

# Ludington Area Schools



## iPad Information and Acceptable Use Policy

### SECTION 1 - Introduction

Ludington Area Schools will provide 21st Century curriculum, instruction, and assessment, with an emphasis on accountability to academic achievement and instructional excellence. Voters in the city of Ludington approved a bond request that will fundamentally change our approach to education, resulting in a new model for our schools and classrooms. We believe that all students should be prepared for a global workplace. Our students must be equipped with essential skills such as effective communication, creativity, collaboration, and critical thinking.

We believe that teaching and learning does not end when the final bell rings. Teacher created content will be available and accessible to students offline and online, which necessitates a device that can be used for both consumption and production of content.

We believe that the iPad is the appropriate device for allowing students to become self-directed learners.

### SECTION 2 - Rationale

Since its introduction in the spring of 2010 the iPad has emerged as one of the leading tools in education. After thoughtful consideration and investigation, we believe that the iPad is the best instrument to give each of our students access to the technology they will need in their 21st century education. The iPad serves as a word processor, multimedia production and consumption tool, video editor, ebook reader, camera, and content creator, all at an affordable price. Computer labs will continue to be available when the need arises.

### SECTION 3 - What's in the "Box"?

- 16 GB iPad (Kindergarten students will receive iPad 2s most others will get an iPad 4)
- Protective Case
- Charger and Cable
- Students may be required to provide their own headphones and stylus to use with the iPad.

### SECTION 4 - Included Apps

The iPad comes with the standard set of Apple's pre-loaded apps. In addition to these, we have included several paid and free apps that will be used for instruction.

### SECTION 5 - Cost/Optional Insurance

There is no upfront cost for the iPad. We have provided a sturdy protective case, which will be put on the iPads before they are given to students. Your child will be asked to keep the iPad in its case at all times so that the risk of damage is minimized. If your child takes good care of their iPad and leaves it in its protective case, the risk of accidental damage is minimal.

We are again able to waive the fee for the insurance this year and will be providing it for each student.

**Families will still be responsible for the deductibles for accidental repairs.** Damages to iPads that were removed from their case will not be covered by the insurance program and will pay the full \$165 repair fee.

Without the insurance, a cracked screen costs approximately \$165 dollars; however, with our insurance the deductible cost for a cracked screen is \$29.00. A replacement iPad costs \$479, cases are \$35, and the charging cords cost \$29.

In the first instance of accidental damage, families will be asked to pay this \$ 29.00 deductible. In the second instance of accidental damage, families will be asked to pay this \$ 29.00 deductible.

After 2 instances of accidental damage, the insurance will no longer cover any damage, and families are responsible for any costs.

## **iPad Student & Parent Handbook**

### **SECTION 6 - Home Use**

We expect that our 1:1 iPad program will help students to learn and maintain good digital habits that will last a lifetime. Any rules that you have about computer use or Internet access should apply equally to your child's iPad use. In addition, we encourage you to discuss appropriate uses of technology with your child, and we will discuss approaches to this conversation as part of our iPad information sessions. A device that goes home must be treated as if it were still in school, and be used appropriately.

### **SECTION 7 - Handling, Care, and Transport**

- When moving your iPad carry the device with two hands.
- Always make sure that the iPad's screen cover is securely attached.
- Do not leave the iPad in a hot car or in direct sunlight.
- Avoid having any sharp objects near the iPad, and only use a finger or stylus pen to manipulate the screen.
- Be careful when transporting the iPad in a backpack or other bag.
- The iPad will come with a district provided Asset Tag sticker. No other stickers or writing should be added to the iPad or its cover.
- Additionally, the iPad should stay in its LASD provided protective case at all times.

### **SECTION 8 - Power Management**

Your iPad's battery will last longest if the iPad is used in room temperature conditions as often as is possible. Students will be responsible for having a charged iPad for class each day.

### **SECTION 9 - Cleaning the iPad**

Don't use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean iPad. iPad has an oleophobic coating on the screen; simply wipe iPad's screen with a soft, lint-free cloth to remove oil left by your hands. The ability of this coating to repel oil will diminish over time with normal usage, and rubbing the screen with an abrasive material will further diminish its effect and may scratch your screen.

### **SECTION 10 - Student Responsibilities**

**Use of the iPad is a privilege.** The Ludington Area Schools district owns the iPads and will loan them to the students as a tool to support their learning experience. Students will be expected to bring the iPad to school fully charged each day and have them in class just as they would for any other required material.

Parents should monitor all activity on their account(s).

Students should notify an administrator if an inappropriate or threatening email or message is received. Students will be required to return their iPad at the end of each school year by a predetermined date. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at LAS for any other reason must return their individual school iPad on the date of termination.

#### **Email**

All students will be provided with an email address for email and document sharing. Access to the [lasdstudents.net](mailto:lasdstudents.net) email account is limited. The student email addresses are restricted to comply with the CIPA Act, they will only allow communication between lasd.net (teachers and staff) email address and lasdstudents.net email account. You will not be able to email your child at that address.

## **Acceptable Use Policies**

### **SECTION 11 - Student Activities Strictly Prohibited:**

1. The use of the iPad is a privilege and with that privilege all users have no expectation of privacy in e-mail, data on the iPad or server, network communications, Internet use, video recording, and all other technologies available on or through the iPad. The School District is the owner of the iPad and therefore all users understand

that their use of the iPad can and may be strictly monitored electronically or otherwise by School District personnel at any time.

**2. Users shall not install any software on the iPad or download any applications without the express prior permission of the School District's Technology Department.**

**3. The student is not permitted to install software on the assigned iPad from other iTunes accounts nor should they try and connect iPad to a computer with a different iTunes account configured on it.**

4. Use of the iPad for fraudulent or illegal copying, communication, taking or modification of material in violation of law is prohibited and will be referred to federal authorities. The illegal use of copyrighted software is prohibited. The School District upholds the copyright laws of the United States as they apply to computer programs or licenses owned or licensed by the School District. Such action is also governed by the School District policy.

5. Users shall not knowingly or intentionally introduce a virus, worm, Trojan horse, rootkit, or engage in any other malicious action affecting the iPad.

6. Users shall not attempt to obtain any other user's password(s) and shall not read, copy or alter other user's data without their permission. Users shall not intentionally seek information, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the iPad.

7. Users shall not knowingly or intentionally allow other users to use their identity/password(s) to access School District technology resources and computer systems, or iTunes accounts. All users shall maintain the security and confidentiality of their identity/password(s). Users shall not use an iPad or iTunes account that has been logged in under another user's name. Users shall immediately notify the School District if a security problem is suspected or identified.

8. Users shall not use the iPad for purposes other than for School District-related business. The iPad shall not be used for illegal activity, for-profit purposes, lobbying, campaigning, advertising, fundraising, transmitting offensive materials, hate mail, mass e-mailing, discriminating remarks, or obtaining or sending obscene or pornographic material.

9. Users shall not use the iPad to harass or intimidate.

**10. Users shall not download or install any programs, files, technology, games or other electronic media without the written permission of the School District's [Director of Technology].**

11. Users shall report any problems or malfunctions with the iPad to the main office within one school day of detection of the problem. The glass from a broken screen is very sharp and can be dangerous, left uncared for it can also damage the inner workings of the iPad.

12. The School District may, at any time, make determinations that particular uses of the Internet and Technology Resources are not consistent with the goals or mission of the School District and prohibit such uses.

**13. Users shall not play video games, visit chat rooms or otherwise use the iPad for non-academic purposes while at school.**

14. The School District in its sole discretion reserves the right to terminate the availability of the iPad at any time.

15. The School District reserves the right to:

a. Make determinations as to whether specific uses of the iPad and iTunes are consistent with its goals, educational mission, policies and/or procedures;

b. Monitor and keep records of iPad, Internet, and iTunes use;

c. Terminate user's privileges to access and use the iPad and other School District technology resources to prevent unauthorized activity.

16. Failure to follow the policy, procedures, rules and regulations of the School District may result in termination of the user's privilege to access the iPad and other School District technology resources. In addition, the user may be subject to other disciplinary or legal action.

17. Parents or legal guardians of users under the age of eighteen have the right to revoke their student's use of the iPad.

18. Each user shall be responsible for any and all damages to the iPad resulting from their deliberate or willful acts.

19. All School District policies and procedures, including the Student Handbook, apply to the use of the iPad and

iTunes and or Google account.

20. Administration has the discretion to prohibit, allow, and otherwise regulate the use of the iPad during the school day.
21. Each teacher has the discretion to allow and regulate the use by students of their iPad in the classroom and on specific projects.
22. In the classroom, students may use their iPad only for the purpose of accessing materials that are relevant to the classroom curriculum.
23. The school's network filters will be applied to the iPad's connection to the Internet and other Technology Resources.
24. Users are expected to charge their iPad prior to school and run their iPad on battery power while at school.
25. Users shall maintain their iPad in silent mode at all times when on school property, unless otherwise permitted by school staff.
26. Users shall not record, transmit or post images or video of a person or persons on campus during school activities and/or hours, unless provided with written authorization by a teacher or administrator in compliance with School District policies and procedures.
27. Use of the iPad is prohibited in the following areas/situations:
  - a. Locker rooms
  - b. Bathrooms
  - c. Any private areas used for the purpose of changing clothes
  - d. Any other areas as designated by administration
28. Students shall not use their iPad to cheat on assignments or tests.
29. Users shall not print from their iPad to School District printers without the prior authorization of school staff.

Disclaimer: The School District will make every effort to provide appropriate technology resources, however, the School District makes no warranties of any kind, whether expressed or implied, for the iPad, Google and iTunes account it is providing. The School District shall not be responsible for any damages incurred by a user of the iPad or iTunes account, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. In no event shall the School District be liable for any damages (whether direct, indirect, special or consequential) arising out of the use of the iPad, Google or iTunes account, accuracy or correctness of information contained therein, or related directly or indirectly to any failure or delay of access to the Internet or other network application.

## **SECTION 12 - Parent/Guardian Responsibilities**

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. Check to see that your student's iPad comes to school fully charged each day. Make sure that the iPad is used primarily by the student.

## **Technology & Instruction**

### **SECTION 13 - School Responsibilities**

LASD will provide Internet and email access to its students while on school property and provide Internet filtering at all times. Through the use of Google Apps we will provide cloud-based data storage areas. These will be treated similar to school lockers. LASD reserves the right to review, monitor, and restrict information stored on or transmitted via LASD School District owned equipment and to investigate inappropriate use of resources. LASD will provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy. Wireless internet will not be required at home to use the iPads for school work. Teachers have created lessons that can be downloaded at school and then worked on while the device is offline. Having internet at home can be handy and if you do not have internet at home there are many free public wifi spots in Ludington that can be accessed. A short list of public spaces and businesses that have wifi include: both the Ludington and Scottville branches of the Mason County District Library; Ludington City Hall; the libraries in each of the five school buildings; McDonalds; Sportsmans; Redolencia; and Big Apple Bagels.

**Do not put a passcode on your device.** We have no way to clear a forgotten passcode from a device once it loses wifi connectivity. If you ignore our advice and set a passcode and forget it do not make repeated attempts to try your passcode. Try twice and bring it to the tech department's attention after that. If you make repeated attempts, and fail, and the iPad loses wifi we have NO other option than to completely wipe the device and you will lose all of your school work.

With the addition of an Apple ID to students devices there may be times with the App Store is present on your iPad. Please see rules 1, 2, 3, 10, and 13 above.

I have reviewed the Handbook for Students and Parents which includes the Ludington Area Schools Acceptable Use Policy and understand the Rules and Guidelines for appropriate use at home and at school. I understand and acknowledge that my student has been given access to an email account for the purposes of sharing documents with fellow students and LASD teachers.

Parent or Guardian Signature \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_