

iPad Policy, Procedures, and Information

1. Check-in and Check-out Your iPad

a. Check-Out

iPads will be available for check-out at the beginning of class. The student is responsible for verifying that the iPad is in working condition and clear of any physical damage.

b. Check-In

All iPads and accessories must be checked in and returned to the charging station at the end of each class. In case of damage to the iPad, the student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

2. Taking Care of Your iPad

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the office for an evaluation of the equipment.

a. General Precautions

- (1) The iPad is school property and all users will follow this policy and the WSD acceptable use policy for technology.
- (2) Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- (3) Cords and cables must be inserted carefully into the iPad to prevent damage.
- (4) iPads must remain free of any writing, drawing, stickers, or labels that are not the property of WSD.
- (5) iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- (6) Students are responsible for keeping their iPad battery charged for school each day.

b. Carrying iPads

A protective case has been placed on each iPad by the district. This will help to protect the iPad and provide a suitable means for carrying the device throughout the day. Students will not remove this case for any reason. Failure to comply will result in disciplinary action by the principal.

c. Screen Care

- (1) The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- (2) Do not put unnecessary pressure on the top of the iPad.
- (3) Do not place anything near the iPad that could put pressure on the screen.

- (4) Do not place anything in the carrying case that will press against the cover.
- (5) Clean the screen with a soft, dry cloth or anti-static cloth.
- (6) Do not “bump” the iPad against lockers, walls, car doors, floors, etc., as it may crack or break the screen.

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 iPad.

a. Charging Your iPad’s Battery

iPads should be returned to the designated charging station at the end of each school day. This will allow for the iPad to be charged to full capacity before the next use.

b. Screen Savers/Background photos

Students will have the ability to customize the iPad (screen background). Appropriate media will be used. Screen lock pass codes are not to be used.

c. Sound, Music, Games, or Programs

- (1) Each iPad has been configured to be supervised by the IT department. Personal iTunes accounts are not to be used on the district’s iPads. All apps will be installed by the technology department as requested by the instructor.
- (2) Sound must be muted at all times unless permission is obtained from the teacher.
- (3) Music is not allowed on the iPad. Ear buds/headphones may be used in the classroom based upon individual teacher approval. During passing periods, students may not use ear buds/headphones.

d. Printing

Limited printing services will be available with the iPad. Students should talk to their teachers about the need to print and printer availability.

e. Personal Apps

Students should not install personal apps on the iPads via any means. WSD will, within reason, provide configuration settings that will not allow inappropriate content/apps/music to be installed on the iPad. This does not, however, limit what can be downloaded to each individual iPad. In the event storage space becomes an issue on any student’s iPads, music, photos, documents and apps will be deleted.

4. Managing Your Files and Saving Your Work

a. Saving to the iPad/Home Directory

Students are responsible for saving their work done on the iPad. Each iPad has been assigned an email account to be used for submitting class work. Storage space is available on the iPad but data will not be backed up. iPads are subject to be re-imaged or restored to factory settings at any time. It is the student’s responsibility that work is not lost due to mechanical failure or accidental deletion.

5. Software on iPads

a. Originally Installed Software

- (1) The apps and operating system originally installed by WSD must remain on the iPad in usable condition and be easily accessible at all times. From time to time the district may add additional apps and OS upgrades.
- (2) Periodic check of iPads will be made to ensure that students have not removed required apps or installed inappropriate material.

b. Inspection

Students will be selected at random to provide their iPad for inspection. iPad use and contents will also be monitored remotely.

6. Acceptable Use

The use of the Willamina School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by Willamina 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 Willamina School District. 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 appropriate disciplinary action shall be applied.

Violations may result in disciplinary action up to and including suspension and/or expulsion for students.

When applicable, law enforcement agencies may be involved.

a. Staff/Teacher Responsibilities

- (1) Talk to students about values and standards that should be followed 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. Teachers should establish ground rules for iPad use during the school day.
- (2) Technology devices using the school's network will be filtered; however, devices logged on to different networks (home) will only be filtered based on that network's capabilities.
- (3) Willamina School District will also be able to restrict the content of the legally purchased content purchased through iTunes that can be put on the device.

b. School Responsibilities are to:

- (1) Provide internet and email access.
- (2) Provide internet filtering at school.
- (3) Provide network data storage. (WSD reserves the right to review, monitor, and restrict information stored on or transmitted via WSD 352 owned equipment and to investigate inappropriate use of resources.)

- (4) Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
 - (5) Provide user accounts for free information storage in cloud-based applications.
 - (6) Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.
- c. Students responsible for:
- (1) Using iPads in a responsible and ethical manner.
 - (2) Obeying general school rules concerning behavior and communication that applies to iPad/computer use.
 - (3) Using all technology resources in an appropriate manner so as to not damage school equipment.
 - (4) Helping WSD protect our computer system/device by contacting an administrator about any security problems they may encounter.
 - (5) Monitoring all activity on their account.
 - (6) Securing their iPad after they are done working to protect their work and information.
 - (7) Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.
- d. Student Activities Strictly Prohibited:
- (1) Illegal installation or transmission of copyrighted materials.
 - (2) Any action that violates existing Board policy or public law.
 - (3) Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
 - (4) Inappropriately utilizing photos, video, and/or audio recordings of any person.
 - (5) Changing iPad settings in an effort to circumvent the filtering system.
 - (6) Downloading inappropriate apps.
 - (7) Spamming-Sending inappropriate emails.
 - (8) Gaining access to other student's accounts, files, and/or data
 - (9) Vandalism to your iPad or another student's iPad.
- e. iPads that malfunction or are damaged must be reported to the office.
- (1) Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally, stolen, or lost.
 - (2) iPads that are stolen must be reported immediately to the office.
- f. Legal Propriety:
- (1) Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unaware, ask a teacher or parent.
 - (2) Plagiarism is a violation of the WSD handbook. Give credit to all sources used, whether quoted or summarized.
 - (3) Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

g. Student Discipline:

If a student violates any part of the above policy, board policy, or WSD handbook policy, he/she may be subject to the disciplinary/legal actions as deemed appropriate by an administrator.