

*GFW High School*  
***iPad Policy, Procedures,  
and Information***  
2010-2011

**GFW High School iPad Program**

The focus of the iPad program at GFW High School is to provide tools and resources to the 21<sup>st</sup> Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools of these twenty-first century students is the iPad computer. 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 the 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 GFW High School, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

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## 1. RECEIVING YOUR iPad & iPad CHECK-IN

### 1.1 Receiving Your iPad

iPads will be distributed each fall during “*iPad Orientation.*” **Parents & students must sign and return the iPad Protection Plan and Student Pledge documents before the iPad can be issued to their child.** The iPad Protection plan outlines three options for families to protect the iPad investment for the school district. Please review the iPad Protection plan included in this handbook.

### 1.2 iPad Check-in

iPads will be returned during final week of school so they can be checked for serviceability. If a student transfers out of the GFW School District during the school year, the iPad will be returned at that time.

### 1.3 Check-in Fines

Individual school iPads and accessories must be returned to the GFW library at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at GFW 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 GFW, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad, or, if applicable, any insurance deductible. Failure to return the iPad will result in a theft report being filed with the Winthrop Police Department.

Furthermore, the student will be responsible for any damage to the iPad, consistent with the District's iPad Protection plan and must return the computer and accessories to the GFW Library in satisfactory condition. 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 Library for an evaluation of the equipment.

### 2.1 General Precautions

- The iPad is school property and all users will follow this policy and the GFW acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the GFW School District.
- iPads must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day.
- If students use “skins” to “personalize” their iPads they must not take off any GFW labels.

### 2.2 Carrying iPads

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

- iPads should always be within the protective case when carried.
- Some carrying cases can hold other objects (such as folders and workbooks), but these 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 when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc as it will eventually 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 computer. Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

**3.1 iPads Left at Home**

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. If a student repeatedly (3 or more times as determined by any staff member) leaves their iPad at home, they will be required to “check out” their iPad from the help desk for 3 weeks.

**3.2 iPad Undergoing Repair**

Loaner iPads may be issued to students when they leave their iPads for repair in the Library. There may be a delay in getting an iPad should the school not have enough to loan.

**3.3 Charging Your iPad’s Battery**

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. Repeat violations (minimum of 3 days-not consecutively) of this policy will result in students being required to “check out” their iPad from the help desk for 3 weeks. Second offense will result in the loss of iPad privileges for 3 weeks.

In cases where use of the iPad has caused batteries to become discharged, students may be able to connect their iPads to a power outlet in class.

**3.4 Screensavers/Background photos**

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Passwords are not to be used.

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

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the iPad and can be used at the discretion of the teacher
- Internet Games are not allowed on the iPads. If game apps are installed, it will be with GFW staff.
- All software/Apps must be district provided. Data Storage will be through apps on the iPad and email to a server location.

**3.6 Printing**

Printing will be available with the iPad. Students should talk to their teachers about which printer to print to. Students will be given information and instruction on printing with the iPad at school.

**3.7 Home Internet Access**

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.

**4. MANAGING YOUR FILES & SAVING YOUR WORK****4.1 Saving to the iPad/Home Directory**

Students may save work to the home directory on the iPad. It is recommended students e-mail documents to themselves for storage on a flash drive or District 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**

The GFW School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

## **5. SOFTWARE ON IPADS**

### **5.1 Originally Installed Software**

The software/Apps originally installed by GFW must remain on the iPad in usable condition and be easily accessible at all times.

From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from iPads at the completion of the course. Periodic checks of iPads will be made to ensure that students have not removed required apps.

### **5.2 Additional Software**

Students are not allowed to load extra software/Apps on their iPads. GFW will synchronize the iPads so that they contain the necessary apps for school work. Students will not synchronize iPads or add apps to their assigned iPad, to include home syncing accounts.

### **5.3 Inspection**

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

### **5.4 Procedure for re-loading software**

If technical difficulties occur or illegal software, non GFW installed apps are discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

### **5.5 Software upgrades**

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates and Syncing.

## **6. ACCEPTABLE USE**

The use of the GFW School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the GFW 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 GFW 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 the appropriate disciplinary action shall be applied. The GFW 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.
- Should you want your student to opt out of having an iPad, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements (may take longer).

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

- Provide Internet and Email access to its students.
- Provide Internet Blocking of inappropriate materials as able.
- Provide network data storage areas.  
These will be treated similar to school lockers. GFW School District reserves the right to review, monitor, and restrict information stored on or transmitted via GFW School 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 Responsibilities 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 students own negligence, errors or omissions. Use of any information obtained via GFW School District's designated Internet System is at your own risk. GFW School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping GFW School 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.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it in to the office.
- Returning their iPad to the Library at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at GFW for any other reason must return their individual school iPad computer on the date of termination.

#### **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
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Messaging services-EX: MSN Messenger, ICQ, etc
- Internet/Computer Games
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc)
- Downloading apps
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger
- 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 GFW web filter through a web proxy

#### **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 GFW School District may be applied to the computer.
- iPad sleeves furnished by the school district must be returned with only normal wear and no alterations to avoid paying a sleeve replacement fee.
- iPads that malfunction or are damaged must be reported to the library. 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 with cost being borne by the student. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally.
- **iPad damage: Students are responsible for any and all damage.**
- iPads that are stolen must be reported immediately to the Office and the Police Department.

#### **6.6 Legal Propriety**

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent
- Plagiarism is a violation of the GFW 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 GFW 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**

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps:

- 1<sup>st</sup> Offense – Student(s) will checkin/checkout their iPads from the help desk daily for three (3) weeks.
  - 2<sup>nd</sup> offense – Three (3) weeks of iPad privilege suspension (student still responsible for all required work)
  - 3<sup>rd</sup> offense – Loss of iPad privileges for a length of time determined by the administration and the help desk.
- Senior students will also lose their senior privilege during this same period.

## **7. PROTECTING & STORING YOUR IPAD COMPUTER**

### **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
- GFW Label

### **7.2 Storing Your iPad**

When students are not using their iPads, they should be stored in their lockers. The GFW School District recommends the students use either a lock provided by the school district or obtain a personal lock and provide the office with a key or combination to the personal lock. 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 help desk.

### **7.3 iPads Left in Unsupervised Areas**

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any iPad left in these areas is in danger of being stolen. If a iPad is found in an unsupervised area, it will be taken to the Library or the office. A student will be charged \$10.00 to retrieve their iPad that has been turned into the Library or the office due to not being supervised.

## **8. REPAIRING OR REPLACING YOUR IPAD COMPUTER**

### **8.1 School District Protection**

School District Protection is available for students and parents to cover iPad replacement in the event of theft, loss, or accidental damage. The protection cost is \$50.00 annually for each iPad with a maximum cost of \$150.00 per family. This plan will include one replacement, additional replacements will cost the student/parent the full value of an iPad (approx \$500). Parents will need to purchase this insurance through the GFW High School office before your student is allowed to check out an iPad.

### **8.2 Personal Home or Homeowners coverage**

Students or parents may wish to carry their own personal insurance to protect the iPad in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the iPad computer. You will need to show proof of insurance to the school before your student(s) are allowed to check out an iPad. Most insurances will require a rider for electronics and only provide so much coverage and a higher deductible.

### **8.3 Claims**

All insurance claims must be reported to the high school office. Students or parents must file a police or fire report and bring a copy of the report to the principal's office before an iPad can be repaired or replaced with School District Protection.

## **9. COST OF REPAIRS**

Students will be held responsible for ALL damage to their iPads including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as sleeves and cables will be charged the actual replacement cost.

**GFW SCHOOL DISTRICT  
iPAD PROTECTION PLAN**

The GFW 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 insurance.

**School District Protection**

School District Protection is available for students and parents to cover iPad replacement in the event of theft, loss, or accidental damage. The protection cost is \$50.00 annually for each iPad with a maximum cost of \$150.00 per family. This plan will include one replacement, additional replacements will cost the student/parent the full value of an iPad (approx \$500). Parents will need to purchase this insurance through the GFW High School office before your student is allowed to check out an iPad.

**Personal Home or Homeowners coverage**

Students or parents may wish to carry their own personal insurance to protect the iPad in cases of theft, loss, or accidental. Please consult with your insurance agent for details about your personal coverage of the iPad computer. You will need to show proof of insurance to the school before your student(s) are allowed to check out an iPad.

**No Insurance**

\_\_\_\_\_ You agree to pay for the replacement of the iPad at a cost not to exceed \$499 should the iPad be stolen, lost or damaged in any way. A deposit of the full amount will be provided before an iPad is checked out to your student.

**Personal Insurance**

\_\_\_\_\_ You will cover the iPad under your own insurance policy, you agree to pay the District the amount received from your insurance company plus any additional amount needed to cover the iPad replacement not to exceed \$499. Proof of the insurance will be provided to the high school before an iPad is checked out to your student. Most insurances only provide in home coverage. Your policy must provide coverage wherever your student takes the iPad (home, school, car, etc).

**School District Protection**

\_\_\_\_\_ You choose to pay the school district an annual protection payment for coverage of theft, loss or damage by fire/flood, water in the amount of \$50.00. The family maximum will be \$150.00 for family coverage when there are three or more children in high school using iPad computers. The \$50.00 payment is non-refundable. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year.

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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.

**INTENTIONAL DAMAGE:** Students/Parents are responsible for full payment of intentional damages to iPads. Warranty, Accidental Damage Protection, or School District iPad Protection **DOES NOT** cover intentional damage of the iPads.

### GFW High School 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 GFW 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 GFW School District.
12. I will follow the policies outlined in the *iPad Handbook* and the *Use of Technology Resources 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 return the District iPad, case and power cords in good working condition.

**I agree to the stipulations set forth in the above documents including the iPad Policy, Procedures, and Information; the Acceptable Use Policy; iPad Protection Plan and the Student Pledge for iPad Use.**

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Individual school iPad computers and accessories must be returned to the GFW Library at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at GFW for any other reason must return their individual school iPad computer on the date of termination.**