

# Pine Valley Central School District



-- Home of the Panthers --

**Elementary School  
Jr/Sr High School**

## **Parent/Guardian-Student iPad Handbook**

(the most current version of this document can be found at [www.pval.org/ipads](http://www.pval.org/ipads))

*PVCS  
iPad Policy, Procedures,  
and Information*

**2014-2015**

## PVCS 1:1 iPad/eBook Initiative

Increasing student access to technology through 1:1 computing has been proven to improve student engagement and increase student achievement. The focus of the 1:1 computing initiative at PVCS is to provide tools and resources to the 21<sup>st</sup> Century Learner. With the use of these tools, our students will have the skills and confidence to integrate technology into their future and will be better prepared for tomorrow's success.

One of the learning tools for these twenty-first century students is the Apple iPad. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for college and the workplace. These new iPads will contain student textbooks, books for required reading, learning apps, as well as multiple productivity, study and assessment tools. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all iPads used at PVCS, including any other device considered by the Administration to come under this policy.

Teachers may set additional requirements for use in their classroom.

Resources:

[www.apple.com/education/ipad](http://www.apple.com/education/ipad)

[www.apple.com/education/apps](http://www.apple.com/education/apps)

[www.apple.com/education/ibooks-textbooks](http://www.apple.com/education/ibooks-textbooks)

### **1.) RECEIVING YOUR IPAD & IPAD CHECK-IN**

#### **1.1 Receiving Your iPad (iPad Check-out)**

iPads will be distributed at pre-determined locations during the beginning of each school year. The iPads will be signed out to each student through the school's inventory control system by barcode and student ID number. **Parents & students must sign and return the 'Technology Equipment Acceptable Use Form' before the iPad can be issued to their child.**

Cases have been ordered to provide additional protection for these devices. Please recognize that if misuse, damage, or loss occurs to the iPad, the iPad case, or any iPad accessories the student will be assessed the replacement cost for which the parent/guardian will be held accountable and the student may lose privileges for the remaining current school year.

#### **1.2 Returning Your iPad (iPad Check-in)**

Student iPads plus any accessories must be returned to the technology department during the final weeks of school so they can be serviced over the summer and prepared for the next school year. Students who graduate early, withdraw, transfer, are suspended or expelled, or terminate enrollment at PVCS for any other reason must return their individual school iPad on the date of termination. If a student fails to return the iPad at the end of the school year or upon termination of enrollment at PVCS, that student will be subject to criminal prosecution or civil liability. The

student/guardian will also pay the replacement cost of the iPad, or, if applicable, any insurance deductible. Failure to return the iPad will also result in a theft report being filed with the County Sheriff's Department.

Below are the guidelines for collection based on grade level:

K-6: collection will take place in the classroom, devices must be signed in using the school's barcode scanner.

7-8: collection will take place in the classroom, devices must be signed in using the school's barcode scanner.

9-12: collection will take place throughout finals week in the High School office. It is the responsibility of each student to bring their devices to the main office to be checked-in using the school's barcode scanner. Under no circumstance may a student keep their device past finals week.

If it's determined there has been damages to the iPad, or any iPad accessories the student will be held responsible, as written in the 'Technology Equipment Acceptable Use' form. If the device is not returned in satisfactory or better condition, the student will be charged a fee for any necessary repairs, as outlined in section 8 of this handbook.

## **2.) TAKING CARE OF YOUR IPAD**

You, the student, are responsible for the general care of the iPad that has been issued to you by Pine Valley Central School. You are NOT to loan the device out to anyone. iPads that are broken or fail to work properly must be reported immediately for an evaluation of the equipment.

### **2.1 General Precautions**

The iPad is Pine Valley Central School property and is subject to the policies of the School district. By accepting and signing the 'Technology Equipment Acceptable Use' form you, the student, are accepting responsibility for any damage to the device that you caused or could have controlled. You will be responsible for any repair costs if the device is damaged due to misuse, accidents, modifications, unsuitable physical or operating environments, or improper maintenance. This type of damage may include, but is not limited to: screen damage (cracks, scratches, etc); liquid damage caused by spills; damage from foreign material inside the system; shock from misuse or drops; handling an iPad in a manner that can lead to damage of equipment (such as dropping the iPad onto a hard surface); pushing on the screen of a iPad, downloading or installing potentially hazardous files.

- No food or drink is allowed near, next to, or on your iPad.
- Cords, cables, and removable devices must be inserted carefully into the iPad.
- iPads, and iPad cases must remain free of any writing, drawing, stickers, skins or labels that are not the property of the school district.
- Protective cases, school labels, and ID cards shall never be removed from the device.
- iPads must never be left in an unlocked car or locker, or any unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day.
- Problems with the iPad should be reported immediately. Students should not attempt to restore or fix the iPad.

## **2.2 Carrying iPads**

The protective cases provided with the iPads have sufficient padding to protect them from normal day to day treatment and provide a suitable means for carrying the device within and to and from school. The guidelines below should be followed:

- iPads should always be in the protective case with the ID card.
- If using a carrying case or book bag other objects (such as folders, workbooks, books, etc) must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen.

## **2.3 Screen Care**

The iPad screens can be damaged, if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in a carrying case that will press against the screen.
- Do not poke, punch or hit the screen.
- Do not place the iPad on a table, desk, or any other surface where it could be accidentally knocked down onto the floor.
- Only clean the screen with a soft, dry cloth or anti-static cloth. Please see your librarian for cleaning wipes. No cleaners of any type should be used.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc., as this will break the screen.
- Never place on the floor where someone may step on it.

## **3. USING YOUR iPad AT SCHOOL**

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the device. Students are responsible for bringing their iPad to all classes, unless specifically instructed not to do so by their teacher.

### **3.1 iPads Left or Forgotten at Home**

If students leave their iPad at home, they are still responsible for completing the required course work as if they had their iPad present. If a student repeatedly leaves their iPad at home, they will be required to “check out” their iPad from the library or main office every day for a length of time to be determined by their teacher.

### **3.2 iPad Repair**

Students will visit the main office when repair is needed to the iPad. Instructions will be posted there on how to open a support ticket with the technology department. Loaner iPads may be issued if available from the library or main office for the duration.

### **3.3 Charging Your iPad's Battery**

Students are required to charge their iPad each evening; the devices must be brought to school each day in a fully charged condition. If a charge is needed at some point throughout the day, students should see their teacher for instructions. (Limited charging stations will be available throughout the district.)

For tips on how to preserve the iPad battery life and charge please visit:

<http://www.apple.com/batteries/ipad.html>

\*\*\*If a student repeatedly neglects to keep their device charged they will be required to “check out” their iPad from the library or main office every day for a length of time to be determined by their teacher. Consequences for repeat offenders will be dealt with by the building principal.

### **3.4 Personalizing Your School Owned iPad**

Personalization of the school issued iPad is allowed but only under the conditions listed below. If a student fails to comply with these conditions disciplinary actions will be taken.

- Only 5 personal photos & videos are allowed on the device at a time
- Photos/Videos required for class work must be organized and stored in individual Albums.
- Inappropriate media may not be used as a screensaver or background photo.

Examples of inappropriate media include, but not limited to: presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related images.

- The ID pocket on the front of each case must not be used for anything other than the school ID card & must not be removed from the protective case for any reason.

### **3.5 Sound, Music, Games, or Programs**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Internet Games are not allowed on the iPads unless for instructional use or as directed by the teacher.
- All software/Apps must be district provided. Data storage will be available through Apps on the iPad, the school's network and through school provided email.
- Earphones or ear buds are encouraged when teacher permits sound. The school will carry a limited supply if students don't have their own.

### **3.6 Printing**

Printing will not be available directly from the iPad. Items will be sent to the teacher digitally and printing will take place at the teacher's discretion from a district computer.

### **3.7 Off-Site Internet Access**

Students are allowed to access home or public wireless networks on their iPads. This will assist them with iPad use while off campus. For areas where no high speed internet is available, these locations in the community will offer WIFI service:

- Cherry Creek public library
- South Dayton public library
- School parking lot
- Verizon Wireless MIFI can be signed out from the main office (limited supply)

### 3.8 Apps

- Students in grades K-8 are NOT authorized to install any Apps onto the iPads. Their iPads will be updated at pre-determined intervals through-out the year.
- Students in grades 9-12 are only permitted to install Apps using their school assigned Apple ID and only Apps which are deemed appropriate for school. Inappropriate Apps are NOT permitted on the devices and students are encouraged to ask if an App is appropriate or not prior to downloading. Examples of inappropriate Apps include, but are not limited to: Apps containing guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related images, etc.
- ONLY 5 non-educational Apps (including games) are permitted on 9-12 grade iPads
- Devices will be monitored daily for inappropriate Apps.
- Save all work to a location that can be accessed from home.

### 3.9 Email

- All district iPads are configured with individual school email accounts ([username@students.pval.org](mailto:username@students.pval.org)). The email system is designed so that communication is restricted to only those domains the school allows communication with. For the current list of domains please contact the main office. In addition, student-to-student email is prohibited..
- Appropriate Email Signatures: all student email accounts must be configured with appropriate email signatures
  - Ex.) John Doe
  - Pine Valley Central School
  - Grade 10
- For more information on student email please see the district email policy

## **4. MANAGING YOUR FILES & SAVING YOUR WORK**

### **4.1 Saving to the iPad/Home Directory**

Students are responsible for backing up their own files. Students may save work directly to the iPad. It is recommended students e-mail documents to themselves for backup. Students may also use provided Apps for cloud storage or back-up to the district file server. Storage space will be available on the iPad—BUT it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

## **4.2 Network Connectivity**

Best efforts are in place to ensure consistent network connectivity though the district makes no guarantee that their network will be up and running 100% of the time as accidents and natural disasters do occur. In the rare case that the network is down, the PVCS District will not be responsible for lost or missing data.

## **5. SOFTWARE ON THE iPADS**

### **5.1 Originally Installed Software/Apps**

The software/Apps originally installed by PVCS must remain on the iPad in usable condition and be easily accessible at all times. From time to time or at pre-defined intervals the school may add software applications for use in a particular course. Depending on the licensing for any added software it may be required that it's deleted from the iPads at the completion of the course. FREQUENT checks/audits of iPads will be made to ensure that students have not removed required apps.

### **5.2 Additional Software/Apps**

Students are not permitted to load any extra software/Apps on their iPads until reaching Grade 9. Any student installed Apps in grades 9-12 **MUST** be deemed appropriate for school usage. ONLY 5 non-educational Apps (including games) are permitted on 9-12 grade iPads. PVCS will synchronize the iPads so that they contain the necessary apps for schoolwork. Synching iPads to personal accounts is not allowed!

### **5.3 Inspection**

Students will be selected at random to provide their iPad for inspection.

### **5.4 Procedure for restoring an iPad**

If technical difficulties occur or illegal software, non-PVCS installed Apps, or inappropriate Apps are discovered, the iPad may be restored from the latest iPad image/build. The school does not accept responsibility for the loss of any software or documents deleted when this occurs.

### **5.5 Software upgrades**

Upgrades for licensed software/apps are available from time to time. Students may be required to leave their iPads with their teacher, library, or main office for periodic updates and synching. At which time the iPad will be unavailable to use.

## **6. ACCEPTABLE USE**

The use of the PVCS School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the PVCS School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the PVCS School District. The same Acceptable use policy in place for the district computers will also apply to the iPads, the following is that policy:

*- This computer system, including all related equipment (includes internet access) are provided only for authorized Pine Valley Central School use.*

- Pine Valley computer systems may be monitored for all lawful purposes including to ensure their use is authorized, for management of the system, and to verify security procedures.
- During monitoring, information may be examined, recorded, copied, and used for all lawful purposes.
- All information, including personal information, placed on or sent over this system may be monitored.
- Evidence of unauthorized use collected during monitoring may be used for adverse actions.
- **USE OF THIS SYSTEM, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO MONITORING.**

This policy is 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 User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The PVCS School District's Student Code of Conduct shall be applied to student infractions. **Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.**

### **6.1 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. Monitor the use of the iPad and internet when students are at home.

### **6.2 School Responsibilities are to:**

- Provide Internet and Email access to its students.
- Provide Internet Blocking of inappropriate materials as required by the Children's Internet Protection Act.
- Provide network data storage areas. These will be treated similar to school lockers. PVCS reserves the rights to review, monitor, and restrict information stored on or transmitted via PVCS District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

### **6.3 Students are Responsible for:**

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to iPad/computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This "damage" includes, but is not limited to: the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via PVCS District's designated Internet System is at your own risk. PVCS District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping PVCS District protect our computer system/device by contacting an administrator about any security problems they may encounter.



- Monitoring all activity on their account(s).
- Students should always turn off and secure their iPad after they are done working to protect their work and information.
- When students are not using their iPads, they should be stored safely and securely. This means lockers (if assigned) must be locked appropriately. Nothing should be placed on top of the iPad when stored in the locker. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. iPads should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store their iPad, they may check it in for storage with the main office.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she should report it immediately to their teacher.

#### **6.4 Student Activities Strictly Prohibited:**

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- plagiarism, including accessing sites selling term papers, book reports and other forms of student work
- Unauthorized messaging services, or use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger, etc.
- Unauthorized Internet/Computer Games
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc)
- Downloading inappropriate apps (if questionable, seek prior approval from main office)
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, data, iPad settings
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Use or possession of hacking software
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the PVCS web filter
- The iPad camera (all photos and videos) must be used for required school work only. Prior approval from the main office is required for having more than 5 personal photos/videos on the device.

## **6.5 iPad Care**

Students will be held responsible for maintaining their individual iPads and keeping them in good working order.

- iPad batteries must be charged and ready for school each day.
- Only labels or stickers approved by the PVCS School District may be applied to the device.
- iPad covers furnished by the school district must be returned with only normal wear and no alterations to avoid paying a cover replacement fee.
- Student identification cards should not be removed from the ID card pocket on the iPad case for any reason.
- iPads that malfunction or are damaged must be reported to the technology help desk through the main office. The school district will be responsible for repairing iPads that malfunction.
- iPads that have been damaged from student misuse, neglect or are accidentally damaged will be repaired. See Section 8, the iPad Protection Plan for associated costs.
- iPads that are stolen must be reported immediately to the main Office and the Police Department. iPads that have been stolen will be replaced pending a police report. The student/parent will be responsible under the terms covered in section 8 (iPad protection plan).
- iPads that are damaged due to fire, flood, or other natural disasters must be reported immediately to the main office. In this situation iPads will be replaced pending an insurance claim. The student/parent will be responsible under the terms covered in section 8 (iPad protection plan).
- iPads that are misplaced or lost must be reported to the main office. Full replacement value will be due for lost iPads.

## **6.6 Legal Propriety**

- Comply with trademark and copyright laws and all license agreements, including all Apple/iTunes license agreements ([www.apple.com/legal](http://www.apple.com/legal)). Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the PVCS 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 and violators will be subject to PVCS Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

## **6.7 Student Discipline**

All disciplinary action will follow the same guidelines as described in the district code of conduct. If a student violates any part of the above policy, additional disciplinary steps may be determined by the administration.

## **7. STORING YOUR iPad**

### **7.1 iPad Identification**

Student iPads will be labeled in the manner specified by the school. iPads can be identified in the following ways:

- Record of serial number
- PVCS bar code

## **7.2 Storing Your iPad**

When students are not using their iPads, they should be stored safely and securely. Nothing should be placed on top of the iPad when stored in the locker. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. iPads should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store their iPad, they may check it in for storage with the main office.

## **8. REPAIRING OR REPLACING YOUR iPad**

### **PVCS SCHOOL DISTRICT iPad PROTECTION PLAN**

The PVCS School District recognizes that with the implementation of the iPad initiative there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection: warranty, accidental damage protection and associated cost.

Any iPad that malfunctions due to any internal issues not caused by the student's usage, such as internal iPad issues or problems such as malfunctioning units, batteries, USB cable, and/or adapters, are covered by Apple Care purchased by the System. These units will be replaced at no cost to the student.

Any unit that is damaged or destroyed by the student, including; accidental damage (drops and spills), cracked screens, liquid submersion, neglect or vandalism, will be covered by the Student/Parent. For each incident that this occurs the price will be:

1<sup>st</sup> Time- \$49

2<sup>nd</sup> Time- \$200 or the lesser cost of repair

3<sup>rd</sup> Time- Cost of Unit, including all applications and accessories

Lost iPads: full replacement value of the device will be due.

Stolen iPads: same costs as above pending a Police report.

Natural Disasters: no charge pending an insurance claim

### **iPad Accessories - replacement costs**

iPad case - \$25

iPad charger (USB sync cable & wall charger) - \$25

iPad lightning to 30-pin adapter - \$25

Student ID card: \$2

Stylus: \$5

All malfunctions and damage to any unit must be reported immediately to the principal or appropriate authority. They will make a determination as to what the problem is and what the next recourse will be.

**ADDITIONAL INFORMATION:** In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office.

### **PVCS Student Pledge for iPad Use**

1. I will take good care of my iPad.
2. I will never leave the iPad unattended.
3. I will never loan out my iPad to other individuals.
4. I will know where my iPad is at all times.
5. I will charge my iPad's battery daily.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will not disassemble any part of my iPad or attempt any repairs.
8. I will protect my iPad by only carrying it while in the case provided.
9. I will use my iPad in ways that are appropriate, meet PVCS expectations and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the iPad. I will not deface the serial number iPad sticker on any iPad.
11. I understand that my iPad is subject to inspection at any time without notice and remains the property of the PVCS District.
12. I will follow the policies outlined in the *iPad Policy* and the *Acceptable Use Policy* while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to NOT remove the student identification card from the ID pocket on the iPad case.
16. I agree to return the District iPad, case and power cords in good working condition.