

WEST CENTRAL MIDDLE SCHOOL

1:1 IPAD

POLICIES AND PROCEDURES



By completing student registration you as a parent and by extension your children have agreed to abide by everything contained within this document. This includes the partial or full repayment of the cost of the device in certain situations.

The West Central School District is committed to our mission: To prepare all students for learning and living in a changing world. Our goals in providing 1:1 access include:

- Enhancing and accelerating learning inside our classrooms and extending learning opportunities to students when they are outside of the classroom setting.
- Individualizing learning for all of our students.
- Promoting positive communication and collaboration opportunities between students.
- Promoting technology skills that will help our students be successful citizens.

The following information is provided to help students and parents / guardians to understand the expectations and the responsibility of care and use related to students using a school-issued iPad.

- All students will receive training on the proper use and care of their iPad in school and home environments. iPads will not be taken to extracurricular activities, either at home or away.
- All students will be expected to take their iPad home every night, use it for appropriate educational purposes, and then bring it back fully charged for the next day. If the student is attending an extracurricular activity, they will pick up their iPad from their MS locker after the event has concluded.
- All students are expected to treat the iPad as a valuable piece of equipment and take precautions to prevent iPads from either being damaged or stolen. If you believe your iPad is lost or stolen, report it immediately!
- All students should not have an expectation of privacy on the school-issued iPad. All applications, email and files may be inspected at any time by any staff member.
- All students are expected to only use their own iPad. All students are expected to use their iPad in an ethical manner. Do not alter other students' work without permission or claim their work as your own.
- All apps will either be pre-loaded by a member of the technology team, or will be installed by students via the Self Service app. Students should not be trying to install apps via the Apple app store, or use an AppleID on any iPad or within any app other than a school provided Managed AppleID.
- Students are expected to comply with all requirements and directions related to iPad use as set forth by the classroom teacher or administration. Misuse, violation of school policy or failure to comply with directions and expectations from staff will result in revocation of iPad privileges and other disciplinary action.

Acceptable Use

The use of technology resources provided by the West Central School District is a privilege, not a right. The use of these technology resources is contingent upon following the rules laid forth as defined by: School board policy *JFCK-E - Acceptable Use*, this WCMS 1:1 iPad Policies and Procedures document, and the WCMS Student Handbook for determining appropriate consequences for violations. All applicable local, state and federal laws are to be followed when using the technology resources provided by the West Central School District.

If any person violates the terms put forth in this policy, the school district may: terminate privileges, deny access to the school district technology resources, issue appropriate disciplinary action, and bill the household for repairs or lost / stolen technology resources.

At the start of every school year there is a \$30 nonrefundable computer fee for all MS students. This must be paid prior to a student being issued an iPad. Any additional repair bills that a student has outstanding from the prior year must be paid in full at this time as well.

As a parent / guardian of a student, you may request that your child not be allowed to take school technology off the campus for a given period of time. Please contact your WCMS principal to make these arrangements. Students violating this request will face disciplinary action.

If you do not agree to the outlined terms of use or the payment of the annual non-refundable fee then immediately return all school technology resources in your possession to the WCMS principal. Said student will then use an iPad only on school property and will face disciplinary action should they remove it from the school building.

Taking Care of Your iPad

Students are responsible for the general care and use of their iPad. Students are expected to be in control of their iPad at all times. Never leave it unattended or in an unsupervised area. In the event that an iPad is malfunctioning, please bring it to the WCMS Technology Integrationist, or a classroom teacher for assistance.

Both a case and a bag are provided to protect your iPad. The case must stay on the iPad at all times. Both items will last the life of the iPad and will help to protect your device. Never remove the property ID label.

iPads must be carried within their bags when transitioning between classes and when going to and from school. Students may not use their iPad during passing time. Students should be aware of their environment around them when they are in motion. Taking iPads out of their bags while on a school bus will result in disciplinary action.

Your iPad and case must remain free of any writing, drawing, stickers or labels that are not the property of the West Central School District.

The screens on an iPad can be damaged by excessive pressure and rough treatment.

- Do not lean on the iPad or use it as an elbow, arm or chin rest.
- Do not stack objects on top of your iPad.
- Do not place anything inside its case or bag that will press against the iPad.
- Be careful not to bump the iPad against anything as you pass between classes - locker, door, or anything else.

Repair and Replacement of iPad

Students are expected to care for their iPad. If properly cared for, these devices will last a number of years.

If accidental damage occurs: Starting in the 6th grade, 1 accidental damage repair to both the iPad case and to the iPad itself will be covered by the district. This is 1 repair of each type over the entire course of the student's MS career, not each individual school year. Minor keyboard case problems, like a missing key, can often be repaired without having to count it towards the 1 case repair, if they are immediately brought to the district's attention. Additional repair bills beyond the first repair to the iPad case and to the iPad itself will be assessed to the parent / guardian of the student. All repairs are to be initiated by the district, not the parent / guardian of the student. Replacement of charging cables are always assessed to the parent / guardian of the student.

When accidental damage occurs in school: A student should report the incident to the classroom teacher or technology integrationist right away. Answer all questions regarding the incident truthfully. Parents will be notified.

When accidental damage occurs off school property: A student should first report the incident to their parents. This should include showing them the damaged item. Then report the problem to the MS office first thing in the morning after arriving.

Malicious Damage / Theft / Fire: If a student intentionally damages any iPad, iPad case, or bag, their family will be held accountable for the full cost of replacement and the appropriate disciplinary measures will be enforced. All costs associated with malicious damage are paid for by the perpetrator of the act. The school provides no grace fixes. If the student assigned to the laptop knows who perpetrated the malicious act but refuses to name them, then they assume all costs associated with the malicious act.

In the event of malicious damage by someone who is not attending West Central, or in the event of theft or fire, it is the student's responsibility to file a police and/or fire report and bring a copy to the business office before another laptop will be issued. These situations will be evaluated on a case by case basis. Fraudulent reporting of theft, loss or catastrophic damage will be turned over to the police for prosecution. The district works with the Minnehaha County Sheriff's Department and all other applicable law enforcement agencies to recover equipment.

Using your iPad in School

Student iPads will be used throughout the day in school. In addition to general teacher expectations for use in the classroom, a student may receive school messages, calendar invites, announcements and schedules via their iPad. Though students will be able to personalize the iPad's desktop and icon placement in some ways, the iPad remains the property of the West Central School District.

Students will learn how to manage their time wisely and focus on using technology appropriately in their lives. Lessons in digital citizenship will be taught to the student body throughout the school year. We will make every effort to help students make wise decisions in using technology and prioritizing work. Staff will use Apple Classroom in order to assist in keeping students on task and productive.

Students need to follow staff directions with respect to the use of technology in school. If students fail to follow staff instructions, it may be considered as "insubordination" as per the West Central Middle School Student Handbook. Other disciplinary actions may also apply, depending upon how a student chooses to use their iPad.

Use of video, camera and images

These iPads are equipped with both still picture and video capability. Students are able to take pictures and videos using their device. The iPads also have the ability to download images or videos from the internet. Expectations for students are that all images that they download or capture using the video capabilities of the device are appropriate for school and labeled for reuse.

Students may not have media which depicts: Weapons, pornographic or sexually suggestive materials, inappropriate language, gang related imagery or symbols, or images and videos which depict or suggest consumption of alcohol, drugs or tobacco. Students found in possession of inappropriate images will be subject to disciplinary action as outlined in the West Central Middle School Student Handbook. If an iPad is reported to have pornographic pictures of a minor, it is the district's policy to immediately turn over the device to the appropriate law enforcement agency. Legal precautions prevent school staff from reviewing the iPad to determine the accuracy of such a claim. Law enforcement can be expected to keep the iPad for many months as they determine what is on the device and what legal steps need to occur afterwards. Any student falsely reporting child pornography on another student's iPad can expect severe disciplinary action.

Any images created or shared using school-owned iPads are to be created for an "educational purpose." Any video or images created or shared for the purpose of emotionally hurting another person will be subject to severe disciplinary action.

Student Email

All students are issued a school email address. This email account is administered by the South Dakota K-12 Data Center. Email used in school should be limited to email related specifically to coursework and must not be used as "electronic note passing." School District personnel do have access to the school issued email account, and

students found to be using the account inappropriately will have account activity suspended. Other non-k12.sd.us email accounts are not allowed to be used on student iPads.

Cloud Storage, Sound, Music, and Browser Based Games

Cloud based data storage will be used by students. This will most likely take the form of Google Drive, which is tied into Google Classroom. Other cloud storage solutions may be used as well. Students should store files, pictures and videos on Google Drive. Alternatively, students may also email important files and documents to themselves in order to preserve the files. Students are responsible for backing up files and saving files properly. Students found viewing inappropriate media from a cloud storage site or other website will be held to the same rules as if they had downloaded it to their iPad.

Sound on iPads must be muted at all times, unless permission is given by the teacher to use headphones or un-mute the sound.

Students may not download music files to their iPad. Teachers may on occasion share audio files to be used with the iPad.

Browser based games are not allowed on the iPad without express permission from the teacher. Game apps will only be installed if they relate directly to content in the classroom. Students are expected to focus on coursework before considering the use of games.

App management / software

Students are only allowed to load apps onto their iPad from the Self Service app. The West Central School District will sync all iPads with appropriate apps several times throughout the year so that students have the apps necessary for class. Students will be provided a Managed AppleID that prohibits installs from the app store. Use of an AppleID on a student iPad that is not provided by the district is prohibited.

If technical difficulties occur or unacceptable files or apps are discovered on the device, the iPad will be reset back to its original state. The school does not accept any responsibility for lost data in the event that information is lost due to reformatting.

Mobile Device Management (MDM) profiles

The District will install a mobile device management profile on every iPad. Profiles are not to be removed. Any student who has changed or removed the profile will be subject to disciplinary action.

Student Activities Specifically Prohibited

- Illegal use of copyrighted materials: music, pictures, videos, etc.
- Creating, possessing or distributing: Pornographic, sexually explicit, obscene, or violent files, pictures or videos.
- Cheating: Use of web sites, messaging services, file transfers, or other means intended for academic dishonesty.
- Changing the iPad preferences and settings without being expressly told to by a teacher or staff member.
- Inappropriate use of student email - spamming, bullying, "electronic notes", etc.
- Accessing another student's iPad, accounts, files or data
- Use of anonymous or false communications.
- Use of the technology to hurt another person.
- 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, email, ebay, etc.
- Participation in fraud, electronic forgery or other forms of illegal behavior.
- Vandalism - any malicious attempt to harm or destroy hardware, software, or data.
- Bypassing the West Central School District web filter through a web proxy or any other means.
- Using an AppleID on a student iPad that has not been provided to the student by the school district.
- Any activity that West Central School Board policy or public laws prohibit.