Washington-Caldwell

School District

iPad Policies/Procedures

and

Information Handbook

2018-2019

August 2018

Dear Parents/Guardians,

We are well into the 21st century. Students of the 21st century need innovative technology tools that they can use both at school and home. In order to accomplish this goal, the following guidelines have been developed and approved by the Washington-Caldwell School District Board of Education.

The iPad Initiative provides one-to-one (1:1) computer access for all middle school students and teachers. Each iPad is the property of Washington-Caldwell School District and is issued as an educational tool and should only be used in that capacity. Failure to comply with the guidelines will result in loss of iPad privileges and is subject to disciplinary action. WCSD reserves the right to demand the immediate return of the device at any time.

Before an iPad is assigned to a student, parents/guardians pay a fee, which is used for online textbook subscriptions and other class related apps/subscriptions. Replacement costs and/or repair for damages that occur to the iPad, charger, USB connector, or cover while assigned to a student, are the sole responsibility of the parent or guardian. A completed and signed Student/Parent Technology Agreement form from the parent or guardian and a paid yearly fee of $50 must be on file at the Washington-Caldwell district office by the end of the first week of school.

If the iPad assigned to your student is lost, stolen or damaged through negligence, vandalism, or failure to follow the proper care guidelines, then you are responsible for the cost of repair or replacement. Replacement cost for an iPad will be the district's replacement cost **($300, possibly less).** If the iPad is lost or stolen, it should be reported to the local police authorities and WCSD personnel immediately.

When iPads are used at home, it is the expectation that it will ALWAYS be in a common family location so that adult supervision can be maintained at all times.

iPads should not be used while on the bus, while in transit, before/during/after practices or at games, on athletic fields, and at other extracurricular activities unless approved by advisor/coach.

A complete listing of iPad rules, regulations, and information can be found in the attached Handbook. It is imperative for all parents/guardians to read and return the subsequent authorization student and parent/guardian forms.

Sincerely,
Washington-Caldwell School District

The school will…

Give parents and learners a proper introduction to using and caring for the computer and the software.

Make sure that the iPad is working and that repairs are dealt with as quickly and effectively as possible during the school day.

Maintain wireless infrastructure at school.

Perform random spot checks on physical wear and tear as well as appropriate device usage.

At home, we will…

Ensure that our child understands how to care for and protect their device.

Report any loss or damage (including accidental loss or damage) promptly.

Report any faults in hardware or software promptly.

Make sure the iPad is not used for any illegal and/or anti-social purpose, including access to inappropriate Internet sites and Chat Rooms.

Ensure that unauthorized apps will not be loaded.

Ensure that there are no jailbreaking activities.

As a learner, I will...

Have ample battery for the entire school day.

Bring the iPad to school every day unless told not to bring it.

Look after iPad very carefully and make sure it is charged every evening.

Always use the approved cover and sleeve.

Make sure the iPad is kept in a locked locker or where the teacher advises when not in use at school.

Ensure that the iPad is transported in a secure way, especially when transporting in the backpacks – use sleeve.

Make sure the iPad is not subject to careless or malicious damage.

Not decorate the iPad or its cover and not allow it to be subject to graffiti.

Mission Statement of District

"It is the intent of the Washington-Caldwell School District to empower each student with the attitudes, knowledge, and skills for becoming a life-long learner by providing an environment that values respect and cooperation, encourages curiosity, and promotes creative and critical thinking through challenging activities. The District will provide these opportunities within a conservative small-school environment keeping class sizes low whenever possible and providing personalized attention by instructors and staff."

Introduction

The focus of the iPad program at Washington-Caldwell is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is effortlessly incorporated throughout the educational program. Learning results from the active interaction among students, educators, parents/guardians, and the extended community. Technology immersion does not diminish the vital role of the teacher, but transforms the teacher from the director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace. The individual use of iPads is a way to empower students to reach their full potential and to prepare them for college and the workplace.

The policies, procedures and information within this document apply to all iPads used at Washington-Caldwell.

Background Information

Washington-Caldwell School District strives to prepare all students for the world after school. Providing current resources and 21st Century tools will aid in this preparation. Technology needs to be integrated into all facets of education for today's learners. One way that Washington-Caldwell will reach this goal is through the 1:1 iPad Initiative in grades six, seven, and eight, began in September 2012. iPads were assigned to 5th grade students in September 2013. IPads were assigned for school use for 3rd and 4th grades at the beginning of 2016 as well.

1:1 is not an end in itself; 1:1 is a part of the overall technology plan for our school. Technology is just one tool being used to further out students' education. Technology will never replace an expert teacher in the classroom. IPads will become another vital resource to middle school students, just as teachers are a vital resource. IPads will empower students to become immersed and involved learners. According to studies and school reports, students who use a computing device in a one-to-one (1:1) education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas. The iPad is a "next generation" device that makes learning more engaging and accessible.

Reasons Why the iPad is the Correct Device for Washington-Caldwell

- The iPad allows Washington-Caldwell to implement 1:1 learning using a device that is unobtrusive in a classroom setting.

- Anywhere, anytime access to the Internet gives students the opportunity to learn wherever they are on/off campus. Wireless access is needed to be online, but the iPad has lots of uses without wireless.

- Using the iPad is intuitive for students, they can self manage the device.

- The iPad allows students instant access to their information; which reduces the amount of downtime in the classroom.

- Minimal tech support is needed.

- GIVES MIDDLE SCHOOL STUDENTS UPDATED, ON DEVICE `TEXTBOOKS.

- Textbooks are no longer limited to delivering information to a reading audience. Information is delivered in a multimedia manner using audio, video, interactive demonstrations and games.

- Textbooks can be updated more easily.

- The 10-hour battery life of the iPad means that students can use their device for the entire school day before needing to recharge.

- Using the iPad helps teachers address All Kinds of Learning Styles - auditory, visual, and kinesthetic, etc.

- The iPad gives students a wider range of possibilities for expressing themselves. Now not every student in a class has to write a poem or draw a picture, they can compose music, animate a character, and create a mash-up of all of them.

- Math work can be 'written electronically' on the device.

- The iPad has many of the same capabilities as a computer, but it is light and portable which makes it easy to carry in a backpack.

- Instant access on the iPad allows students and teachers to capture just-in-time learning opportunities.

- Students can collaborate and share information in the cloud. Google docs, Drop Box make idea sharing and group work easy and paper free.

- The audio capabilities make it easy for teachers to share sound files with students and for students to share their recorded responses.

- The wide variety of apps available makes the iPad a truly personal learning tool. Each student can choose the apps that make the most sense for their learning style.

- Students can also choose to record lectures or dictate their own notes while reading a textbook.

- Assistive technology settings on the iPad make it easy for a wide range of students with a wide range of special needs to use the device.

Goals for Students

- To promote leadership in one's own learning by establishing access to educational resources and providing a host of tools to craft information in ways that support specific curricular areas.

- To foster the development of communication, problem-solving, and technology skills.

- To increase students' productivity in and outside the classroom when completing assignments, projects, and other activities as assigned by teachers.

- To capitalize on academic resources such as textbooks, scholarly sources, content rich media, applicable apps, and best practices.

- To facilitate mobile learning across the school campus and beyond.

- To collaborate with one another and their teachers through teamwork to enrich their learning experience.

1. Receiving and Returning an iPad

1.1 Receiving an iPad

- Each student will receive an iPad, cover, sleeve, and USB cable/AC charger after the middle school fee of $50 is paid. This fee can be paid at registration.
  - The yearly fee includes online/on-device textbook subscriptions, mobile 24/7 Internet content filtering, periodic updates, apps, and maintenance associated with the iPad.

- Parents will need to have signed the iPad Acknowledgement Form before the iPad can be taken home. This form was available at registration and will also be emailed to parents as well as handed out the first day of school.

- The iPad is the property of the WCSD and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on an iPad or a school supplied/supported email service.

1.2 Returning an iPad

- iPads and all WCSD accessories will be returned during the final week of school so they can be checked for serviceability.

- iPads must be returned immediately when a student transfers out of the WCSD, is expelled, or terminates enrollment for any reason.

1.3 Fines related to an iPad

- iPads, covers, and USB cable/AC charger will be turned in to the Technology Director when requested in satisfactory condition. iPads will be inspected for damage. In the case of abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the iPad. The WCSD Administration will make the final determination of any fees assessed.

- If a student fails to return the iPad, cover, sleeve, AC adapter, or USB cable, the student/parent/guardian will pay the replacement cost of the iPad or its missing accessories. Failure to return or pay for missing iPad or equipment will result in a theft report filed with the Town of Waterford Police Department.

2. Taking Care of an iPad

- Students are responsible for the general care of the iPad they have been issued by WCSD when outside of the school day as well as during the school day.

- iPads that are broken or fail to work properly must be given to the Technology Director for immediate evaluation of the equipment. Care must be taken to protect the screen. Students are responsible for anything done using their assigned iPad or their login. iPads are the property of the WCSD and all users will follow these procedures and the WCSD Acceptable Use Policy.

2.1 General Precautions

- While the iPad cover is considered scratch resistant, the iPad and/or its cover will scratch. Avoid using any sharp object(s) on the iPad.

- iPads do not respond well to liquids. Avoid applying liquids to the iPad. **The iPad can be cleaned with a soft, slightly water-dampened, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad.** Use of unapproved cleaners may remove the protective film covering the face of the iPad.

- **<u>Do not remove any part of the iPad cover.</u>**

- Do not attempt to gain access to the internal electronics or repair an iPad. If an iPad fails to work or is damaged, report the problem to the Technology Director immediately.

- There should be no 'jailbreaking' or hacking of the device.

- Never throw or slide the iPad.

- Cords and cables must be inserted carefully into the iPad to prevent damage.

- iPads and cover must remain free of any writing, drawing, stickers, or labels that are not the property of WCSD.

- iPads have the ability to be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the Acceptable Use Policy (AUP) and grounds for disciplinary action.

- iPads have a unique identification number and at no time should the numbers or labels be modified or removed.

- iPads must never be left in an unlocked locker, in an unlocked car, or in any unsupervised area.

- iPads should never be left the elements of heat or cold; do not leave iPads in a cold or hot car for long periods of time. **iPads must not be left in a vehicle or a location that is not temperature controlled.**

- **iPads should be placed vertically in the locker compartment or in a backpack/book bag to avoid putting extra pressure on the screen.**

- **iPads must be charged for school each day. This is the student's responsibility.**

- iPads are assigned to individual students and the responsibility for the care of the iPad solely rests with that individual. Students should not lend their iPad to another person.

- ● PLEASE DO NOT ATTEMPT TO CONTACT APPLE SERVICE DIRECTLY FOR REPAIR QUESTIONS. PLEASE CONTACT THE WASHINGTON-CALDWELL TECHNOLOGY DIRECTOR.

2.2. Carrying iPads

- ● The protective cover and case provided with the iPad has sufficient padding to protect the iPad for normal use and provides a suitable means for carrying the device within the school. The iPad must be protected by the approved cover at all times.

3.   Using an iPad at School

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

3.1 iPads Left at Home

- ● If a student leaves the iPad at home, the student is responsible for getting the coursework completed as if the iPad were present. Failure to have the iPad at school on any given day will be viewed as 'not being prepared for classes' and the student will be required to serve a lunch club on that day. (This is the same procedure used for any missing materials, for example notebooks, books, etc.)

- ● If a student repeatedly (3 or more times per quarter as determined by staff member) leaves the iPad at home, the student will be assigned after school detention(s) per the district discipline procedure.

3.2 iPad Undergoing Repair

- ● Loaner iPads **may** be issued to students when their iPad is being repaired by the school. A limited number of "loaner" iPads are available so having a "loaner" is not guaranteed.

3.3 Charging an iPad's Battery

- ● iPads must be brought to school each day with enough battery power to make it through the day (to be safe, iPads should be fully charged every morning). A USB cable/AC charger will be issued to the student for charging at home.

- Failure to have a charged iPad on a repeated basis (3 or more times as determined by any staff member), will result in the student being assigned an after school detention(s) per the district discipline procedure.

3.4 Screensavers/Background photos

- While personalized home screens and/or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and subject to disciplinary action.

- Students should have their name on their backgrounds and/or home screens.

3.5 Sound, Music, Games, Software/Apps

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

- Students will provide their own headsets/earbuds.

- Music is only allowed on the iPad at the discretion of the teacher/technology director.

- All software/apps must be district provided. Data storage will be through apps on the iPad or through cloud services (i.e., DropBox, Google Drive, etc)

- Internet games must be educational as determined by WCSD staff. Staff has the right to restrict use of non-educational sites.

- If game apps are installed, it will be by WCSD staff.

3.6 Printing

- Students will be given information and instruction on printing with the iPad at school.

3.7 Home Internet Access

- **THE iPad DOES HAVE A FILTER FOR THE INTERNET**, but parents/guardians still need to take the necessary precautions for internet safety with his/her student! For more tips, please see the "Parents'/Guardians' Guide for Student Use".

- Reminder: WCSD provides internet filtering in the district building as well as mobile filtering on the device no matter where the device is located. It is important to remember that filters are not foolproof and families still need to be aware of internet

use. It is the family's responsibility to monitor the student's use of the internet outside of the school setting.

- Students are allowed to connect to home and public 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. District support for setting up home printing will be limited.

- All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.

3.8 Using the iPad Camera

- The iPad comes equipped with both 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 and notifying the individual or group if the image will be posted online. iPad cameras may never be used in a locker room or restroom per state statute. Camera and video use can be restricted/disabled by the district at any time.

4.   Managing files and saving work

4.1 Saving to the iPad/Home Directory

- The iPad affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space.

- Students will save work to the iPad and/or to a cloud application.

- Students may also email documents to themselves for storage on a flash drive or district server.

- Storage space will be available on the iPad—BUT will NOT be backed up in case of re-imaging.

- Staff will instruct students on how to back up work files from apps such as Notability to Google Drive. Students will need to be aware of this process and ensure that it occurs on a regular basis.

- It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

- The Washington-Caldwell School District makes no guarantee, written or implied, that materials on the iPad, including student work, will be safe from deletion or corruption, accidental or otherwise.

4.2 Network Connectivity

- The Washington-Caldwell School District makes no guarantee that the district's 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/apps on the iPads

5.1 Originally Installed Software/apps

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

- From time to time the school may add software/apps for use in a particular course. Periodic checks of iPads will be made to ensure that students have not removed required apps.

5.2 Additional Software/apps/Accounts

- Students are not allowed to load extra software/apps on their iPads. WCSD will manage/synchronize the iPads so that they contain the necessary apps for school work.

- Students will not be allowed to synchronize iPads or add apps to their assigned iPad to include personal accounts.

- **Students are NOT allowed to sync their personal iTunes accounts to the school issued iPads for any reason.**

- **Students are NOT allowed to sync their personal email accounts to the school issued iPads for any reason.**

- There will be a procedure for students to request apps.

5.3 Inspection

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

5.4 Procedure for Reloading Software/apps

- If technical difficulties occur, illegal software/apps are found, or non-WCSD-installed apps are discovered, the iPad will be restored from a backup or factory restore. When warranted, the iPad use restrictions may be imposed as a consequence. WCSD does not accept responsibility for the loss of any software/apps or documents deleted due to a re-format or re-image.

5.5. Software/app upgrades

- Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPad for periodic updates and synching. Students are given permission to update the iOS when prompted.

6. Acceptable Use (Washington-Caldwell School District Policy #363.2)

Internet Safety and Acceptable Use Form 363.2

PURPOSE: To authorize and support the use of technology and Internet to further the educational goals and mission of the District

POLICY: The Washington-Caldwell School District (WCSD) believes that a computer network offers vast, diverse, and unique resources to students. The goal of the WCSD in providing computer networks is to promote educational excellence and operational efficiency in all aspects of the WCSD by facilitating resource sharing, innovation, and communication. The use of network facilities by staff and students shall be consistent with the needs, learning styles, abilities, and developmental levels of students. The use of the network will be guided by this Acceptable Use Policy. The Acceptable Use Policy applies to the following areas: stand-alone computers, local school area networks, telecommunications systems, the Internet, and any other technology devices provided by the WCSD. This Acceptable Use Policy is in accordance with the requirements of the Children's Internet Protection Act (CIPA) and the Broadband Data Improvement Act 2008.

The WCSD does not sanction any use of the networks that is not authorized or conducted strictly in compliance with this policy. Users who disregard the Acceptable Use Policy may have their use privileges suspended or revoked. In addition, appropriate disciplinary action may be initiated against those who violate this policy. Users granted access to the Internet through the network assumes personal responsibility and liability, both civil and criminal, for uses of the network not authorized by this policy.

The electronic information available to students and staff does not imply endorsement of the content by the school district, nor does the District guarantee the accuracy of information received on the Internet. The WCSD shall not be responsible for any information that may be

lost, damaged or unavailable when using the network for any information that is retrieved via the Internet.

The WCSD reserves the right to log network use, to monitor file server space utilization by WCSD users, and to have access to all files maintained on the network. The WCSD establishes that use of the Internet is a privilege, not a right. Inappropriate, unauthorized and illegal use will result in the cancellation of those privileges and appropriate disciplinary action. The WCSD shall make an effort to ensure that students and staff use this educational resource responsibly. The WCSD will not be responsible for any unauthorized charges or fees resulting from access to the Internet. Administrators, teachers, and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals. Students have the responsibility to respect and protect the rights of every other user in the WCSD and on the Internet.

The building administrator, in collaboration with the District Technology Coordinator, shall have the authority to determine what inappropriate use is. Decisions at this level are final.

Network accounts will be used only by the authorized owners of the account for its authorized purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system. However, nothing in this policy should be construed to limit the Network Administrator or District Technology Coordinator from accessing any files.

CIPA and NCIPA: In accordance with the requirements of the Children's Internet Protection Act (CIPA) and the Broadband Data Improvement Act 2008, all equipment connecting to the Internet from any connection located within the District's buildings will be blocked or filtered. The District will make best efforts to prevent users from accessing or transmitting visual depictions of material deemed obscene, child pornography, and any material deemed harmful to minors as those terms are defined in CIPA. It will also make best efforts to prevent users from accessing or transmitting offensive, disruptive, or harmful data or any "inappropriate matter" as that term is used in the NCIPA. This includes, but is not limited to, messages, files, or data that contain the following:

- Pornographic or erotic images

- Sexual implications

- Racial slurs

- Derogatory gender-specific comments

- Information or instructions designed to cause harm to other person(s)/organization(s), comments that offensively address a person's age, sexual

orientation, beliefs, political beliefs, gender, religious beliefs, national origin or disability.

- Any comment which in any way defames, slanders, or libels another person(s)

- Any comment intended to frighten, intimidate, threaten, abuse, annoy or harass another person(s) or organization(s)

- Those data or activities that invade the privacy of another person(s).

In addition, the District will also make best efforts to prevent unauthorized access to its system and files, including so-called "hacking" and the unauthorized disclosure, use or dissemination of personal identification information of minors. The District acknowledges that no blocking or filtering mechanism is capable of stopping all inappropriate content all of the time. Therefore, students are not to use the District's Internet access without supervision by a staff member. It is the responsibility of the staff to make best efforts to guide and to monitor students in the effective and appropriate use of the District's computer system. This includes, but is not limited to:

- Teaching students how to find educationally appropriate electronic materials.

- Teaching students how to judge the educational suitability of electronic materials.

- Teaching students information literacy skills, including understanding of safety, copyright, and data privacy.

- Teaching students proper safety and security procedures when using electronic mail, chat rooms, and other forms of direct electronic communication.

- Educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

PROHIBITIONS:

Staff and students are expected to act in a responsible, ethical and legal manner in accordance with WCSD policy, accepted rule of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

- Use of the network to facilitate illegal activities.

- Use of the network for commercial or for-profit purposes.

- Use of the network for non-education related activities.

- Use of the network for product advertisement or political lobbying.

- Use of the network for discriminatory remarks and offensive or inflammatory communication.

- Use of email for non-education related activities.

- Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.

- Use of the network to access obscene or pornographic material.

- Use of inappropriate language or profanity on the network.

- Use of the network to transmit material likely to be offensive or objectionable to recipients.

- Use of the network to intentionally obtain or modify files, passwords, and data belonging to other users.

- Impersonation of another user, anonymity, and pseudonyms for the purpose of subverting the appropriate use of the network.

- Use of network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws. The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

- Loading or use of unauthorized programs, files or other electronic media.

- Use of the network to disrupt the work of other users.

- Destruction, modification, or abuse of network hardware and software.

- Use of the district technology system to knowingly or recklessly post unauthorized, false, or defamatory information about another person(s) or organization(s), or to harass another person(s), or to engage in personal attacks, including prejudicial or discriminatory attacks.

- Use of software/websites for the purpose of circumventing district filtering system.

- Avoid storage of personal digital photographs and music on district servers as storage space is limited and intended for school related data.

CYBER BULLYING:

The District's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly referred to as cyber bullying, are unacceptable and viewed as a violation of this policy and the District's acceptable use policy and procedures.

Malicious use of the District's computer system to develop programs or to institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited. Users are responsible for the

appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else. Students and community members, who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the building principal or the Technology Services Coordinator. The administration shall fully investigate all reports of cyber bullying.

In situations in which the cyber bullying originated from a non-school computer but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school. In addition, such conduct must also be in violation of a publicized school policy. Such conduct includes, but is not limited to, harassment, or making a threat off school grounds that is intended to endanger the health, safety or property of others at school, a District employee or school board member. Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyber bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, this shall be reported to local law officials.

SECURITY:

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal and WCSD files. To protect the integrity of the system, the following guidelines shall be followed:

Employees or students shall not reveal their passwords to another individual.

Users are not to use a computer that has been logged in under another student's or teacher's name.

Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Users may not download applications or programs from the Internet or other networks, nor are users allowed to install software on District computers without the express written permission of the System Administrator.

SAFETY:

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher, network, administrator or building principal. Student network users shall not reveal personal addresses or telephone numbers to other users on the network.

WEB PUBLISHING GUIDELINES:

The Washington-Caldwell School District believes that certain guidelines must be followed when creating school web pages in order to maintain high standards. These guidelines are here to provide direction for the District and not to limit creativity. People creating web pages that will link to the District's homepage will follow a format published by the Washington-Caldwell School District in order to provide consistency and integrity. The person who creates the web page that is linked to the District homepage is ultimately responsible for the web site content including links. However, the District has the right to approve the pages. The homepage will contain a copyright notice. Web site links must conform to District policies and are limited to educational material. Written permission must be obtained from parents or guardians to allow student first and/or last names to be published. Web sites should clearly be identified as student-created web pages and that the students' opinions are not necessarily a reflection of the District. Curriculum connections should be linked to the District curriculum standards. Web sites should not contain confidential information or information that is in violation of laws or the regulations of the Board. Web sites should not contain copyrighted materials without the proper permission. Individual teacher web pages will be used for communicating with students and parents and should not contain personal, non-school related materials.

CONSEQUENCES OF INAPPROPRIATE USE:

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network, intentional deletion or damage to files or data belonging to others, copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Approved November 15, 2010 (revision on April 16, 2012)

6.1 What Does Acceptable Use Policy 363.2 Mean?

The Washington-Caldwell School District (WCSD) provides technology access for educational
        purposes, which include classroom activities, professional or career development, and

limited independent activities. Users are expected to use technology through the WCSD system to further educational and personal goals consistent with the mission policies of WCSD.

Access to network services is given to students who agree to act in a considerate and responsible manner. The use of all technology, including the Internet is a privilege, not a right; and inappropriate use may result in cancellation or restriction of those privileges. Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. Guidelines are provided here so that students and their parents or guardians are aware of the responsibilities that accompany the privilege of using technology.

Students who want computer network and internet access need to sign and submit this policy to the building technology coordinator, pursuant to approved procedures accompanying this policy. Technology includes, but is not limited to, computers, iPads, AV, Digital equipment, Wide Area Network, Local Area network, printers, scanners, telephones, software, distance learning and the internet.

<u>Acceptable Uses include, but are not limited to:</u>

- research for assigned classroom projects;

- school provided e-mail; student e-mail may be provided according to educational need;

- abiding by the rules of internet/network etiquette which include: being polite, using appropriate language, and not revealing any personal information concerning themselves or others;

- respecting and upholding copyright and all other applicable laws or regulations;

- properly citing all electronic resources;

- respecting the rights and privacy of others;

- immediately disclosing inadvertent access to an inappropriate site by notifying staff; this disclosure may serve as a defense against an allegation that the user has intentionally violated this policy;

- reporting rule violations or suspect security problems to staff without demonstration of the problem to other users; and

- creating and maintaining school related web pages according to the WCSD Web Page Guidelines.

Unacceptable Uses include, but are not limited to:

- access to or transmission of materials that are obscene, sexually explicit, racist, inappropriate to the educational setting, or disruptive to the educational process;

- posting false or defamatory information, harassment of another person, or engaging in personal attacks of any type including cyber bullying;

- engaging in any illegal act, including, but not limited to, plagiarism and the violation of copyright laws or software licensing agreements;

- exchanging, downloading, installing, or copying software to or from any school device/computer;

- revealing anyone's private personal identification information, including names;

- attempting to gain unauthorized access to the WCSD network or equipment, or use any accounts, passwords or logins other than those assigned to the user;

- intentionally damaging computer equipment, software, files, data or the network;

- attempting to access, harm, modify or destroy data of another user;

- intentionally wasting limited resources including paper, time and storage space;

- purchasing any materials or service offered on the Internet; or employing the network for any commercial purpose, including on-line gaming;

- using the Internet to conduct business, for financial gain, for any commercial purpose or for political lobbying;

- using district computers to "hack" internally or externally into any iPad or other computer systems, or attempting to access information that is protected by privacy laws;

- accessing, transmitting or downloading large files, including "chain letters" or "pyramid schemes" or entire programs; and knowingly spreading computer viruses.

6.1 Parent/Guardian Responsibilities

- Talk to your child about internet safety and the standards that your child should follow in the use of the internet just as you do on the use of all media information sources such as television, telephones, movies, music, and radio. Please see additional information in the Frequently Asked Questions section.

- Should you want your child to opt out of having an iPad to take home, you will need to submit a signed note to that effect to the WCSD office. Your child will pick up and

return an iPad from the Technology Dept each day for use during the school day. Students are responsible for following the Acceptable Use Policy and appropriate handling of the device during school.

- Reminder: WCSD will provide mobile internet filtering on the district's devices but it is still imperative that families monitor the student's use of the internet outside of the school building. Mobile filtering or any type of filtering is not foolproof.

6.2. Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the Technology Director.

- Plagiarism is a violation of WCSD rules. 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 WCSD discipline. Violation of applicable state or federal law may result in criminal prosecution.

7. Repairing or Replacing an iPad

7.1 School District Protection

- WCSD are leasing iPads and will generally assume the financial liability for iPad repairs or replacement due to normal and typical daily use.

7.2 Personal Home or Homeowners'/Renters' Coverage

- Lost, damaged, or stolen iPads in the care, custody, and control of a student may be covered by the homeowners'/renters' policy of the parent. It is the responsibility of the parent to investigate is this is the case for their policy. Most homeowner/renter policies will provide some limit of coverage for the "damage to the property of others" under the comprehensive personal liability coverage part of the policy and is not normally subject to any deductible. Please consult your insurance agent for details about your homeowners'/renters' coverage.

8. Claims

- All insurance claims must be reported to the school office. In cases of theft, vandalism, or other acts covered by insurance, the student/parent/guardian must file a report with the Principal's Office before an iPad can be repaired or replaced.

- In the event of a lost or stolen iPad, the WCSD may deploy location software which may aid in recovering the iPad.

- In the case of a stolen iPad, families are responsible for replacement costs.

9. Consequences for violations of iPad rules

- Violations to the iPad Handbook will result in a disciplinary being filed with the school office. Violations result from not following guidelines in the iPad Handbook or not complying with the District Acceptable Use Policy. Depending on the severity of the issue, the following steps may or may not be used in a progressive manner. Possible consequences could be, but are not limited to:

  o Verbal reprimand

  o Detention or multiple detentions

  o Short Term or Extended Loss of iPad or Internet privilege

  o Suspension or Expulsion

  o Citations or legal charges recommended to local authorities

FREQUENTLY ASKED QUESTIONS

1. What are my responsibilities as a parent/guardian in terms of replacement of the iPad if it is damaged, lost or stolen?

The Washington-Caldwell School District will be responsible for the repair of the iPad for normal wear of the unit. If the iPad is intentionally damaged, stolen, or lost, the student/parent/guardian is responsible for replacing the unit (approximately $300 or less depending on the damage). We recommend that all families contact their insurance agent to determine if their policy provides coverage in the event that the unit needs to be replaced.

"Lost, damaged, or stolen iPads in the care, custody, and control of a student may be covered by the homeowners'/renters' policy of the parent. Most homeowner/renter policies will provide some limit of coverage for the "damage to the property of others" under the comprehensive personal liability coverage part of the policy and is not normally subject to any deductible. Please consult your insurance agent for details about your homeowners'/renters' coverage." (Section 7.2)

2. What are the replacement costs of the iPad and accessories?

iPad: $299   AC Charger: $29   USB Cable: $19   Cover: $40

3. Does my child have to accept an iPad?

An iPad will be checked out to each 6th, 7th, and 8th grader for the school year for use at school and to take home. 3rd-5th grade students will have access to an individual iPad during the school day. If a parent/guardian does not want the child to take an iPad home, the parent may submit that request in writing to the office. In this case the student will need to check the iPad in and out of the library each day. It will also be the responsibility of the student and family to complete work at home without the use of the iPad – Internet access to textbooks are available.

4. How is the District paying for the iPads?

The iPads are being leased for two years using Federal Rural Education Achievement Program (REAP) grant funds.   At the end of two years, the District has the option to purchase the iPads for a nominal fee.

5. As a parent/guardian, how do I monitor my child's use of the internet?

While using the iPad, students will have filtered access to the Internet. Mobile filtering will allow the device to be filtered all of the time. While the iPad will be filtered, **filtering is not foolproof**. It is important that parents monitor iPad use as well. Please see the attached document entitled "Parents'/Guardians' Guide to Student Internet Use"

6. What if we don't have wifi at home?

An iPad's use is maximized with wifi. If a family does not have wifi, a student may use the iPad at school, at the public library, at local businesses with wifi capabilities, or wherever wifi is available. Arrangements can be made for the student to be at school outside of normal school hours by contacting the technology department.

Textbooks and various apps will be accessible on the iPad even without wifi access.

7. Can students select their own cover?

No.

8. Can a student download apps or music?

No, the iPad is managed to have apps added by the school.

9. What if a student forgets to charge the iPad?

Failure to have a charged iPad on a repeated basis (3 or more times in a quarter), will result in the student being assigned an after school detention(s) per the district discipline procedure.

10. Can an iPhone charger be used on the iPad?

Chargers for an iPhone will work to charge the iPad. However, the iPhone charger will take a longer time to charge because it draws 1 amp and the iPad charger draws 2 amps. Please plan accordingly.

11. Will students keep the iPad for the summer?

No.

12. Can a student use a personal iPad at school?

No. WCSD will not put school purchased apps on a personal unit. The school district also does not allow 'Bring Your Own Devices'.

Parents' Guide to General Student Internet Use

The Washington-Caldwell School District recognizes that with new technologies come new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent,
in effectively guiding your child's use of the iPad.

1) Take extra steps to protect your child. Encourage your child to use and store the iPad in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your child to help develop safe surfing habits. Children often model adult behavior.

2) Go where your child goes online. Monitor the places that your child visits. Let your child know that you are there, and help teach her/him how to act as s/he works and socializes online.

3) Review your child's friends list. You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.

4) Understand sites' privacy policies. Internet sites should spell out your rights to review and delete your child's information.

5) Limit the time your student is on the iPad. While the iPad is a very engaging device, it is a school work device. Care and constant monitoring will reduce your child's exposure to excessive use.

6) Report unwelcome or malicious online threats. Report in a timely fashion to the school any online interactions that can be considered threatening.

7) Help your child develop a routine. Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the iPad is cared for and when and where its use is appropriate.

8) Take a look at the apps or programs. It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the iPad.

9) Read and share with your child the WCSD iPad Procedures and Information Guide. By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.

iPad Student Pledge

As a student of Washington-Caldwell who has been assigned a school iPad, I will:

1. take good care of the iPad and know where my iPad is at all times.

2. never leave the iPad unattended.

3. never loan out my iPad to other individuals.

4. not sync the iPad to my personal iTunes account or email accounts.

5. charge my iPad's battery daily.

6. keep food and beverages away from my iPad.

7. not disassemble any part of my iPad or its cover or attempt any repairs.

8. protect my iPad by only carrying it while in a cover and using the sleeve when appropriate (especially when stored in the backpack).

9. use my iPad in ways and times that are appropriate, meet expectations, and are educational.

10. not place decorations (such as stickers, drawings, marks, etc.) on the iPad or cover. I will not deface the serial number on any iPad.

11. understand that my iPad is subject to inspection at any time without notice and remains the property of the Washington-Caldwell School District.

12. follow the policies outlined in the iPad Handbook and the Technology Acceptable Use Policy while at school, as well as outside the school day.

13. file a report in the Principal's Office in case of theft, vandalism, and other acts covered by insurance.

14. be responsible for all damage or loss caused intentionally or by neglect or abuse.

15. I agree to return the District iPad, cover, sleeve, and USB cable/AC charger in good working condition.

Individual school iPads and accessories must be returned to the Technology Director at the end of this school year. iPads must be returned immediately when a student transfers out of the WCSD, is expelled, or terminates enrollment for any reason.

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

I acknowledge the receipt of the iPad Handbook and policies from Washington-Caldwell School District.

My signature below represents my commitment to the terms and conditions listed above.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

iPad Handbook Parent/Guardian Acknowledgement Form

My student will:

1. take good care of the iPad and know where my iPad is at all times.

2. never leave the iPad unattended.

3. never loan out my iPad to other individuals.

4. not sync the iPad to my personal iTunes account or email accounts.

5. charge my iPad's battery daily.

6. keep food and beverages away from my iPad.

7. not disassemble any part of my iPad or its cover or attempt any repairs.

8. protect my iPad by only carrying it while in a cover and using the sleeve when appropriate (especially when stored in the backpack).

9. use my iPad in ways and times that are appropriate, meet expectations, and are educational.

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12. follow the policies outlined in the iPad Handbook and the Technology Acceptable Use Policy while at school, as well as outside the school day.

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14. be responsible for all damage or loss caused intentionally or by neglect or abuse.

15. I agree to return the District iPad, cover, sleeve, and USB cable/AC charger in good condition.

Individual school iPads and accessories must be returned to the Technology Director at the end of this school year. iPads must be returned immediately when a student transfers out of the WCSD, is expelled, or terminates enrollment for any reason.

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

I acknowledge the receipt of the iPad Handbook and policies from Washington-Caldwell School District.

My signature below represents my commitment to the terms and conditions listed in these policies and guidelines.

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____