFTWARE AND OPERATING SYSTEM UPDATES**

Occasionally, apps and the operating system require updates to keep the iPad and apps functioning properly and securely. Students are expected to follow district directions on installing any app and operating system updates.

## **IPAD CONTENT IS NOT PRIVATE**

iPads are district property. QCSD staff members can access the internet history, photos, and other information on the iPad at any time. Students are required to unlock the iPad upon request of district staff. If you don't unlock the iPad when asked, you may receive behavior consequences in accordance with the QCSD Student Code of Conduct.

## **UNAUTHORIZED MODIFICATIONS TO THE OPERATING SYSTEM; HACKED IPADS**

All QCSD iPads are scanned remotely on a regular basis to ensure that security settings have not been changed or deleted. If a student has accessed the internal parts of the iPad, installed an app that changes device settings, or manually changed the settings, he or she will be assigned behavior consequences in accordance with this document and the QCSD Student Code of Conduct.

# Pictures, Content and Data

## CAMERAS AND MICROPHONES

The iPad has cameras on the front and back and a built-in microphone, so students can take pictures and record audio and video. All recordings and pictures created with the iPad are subject to QCSD policies as well as state and federal laws. Only take photographs or record audio or video during the school day if a teacher or administrator tells you to do it for schoolwork. Never photograph, record video, or create an audio recording of another person without that person's knowledge or permission.

- **Use of electronic devices and cameras are strictly prohibited in locker rooms and bathrooms.**
- Do not use the camera to take inappropriate or sexually explicit photos or videos.
- Do not use the camera to take pictures or share the personal information of yourself or another individual.
- Do not use the camera or microphones to embarrass, bully, or harass anyone in any way, including students, staff or other individuals.
- Do not email, post to the internet, or electronically send images, video, or audio recordings of other individuals without their written permission.

## LOCK SCREEN AND BACKGROUND PHOTOS

All content, photos, and data on the iPad must be in compliance with the Guidelines for Acceptable Use of Technology by Students and other district policies. If you upload photos for the lock screen or home screen that are pornographic or gang-related, or that contain inappropriate language or references to guns, other weapons, alcohol, drugs, or gambling, you will receive disciplinary action in accordance with the QCSD Student Code of Conduct.

## SOUND, MUSIC AND GAMES

The sound on your iPad must be muted at all times unless your teacher tells you it is okay to turn the sound on for a class activity. Your teacher might also give you permission to use earbuds or earphones. If this happens, be sure the volume is low enough that the iPad cannot be heard by anyone nearby.

## CAN I PUT MY OWN MUSIC AND GAMES ON THE IPAD?

Music is allowed on the iPad, as long as it is properly licensed and complies with all district policies. Because of limited storage space on the iPad, please don't load your entire music library on the iPad.

You may download district-approved games from Self Service on the iPad, but do not play them during the school day unless your teacher asks you to do so.

# Expectations for Using the iPad

iPads can be a wonderful educational tool. QCSD is proud to be able to provide each student an iPad for use at school. Responsibilities come with the privilege of iPad use, and some uses are not allowed.

## FOR STUDENTS

### RESPONSIBLE USES

Students may use district technology resources to create files and projects for school-related work, research, and college and career planning.

Students will:

- Follow all district and classroom policies, procedures and guidelines when using technology.
- Keep usernames and passwords private.
- Treat others with respect and use appropriate language in all electronic interactions with others.
- Immediately tell a teacher or other adult staff member if they receive an electronic comment or communication that makes them feel uncomfortable, or if they accidentally access inappropriate materials, pictures, video, or websites.
- Respect the work and intellectual property rights of others, and will not intentionally copy, damage, or delete another user's work. Students will properly cite their sources when they use someone's information, pictures, media, or other work in their own projects and assignments.
- Respect the privacy of others. Students will limit all in-school photography, video and audio recording to educational use.

### UNACCEPTABLE BEHAVIOR AND USES

Students may not use district technology resources to:

- Find, create, or send information to spread lies or misinformation; or harass, harm, or bully others.
- Gain unauthorized or inappropriate access to district technology resources.
- Use, retrieve, store, or send improper language, pictures, or other digital content.
- Cheat, including getting or giving answers to tests; searching for and/or copying answers or information on the internet or other electronic resources; copying and submitting someone else's information or assignment as their own; or conducting other similar forms of electronic cheating.
- Violate copyright or licensing agreements.
- Access inappropriate or blocked resources in any manner while on district property during school hours.
- Share or post any personally identifiable information about themselves or others that could help someone locate or contact them. This includes such things as e-mail address, full name, home or school address, phone number, parent or guardian names, or school name.

- Modify the operating system or restrictions, remove security profiles, or vandalize district technology resources.
- Install any apps other than those authorized by Quitman County School District.

## **FOR PARENTS AND GUARDIANS**

In accordance with the QCSD Acceptable Use of Technology Agreement for students, parents and guardians are responsible for monitoring their child's use of the internet and access to district technology resources including the iPad, district-issued email account, online learning spaces, collaboration tools, and educational resources. Parents and guardians need to set clear expectations on appropriate use of electronic devices and limit access to the device in non-school hours. If your child is not following your rules, you have the right to limit access to the device while at home. The information included below is meant to assist you in setting expectations and monitoring your child's use of the device. Beginning with the 2016-2017 School year, QCSD will collect an annual \$50 iPad use Technology Fee. If parents elect to begin payment on this fee during this school term (2015-2016) please pay the amount to the School Secretary. We are aware and understand that \$50 can add up with families with multiple students. If you would like to setup a payment plan for the Technology Fee please contact the school. The iPad will play an integral part of your child's education.

### **SET EXPECTATIONS**

Set and communicate clear expectations for your child's use of the iPad. The Common Sense Media Family Agreement provides an age-appropriate checklist that can be used to guide conversations with your child about responsible use of media and technology. This is available at [https://www.commonsensemedia.org/sites/default/files/uploads/pdfs/fma\\_all.pdf](https://www.commonsensemedia.org/sites/default/files/uploads/pdfs/fma_all.pdf)

### **MONITOR AND LIMIT SCREEN TIME**

The iPad is a great tool for learning, but it also has the potential to be a distraction. Adult supervision and clear expectations for appropriate use are critical.

### **MANAGE ACCESS**

When the device is at school on the district network, internet access is managed with industry standard content filtering tools as required by the Children's Internet Protection Act (CIPA). Content filtering tools cannot guarantee that all undesirable content is blocked. Teachers and staff make every effort to monitor online activity during school hours:-

### **MONITOR STUDENT PROGRESS**

QCSD encourages parents and guardians to use their personal electronic devices to monitor their child's academic progress and communicate electronically with their child's teacher(s). Ask your students to tell you what they have learned and created with the iPad, and discuss how they use the device in school.

### **PowerSchool Parent Portal**

Parents and guardians can use the PowerSchool Mobile app installed on their personal iPad to view their child's grades, attendance, and upcoming assignments.

# Damaged, Lost or Stolen iPads and Accessories

## DAMAGED DEVICES AND TECHNICAL PROBLEMS

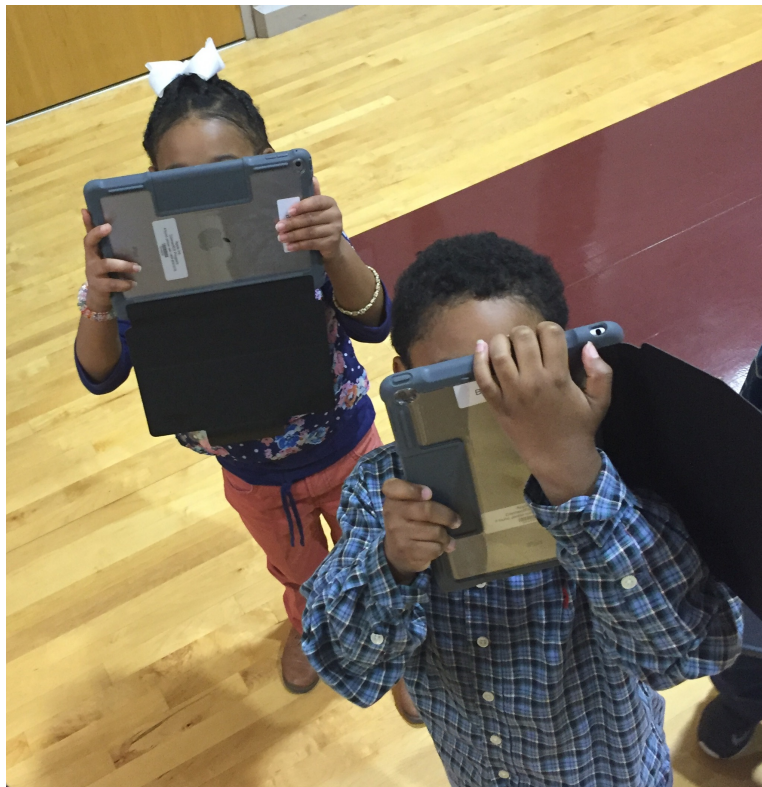
Do not attempt to gain access to internal electronics or repair your iPad. If the iPad fails to work or is damaged, contact your teacher or school staff to report the problem to the Front Office as soon as possible. Complete an iPad Repair form. iPad repair/replacement options will be determined by the District Technology Coordinator.

## LOST OR STOLEN IPADS AND ACCESSORIES

If the iPad is lost or stolen, report it to the front office as soon as possible. School staff will assist you with submitting a report using the Technology Trouble Ticket.

Students who graduate early, withdraw, are expelled, or who terminate enrollment in Quitman County School District for any reason must return the district iPad, case, power adapter, and cable in working condition to the front office on or before the date of withdrawal. Failure to return district property or pay for lost, stolen, or damaged equipment may result in legal action.

If the iPad, case, charger, and/or cord are lost, students and families may be held responsible for providing an Apple brand replacement or paying the replacement cost.





## CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR INVOLVING IPADS

The QCSD Student Code of Conduct provides guidelines for interventions and consequences when students behave inappropriately. These guidelines also apply to incidents involving iPads.

All students have the opportunity to use an iPad in support of personalized learning during school hours. Students who use their iPads in ways that are counter to QCSD guidelines will have their iPad privileges restricted and may face other consequences relevant to the situation, including additional instruction in appropriate iPad use.

Unacceptable use of the district technology resources, including e-mail and the Internet, may result in one or more of the following consequences: suspension, discipline under applicable district policies and procedures, or civil or criminal liability under applicable laws.

### Level 1 Violations

Level 1 intervention will generally be addressed by school staff members when a student has minimal or no prior violations. The staff's response teaches correct, alternative behavior so students can learn and demonstrate safe and respectful behavior.

Examples of level 1 iPad violations include:

- being off-task, using apps other than what the learning activity requires;
- treating iPads carelessly;
- using the camera to take another's picture without their permission;
- airdropping material without permission; or
- cheating or plagiarizing by using the work of others accessed digitally.

### Level 2 Violations

Level 2 violations will generally result in interventions or disciplinary responses that involve the school administration. These actions aim to correct behavior by stressing the seriousness of the behavior while keeping the student in school. *Note: A severe occurrence or repeated instances of a violation may be treated as a violation at a higher level.*

Examples of level 2 iPad violations include:

- repeated violation following a previous intervention;
- sending or posting inappropriate or harmful text or images;
- making unauthorized modifications to the iPad operating system.

### Level 3 Violations

Level 3 violations may result in a dismissal from school for part of a day or an entire school day. *Note: A severe occurrence or repeated instances of a violation may be treated as a violation at a higher level.*

Examples of level 3 iPad violations include:

- intentional damage to an iPad;
- repeatedly using an iPad to bully, cheating; or
- other actions which violate the district technology acceptable use policy.

### Level 4 Violations

Level 4 violations will result in the suspension of a student and possible notification of the police. A suspension is a removal from school for more than one day. *Note: A severe occurrence or repeated instances of a violation may be treated as a violation at a higher level.*

An example of a level 4 iPad violation is willful access and damage to district technology system or records.

## **CONSEQUENCES FOR LOST, STOLEN, OR INTENTIONALLY DAMAGED IPADS**

When a student's iPad is lost, stolen, or willfully damaged, the consequences include additional instruction in appropriate iPad use, and replacement or repair cost of the device. These consequences will be applied in cases of broken screens caused by intentionally throwing or dropping the device; swinging a bag or backpack with a device inside; stepping on the device; intentionally spilling a liquid on the device; hitting another person or object with the device; damage caused to a device that was not in the district-issued case; tampering with the internal components of the iPad; or making unauthorized modifications to the operating system, known as hacking. It also includes the loss or damage to the Lightning-to-USB cable, 12W power adapter, and case.

## **CONSEQUENCES FOR NOT RETURNING AN IPAD, IPAD ACCESSORIES, OR RETURNING DAMAGED ITEMS**

If a student fails to return the iPad at the end of the school year, or upon withdrawal, the student's parent or guardian will be held liable for the full replacement cost of the iPad in accordance with district policy. You must return the district-provided power adapter and Lightning-to-USB cable when you return your iPad. Failure to return the iPad, case, cord, and/or charger, or returning any of these items in a damaged condition may result in a fine.

## Other Resources

### **DISTRICT POLICIES AND PROCEDURES ABOUT TECHNOLOGY**

Quitman County School District provides access to district technology resources for educational purposes. This access may be taken away at any time for abusive or inappropriate conduct related to the use of district technology resources.

Failure to comply with the policies or guidelines in this document for care and use of the iPad may result in the loss of iPad privileges. All use must comply with the following policies and procedures:

- Policy [JCDAG Bullying](#)
- Policy [JCDA Student Behavior Code](#)
- Quitman County Board of Education Children Internet Protection Act “(CIPA) Compliance Policy”
- Quitman County School District Student iPad Loan Agreement\*\*
- Guidelines for Acceptable Use of Technology by Students
- Quitman County School District Student iPad Acceptable Use Policy\*\*
- Quitman County Schools Student Pledge for iPad Use\*\*
- iPad Student Handbook

The iPad is the property of Quitman County School District and as a result may be seized and reviewed at any time.

### **SOURCES CONSULTED**

Special thanks to Saint Paul Public Schools (SPPS) for sharing their original handbook with us.

During the creation of their handbook SPPS consulted websites, handbooks, and staff from the following districts:

Becker Public Schools  
Farmington Area Public Schools  
Hopkins Schools  
Minneapolis Public Schools  
Minnetonka Public Schools  
South Washington County Schools  
Spring Lake Park Schools

# Appendix

## QUITMAN COUNTY BOARD OF EDUCATION “CIPA COMPLIANCE POLICY”

The Board of Education believes that the use of the Internet in instructional program is an educational tool, which facilitates communication, innovation, resource sharing and access to information. Due to the complex nature of accessible networks and the magnitude of potential information available to anyone utilizing the Internet, the Board believes comprehensive guidelines are warranted in order to serve the educational needs of students. The District CIPA policy was re-evaluated and placed on first reading in March 2012 and approved May 2012.

It shall be the policy of the Quitman County Board of Education that the school system shall have in continuous operation, with respect to any computers belonging to the school having access to the Internet:

1. A qualifying “technology protection measure,” as that term is defined in Section 1703(b)(1) of the Children’s Internet Protection Act of 2000; and
2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel which provide for monitoring the on-line activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children’s Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:
  - a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
  - b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
  - c. Prevent unauthorized access, including so-called “hacking,” and other unauthorized activities by minors online;
  - d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
  - e. Restrict minors’ access to materials “harmful to minors,” as that term is defined in Section 1703(b)(2) of the Children’s Internet Protection Act of 2000.

The Quitman County School District utilizes Fortinet and Netspective content filtering software on all district computers. To help safeguard and promote appropriate online behavior, Impero Classroom Management, Apple Remote Desktop and Casper Suite will be implemented to monitor the behavior of Quitman County School District Computer Users. The district will continue to provide classes on 21<sup>st</sup> Century safety to faculty/staff and students.

# Quitman County School District Student iPad Loan Agreement

Quitman County School District provides students with access to district technology resources for educational purposes. Students must adhere to all district policies and guidelines in order to maintain that access. Failure to comply with these guidelines and those outlined in the QSCD Student Code of Conduct may result in the loss of take home privileges.

**For All Students, PreK-12**

## Be Responsible

- I will pick up the iPad during my first period class according to the teachers' procedures and use the iPad throughout the day according to the procedures of the teachers or administrators. If I arrive late I will pick up my iPad from my first period teacher during the next class change or at the convenience of the teacher.
- I will return the iPad to the assigned slot in the cart at the end of the school day and make sure it is connected. If I check out early I will turn in the iPad to the teacher, an administrator, or the front office staff.
- I will keep my iPad in the district-issued case at all times, and not place anything between the case and display.
- I will carry my iPad carefully and keep it on top of other items.
- I will keep my iPad and case clean and free of stickers, writing, and other damage. I will leave district labels in place.
- I will keep my iPad away from food, beverages and other liquids. I will use only a dry, soft cloth to clean the iPad.
- I will use my own name as the name of my iPad.

## Be Safe

- I will always supervise my iPad, and when I am not using it in school, it will be stored in the required classroom location, cart, and/or locker.
- I will add a passcode to my iPad to protect my personal information and prevent access.

## Be Productive

- I will always make sure the iPad battery is charged.
- I will only use the apps and websites my teacher tells me to use.
- I will use the iPad to do my own work and avoid plagiarism by giving credit to my sources.

## Be Respectful

- I will not use my iPad to bully, harass, harm, or spread lies or misinformation about others.
- I will use the camera and microphone to take appropriate pictures, videos and audio recordings.
- I will not use the camera in a bathroom or locker room.
- I will use my iPad to access, submit, post, publish or display material that is legal, true, non-threatening, free of racially offensive content, and does not hurt someone's reputation.

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## Additional expectations for students with individual Apple IDs

### Be Responsible

- I will use only the district device operating systems and security profiles and will only install any apps authorized by Quitman County Schools

### Be Safe

- I will keep my iPad in my school bag or backpack when traveling to and from school if I am given permission to take it home

### Be Productive

- I will always have enough storage on my iPad to download, access, and create any educational applications or files required by my teachers.
- I understand that I may need to delete any personal content on my iPad if I am running low on storage.

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**Student Name:** \_\_\_\_\_ **Student ID#:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Apps, Web-based Services and Parental Consent:** In order for Quitman County School District to facilitate a 1:1 personalized learning environment, the District will utilize applications (apps) and web-based services operated by third parties to provide students with access to online communication and collaboration tools and other instructional tools and materials. The District is required to comply with the federal regulations that require parental consent for students under age 13.

**By signing below, I consent to allowing Quitman County School District to issue an iPad to my child named above, to create any accounts necessary for my student to utilize district-approved applications and web-based services, and to share limited personal information with the third-party provider. I understand that fines are charged for missing or damaged items.**

**Parent / Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## **Quitman County School District Student iPad Acceptable Use Policy**

The use of the iPad in a one-to-one environment provides an opportunity to enhance each Student's overall learning experience. Utilizing the iPads at Quitman County Schools gives students the access to learn anywhere, anytime, both in classrooms and maybe in the near future at home. This one-to-one personalized learning also narrows the digital divide between students and promotes responsible use of today's ever changing technologies. Quitman County Schools reserves the right to confiscate and search a student's iPad to ensure compliance with the Acceptable Use Policy. Students in breach of the Acceptable Use Policy may be subject to but not limited to; disciplinary action, overnight confiscation, removal of content or referral to external agencies in the event of illegal activity. In the event of any disciplinary action, completion of all class work remains the responsibility of the student. Quitman County Schools is not responsible for the financial loss of any personal files that are deleted.

### **Student Responsibilities**

- Students must use protective covers/cases for their iPads, otherwise the insurance policy is invalid.
- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused.
- Never drop nor place heavy objects (books, laptops, etc.) on top of the iPad.
- If my iPad is in need of cleaning I will notify my teacher and clean the iPad according to his/her directions. Only a soft cloth is to be used to clean the iPad's screen.
- Do not subject the iPad to extreme heat or cold (do not store in vehicles if applicable).

### **Safeguarding and Maintaining as an Academic Tool**

- iPad batteries are required to be charged overnight and be ready for use in school.
- If an iPad is left at home or is not charged, the student remains responsible for completing all coursework as if they had use of their iPad.
- Malfunctions or technical issues are not acceptable excuses for failing to complete school work, unless no other means of completion exist.
- iCloud backups should be done weekly. Doing so will safeguard files, documents, and apps.
- Items deleted from the iPad cannot be 'undeleted', so backing up your work is very important.
- Memory space is limited. Academic content takes precedence over personal files and apps.
- The whereabouts of the iPad should be known at all times. It is a student's responsibility to keep their iPad safe and secure. iPads belonging to other students are not to be tampered with in any manner.
- If an iPad is found unattended, it should be given to the nearest member of staff.

### **Lost, Damaged or Stolen iPad**

If the iPad is lost, stolen, or damaged, the Principal's office must be notified immediately. iPads that are believed to be stolen can be tracked through iCloud, which the student is required to enroll in upon receiving the iPad. To replace an iPad that has been lost or vandalized a police report must be filed. The iPad is subject to routine monitoring by teachers, administrators, and the technology staff.

The Quitman County Schools Technology Department will periodically monitor iPad wireless activity.

**Prohibited Uses Include:**

- Accessing Inappropriate Materials - All material on the iPad must adhere to Network Acceptable Use Policy. Students are not allow to send, access, upload, download, or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.
- Illegal Activities - Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- Violating Copyrights - Students are allowed to have music and install apps on their iPad's, however the items downloaded and synced to the iPad must be in compliance with copyright laws.
- Cameras - Students must use good judgment when using the camera. The student agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of the camera in bathrooms or changing rooms, regardless of intent, will be treated as a serious violation.
- Use of the camera and microphone are strictly prohibited in the classroom and hallways unless permission is granted by a teacher.
- Misuse of Passwords, Codes or other Unauthorized Access: Students are encouraged to set a passcode on their iPad to prevent other students from misusing it. Any student caught trying to gain access to another student's accounts, files or data will be subject to disciplinary action.
- Malicious Use/Vandalism - Any attempt to destroy hardware, software or data.
- Unauthorized modifications to the operating system or changes to security settings results in a less secure device and is strictly prohibited
- Inappropriate media may not be used as a screensaver or background photo. Presence of pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures will result in disciplinary actions.
- Parents are responsible for the setting up and use of any home internet connections and no support will be provided for this by the school.

**Every student must read and sign below:**

I have read, understand and agree to abide by the terms of the foregoing iPad Acceptable Use Policy and the Network, and Internet Use Policy. I agree that in keeping with the spirit and philosophy of Quitman County Schools, it is ultimately my responsibility to make good choices when I use the iPad and computer network. Should I in any way misuse my access to the Quitman County Schools computer network and the Internet, I understand and agree that my access privilege may be removed and disciplinary action may be taken against me.

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**Name (Please print clearly)**

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**Student signature**

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**Date**

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**Parent Signature**

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**Date**

## Quitman County Schools Student Pledge for iPad Use

- I will take good care of my iPad.
- I will never leave the 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 every night
- I will keep food and beverages away from my iPad since they may cause damage to the device.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will protect my iPad by only carrying it in a case.
- I will use my iPad in ways that are appropriate, meet Quitman County-School's expectations and are educational.
- I understand that my iPad is subject to inspection at any time without notice.
- If permission is granted to use my iPad at home and it is stolen, I will file a police report in the case of theft, vandalism, and other acts.
- I will be responsible for all damage or loss caused by neglect or abuse.

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**Name (Please print clearly)**

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**Student signature**

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**Date**

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**Parent signature**

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**Date**