



1:1 iPad Program Overview

The focus of the iPad program at Unity School District is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future. 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.

Learning results from continuous dynamic, interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. 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 Unity School District, including any other device considered by the administration to come under this policy. Teachers may set additional requirements for use in their classroom.



iPad Acceptable Use Policy 1:1 iPad Program

Introduction

The Apple iPad, charger, and protective case that have been issued to you are the property of the Unity School District. This iPad is on loan to the student, and must be used in accordance with the following Policies and Procedures, the Unity School District's Acceptable Use Policy and any applicable laws. Use of this iPad, as well as access to the computer network, the Internet and e-mail are a privilege and not a right. These items are provided for educational purposes only, and are intended to support the learning objectives of Unity Middle School, Unity High School, and the Unity School District.

Using the iPad at School

- Each iPad is assigned to an individual student. Students should never "swap" or "share" their iPad with another student. iPads should be in a student's possession, or secured in their locker at all times.
- When being transported, the iPad must be carried responsibly in closed position with two hands. You are responsible for your iPad - do not carry an iPad that belongs to another student. The protective carrying case and ID tag must remain on the iPad at all times. Students who prefer to use their own case must first have the case approved through their respective building principal.
- If a student is participating in an activity that is not conducive to using their iPad (i.e., after school activity, field trip, game, assembly, etc.), they are required to leave their iPad in their school locker (never in a gym locker). School lockers must have a working lock. Students may not take them to off campus extracurricular activities.
- Students may never share their password with another student. Passwords should always be kept confidential. Students must use caution if they forget passwords as incorrect guesses may disable the iPad, which could result in lost student data.
- Sound must be muted at all times unless permission is obtained from a teacher for educational purposes. Students may use headphones or ear buds for a specific educational purpose when the teacher grants permission.
- Students who have permission to take their iPad home are responsible for bringing their iPad, fully charged, to school each day. If a student fails to bring their fully charged iPad to school each day, they will no longer be allowed to take it home or face other disciplinary action.
- Students who do not have permission to take their iPad home may pick up their iPad in the Middle or High School Office each morning. Students are responsible for making sure their iPad is plugged in for recharging each night. Failure to return the iPad to the office at the end of the day or fully charging the iPads could result in disciplinary action.
- iPads will be checked occasionally to determine if students have the appropriate, assigned iPad and assigned profiles and apps are still installed.
- Students are not allowed to take their iPad into the cafeteria, during lunch periods, locker rooms, bathrooms, or gymnasium. iPads must be left in the student's lockers. Students may pick up their iPads after lunch or physical education for use in their following classes. The building principal and classroom teacher must approve exceptions to restricted usage areas.
- iPads are to be used only in the classroom, or designated areas, and at home for homework.
- Students are not allowed to download or install any apps or other materials at any time.

- Printing is permitted only with teacher/staff permission.

Using the iPad at Home

- Students are allowed to set up wireless networks on their iPads. This will assist them with iPad use while at home. Printing at home will require a wireless printer, proper settings on the iPad, and the correct app.
- The school Internet filter will work with iPads off site. Any attempt to bypass is strictly prohibited.
- Students must have the written permission of their parent or guardian before they will be allowed to take their iPad home.
- Students who transfer to Unity and were part of 1:1 initiative at another school must return the iPad and/or take care of corresponding fines before they are allowed home privileges at Unity School District.
- Students will be responsible for giving their parents/guardians password information, so that they can supervise the student's use of the iPad at home.
- When at home, the iPad should always be used under adult supervision in a common family location (i.e., kitchen, living room, dining room).
- If the iPad is lost, stolen, or damaged by another party, parents/guardians should immediately report the loss or theft to law enforcement and Unity School District.
- If the iPad is damaged or not working properly, it must be turned in to Unity School District.
- Students are responsible for recharging the iPad at home on a daily basis.
- Insurance can be purchased at www.worthavenuegroup.com.

Using the iPad for Internet, E-mail, and Messaging

- Students and parents/guardians understand that the Unity School District does not have control over information found on the Internet. While every attempt is made to block access to inappropriate material, the district is not able to monitor student usage of the iPad in all situations. It is the parent/guardian's responsibility to supervise the information that a student is accessing from the Internet while at home. Unannounced checks will be done and students with inappropriate material will be disciplined accordingly.
- Parents/guardians and students are required to read and agree to the *District's Acceptable Use Policy* located in the student parent handbook prior to receiving Internet and e-mail access. A Google Apps for Education Email account will be provided for every student in grades 6 through 12.
- Use of certain networking sites such as Facebook, Twitter, etc, is not allowed and must be monitored carefully. Students may be disciplined for inappropriate usage of social networking inside and outside of school.
- Students should never share personal information about themselves or others while using the Internet or e-mail. This includes a student's name, age, address, phone number or school name.
- Students should be aware that Internet access and e-mail, and other media that are accessed, created or stored on their iPads, are the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.

General Use and Care of the iPad

- Students must not change the lock screen of the iPad. The lockscreen contains the student name. It is much quicker to locate the owner with appropriate name identification should the iPad be misplaced and found by another person.
- iPads need to be turned into technology staff for repair or replacement. Neither students nor parents/guardians are authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the iPad.
- Use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted with care into the iPad to prevent damage.
- When transporting their iPad to and from school, students should always be sure the iPad is carried safely and that the protective cover remains in place. If placed in a backpack or book bag, make sure the device is not compressed or scratched by other objects in the bag. Careful placement in a backpack or book bag is important in order to protect the screen. The screen is glass and is vulnerable to breaking. The iPad has a tag that identifies the iPad as Unity SD property, and identifies the student that the iPad is on loan to. The tag MUST remain on the iPad at all times.
- Students are expected to treat their iPad with care and respect. The iPad and protective case are the property of the Unity School District, and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the iPad or iPad protective case are not allowed and will result in loss of privileges and a fine.
- Students are encouraged to help each other in learning to operate their iPad. However, such help should be provided verbally without touching the other person's iPad. Students should operate only their own iPad at all times. Siblings, friends, or other family members may not use iPads; however, it is encouraged for parents or guardians to monitor iPad usage.
- Any inappropriate or careless use of an iPad should be reported to a teacher or other staff member immediately.
- Students should not use their iPad while walking. iPads can be fragile, and if they are dropped they may break.
- Students should protect their iPad from extreme heat or cold. iPads should never be left in a car, even if the car is locked. If an iPad is left in a vehicle and is extremely hot or cold, it needs to be brought in to room temperature and be left to return to normal temperature before being turned on. Failure to do so may result in damage.
- iPads should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using their iPad, or use their iPad near others who are eating and drinking.
- Heavy objects should never be placed or stacked on top of your iPad. This includes books, musical instruments, sports equipment, etc. Do not lean on the top of the iPad when closed. Avoid bumping the iPad against lockers, wall, car doors, floors, etc. as it will eventually break the screen.
- Waiting to charge the iPad until the charge is low (20% life or red indicator light) extends battery life. Fully charged iPad batteries will typically accommodate 12-15 hours of use.
- The technology department must approve use of certain stylus pens as some models have the potential to damage screens.
- Students who lose or damage Apple USB charging cords and Apple USB Power Adapters will be fined \$29. (standard cost) Please let the school office know if you need to purchase a new charging cord. The school will not accept third-party replacement chargers.
- The iPad should either be turned off or in "sleep" mode when not in use. In addition, iPads should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the iPad to overheat, and may result in damage to the iPad.

- Presence on the iPad of guns, weapons or look-alike weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions according to school policies and procedures
- The iPad comes equipped with both front and rear-facing camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group. The Unity School District retains the rights concerning any recording and/or publishing of any student or staff member's work or image. Students must obtain permission to publish a photograph or video. Unauthorized recordings are subject to disciplinary action in accordance with School Board Policy.

Application Downloads/ Software

- School owned iPads must not be synced to any other computer. The App Store and iTunes are disabled on all school owned devices for the protection of software licensing and to ensure student safety.
- Applications (Apps) will be downloaded (synced) at school. In order to manage the process, common sync days will be set up by the district. Sync days require all iPads to be returned to school for updates and maintenance. In addition to scheduled days, the district may collect iPads on random sync days without prior notice to students. Students may be asked to remove personal pictures and videos prior to syncing to ensure there is enough available space for all school provided apps.
- All apps will be purchased for academic use and are the property of the Unity School District.
- The adding or deleting of an "app" or installed profile is by district approval only. Failure to comply may result in restricted access to the iPad and/or substantial re-image cost to the student.
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.
- Students may suggest apps for download by contacting their building principal.
- Students who reset iPads and remove grade level apps, will be responsible for the replacement cost of the apps and will be disciplined.

Consequences of Inappropriate Use

The use of any district technology is a privilege and not a right. It is important to remember the iPad and all accessories are property of Unity School District to be used for educational purposes. Students are expected to use their iPad in accordance with these Policies and Procedures, and the *District Acceptable Use Policy* and any applicable laws. Failure to use this iPad in an appropriate manner will result in the following consequences, as determined by the staff and administration of the Unity School District:

- Cancellation of student use or access privileges, including the privilege of taking the iPad home
- Lunch detention
- Suspension from school
- Expulsion from school
- Restitution/fines for damages
- Civil or criminal liability under applicable laws



Student iPad Loan Agreement 2013-14 School Year

Issued to the undersigned student, to be used in the Unity School District 1:1 iPad Program under the following conditions:

1. This agreement, which is signed by the parent/guardian and student, will be kept on file in the Middle School or High School offices. A copy will be given to the parent/guardian upon request. The agreement needs to be signed yearly.
2. The iPad is the property of the Unity School District. Use of this equipment for any purpose other than educational use may result in loss of iPad privileges and/or disciplinary action. (See "USD Expectations For iPad Use," attached.)
3. The District does not permit use, which violates District Acceptable Use policies. Violation of any policy may result in the loss of iPad privileges and/or disciplinary action by the school.
4. Students must bring the iPad to school each day fully charged for class.
5. iPads, cases, and chargers are not to be defaced. Damage will result in a fine and/or disciplinary action.
6. Students have no expectation of privacy in regards to use of the iPad. Administration officials and teachers have the right to access all data and information on the iPad, including, but not limited to Internet browser history.
7. Students involved in after school activities must store their iPad in areas designated by School District policies (typically in their secure locker).
8. The configuration of the iPad's hardware equipment and all accompanying apps may not be altered, nor can apps on it be copied to other computers. The apps are the licensed property of the Unity School District.
9. Parents/guardians accept full responsibility for any loss, theft or damage to computer/accessories while issued to your student. Parents/guardians are responsible for the \$49 service fee for damage covered by the AppleCare + warranty. If a student's iPad requires repair more than twice, it is the responsibility of the student to pay the full repair or replacement cost. Any damage to the iPad or accessories judged by the District to be malicious or intentional will be the responsibility of the parent/guardian. In the event of damage not covered by the iPad's warranty, the parent/guardian will be responsible for the full cost of repair or replacement if the iPad is beyond repair. Be advised that all fees related to the collection of this debt, (legal counsel, postage, process server, filing fee, court costs, etc.) will be the parent's responsibility. Students will be responsible for the full cost of the iPad and accessories should they be lost and/or stolen. District Insurance policies will not cover this expense. The current cost of iPad replacement is no more than \$593. The current cost of an Apple USB cord or an Apple USB Power Adapter is \$19. The current cost of an Apple USB cord and the Apple USB power adapter is \$29. The current cost of a replacement case is between \$25 to \$35 dollars depending on the issued case. Students who erase apps will be charged the school district's cost to replace the apps for that particular device.
9. Parents are encouraged to check with their homeowner's or renter's insurance provider. Additionally, further insurance may be purchased from other sellers, such as www.worthavegroup.com.
10. The iPad must be returned prior to the end of the school year, by the date designated by the District, in the condition it was given.
11. The Unity School District reserves the right to limit a student's access to the iPad for any reason.
12. Violation of these expectations may result in loss of a student's access to an iPad. If this happens, the student will still be responsible for participation in class and the completion of assignments. A more detailed list of rules and instructions is available in the document "iPad Acceptable Use Policy."



We, the undersigned student and parent/guardian, agree to assume full responsibility for the proper care and educational use of the computer equipment described in this document.

Student Name _____ **Grade:** 6 7 8 9 10 11 12

Student Signature _____ **Date** _____

Parent Signature _____ **Date** _____

Please check one of the statements below:

____ **I agree to allow my child to take his/her assigned iPad off campus.**

____ **My child's assigned iPad is to remain at school and may not be brought off campus.**

*Student will be given permission to take iPad home **only** if parent has attended the rollout meeting and has signed this form. The Unity School District reserves the right to limit a student's access to the iPad for any reason.*



**iPad Damage Report Form
2013-14 School Year**

Student Name: _____

Grade: _____

Date: _____

Your son/daughter was found negligent with their iPad and/or charger on:

Date / Time / Location

Description of incident & damage

Cost for repair/replacement: \$ _____ ___ actual ___ estimate

The Middle School and/or High School Office have been made aware of this incident. If you have any questions regarding the above description and/or payment, please do not hesitate to contact Mr. Cress at 715-825-2131 x1400 or Mrs. Jorgensen at 715-825-2101 x2300.



Book/App Request Form
2013-14 School Year

Book Name: _____

App Name: _____

Cost: ____ Free or \$ _____

Educational Usage:

Productivity Usage:

Signature_____