

Book	Policy Manual
Section	800 Operations
Title	iPad Care and Use
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STUDENT IPAD POLICY

The Rochester Area Board of Education is committed to providing teachers and students the tools and resources necessary to provide a high quality standards-based education. Given the infusion of technology in today's society and the work place, Rochester Area Schools must keep pace ensuring our students are prepared to be college, career and work place ready. As such, Rochester Area Schools will provide students with access to a classroom environment, which uses technology to enhance teaching and learning and opportunities for personalized learning.

The privilege of using the technology resources provided by Rochester Area Schools is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in Rochester Area Schools. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of the iPad. If a person violates any of the User Terms and Conditions named in this policy; privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action may be applicable. Accordingly, this policy establishes the expectations for students and parents regarding the utilization of technology devices provided by the district for educational purposes in school and at home.

Receiving and Returning Your iPad

Student iPads are and will remain property of Rochester Area Schools and all users shall adhere to this policy and the district acceptable use policy for technology.

iPads will be distributed at the beginning of each school year during "iPad Orientation." Parents and students must sign and return the iPad Agreement document and the Acceptable Use Policy before the iPad can be issued to the student.

Individual school iPads, iPad cases and accessories must be returned at the end of each year.

Students who withdraw from Rochester Area Schools 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 in Rochester Area Schools, the student, and/ or parent/guardian will be subject to fines, criminal

prosecution or civil liability. The student, and/ or parent/guardian will also pay the replacement cost of the iPad. Failure to return the iPad will result in a theft report filed with appropriate law enforcement.

Random inspections of student iPads, which can be done in person or remotely, will be conducted to ensure compliance with provisions of this policy.

Student Transfers

In the event a student transfers out of a Rochester Area School during the school year, the iPad will be returned to the school at the time of checkout.

Lost or Stolen Devices

iPads that are lost or stolen must be reported immediately to the principal's office. A parent or guardian must report a lost or stolen iPad to the school. iPads issued by the district include internal tracking software. iPads are enrolled in Apple DEP and are only useable while enrolled in Rochester Area School District. A work order will be completed immediately upon knowledge of a lost or stolen device.

Damaged or Malfunctioning Devices

There is a need/responsibility to protect the iPad investment by the district, student and parent. Students are responsible for the general care of the iPad issued to them by the district. Issues with iPads that are broken or failing to work properly must be taken to the office for an evaluation of the equipment. iPads that malfunction or are damaged must be reported to the Technology office within 24 hours or sooner.

From time to time, iPads may experience factory defects; accordingly, the district will address all warranty repairs. In the event there are repeated incidents of damages to the iPad, the school, parent and student will develop an action plan to identify appropriate strategies to ensure the device is maintained and utilized in a safe manner. iPads that have been damaged will be evaluated on a case by case basis and may be subject to replacement. Damages will be assessed, and charges can be applied to the parent based on the age and/or replacement cost of the device. Extenuating circumstances will be taken into consideration. Until the device is paid for, the student will not be allowed to take another iPad home and may result in other loss of privileges.

In the event that a student's iPad needs repair, a replacement device will be provided as soon as possible while the device is being repaired.

Each student will be provided one charger with his or her device. If said charger is lost, stolen, or damaged a replacement will be the responsibility of the parent. **Apple certified chargers and USB cables are the only accessories that are to be used to charge or connect the District issued iPad.** Those accessories can be purchased at your child's school, through My School Bucks or the Rochester Technology Office.

Upkeep and Care of the Device

Students are...

- to only use a clean, soft cloth to clean the screen, no cleansers of any type.
- to clean the screen with a soft, dry cloth or anti-static cloth.
- to insert cords and cables into the iPad carefully to prevent damage.
- to keep their iPad free of any writing, drawing, stickers, or labels.
- to keep their iPad in a secure location and never left in an unlocked locker, unlocked car or in any unsupervised or unsecure location.
- responsible for keeping their iPad battery charged for school each day.
- not to leave your iPad in a place that is experiencing hot or cold conditions. (i.e. car in summer or winter). Extreme heat will damage the unit and extreme cold will cause severe screen damage.
- not to remove the protective case for the iPad provided by the district to protect the iPad and provide a suitable means for carrying the device.
- to prevent the iPad screens from damage at all times. The iPad screen is particularly sensitive to damage from excessive pressure on the screen.
- avoid putting unnecessary pressure on the top of the iPad. avoid putting anything near the iPad that could put pressure on the screen.
- avoid putting anything in the carrying case that will press against the cover.
- avoid “bumping” the iPad against lockers, walls, car doors, floors, etc. as it may result in a cracked or broken screen.
- not permitted to remove the asset inventory tag from the iPad. iPads are identified and inventoried based on a serial number listed on the asset tag.
- not to change iPad setting (exceptions include personal settings such as font size, brightness, etc.)

Expected Utilization

iPads are intended for the 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.

The utilization of an iPad at school is not optional and considered part of the instructional process.

If a student leaves his/her iPad at home, it is their responsibility for the completion of all course work as if their iPad were present at school. Reasonable accommodations will be made by the teacher of record to ensure the student has the necessary resources to complete his or her coursework in the absence of the device being available at home or school. If a student repeatedly leaves his/her iPad at home, they will be subject to appropriate disciplinary action.

iPads should be charged to full capacity each day before they are brought to school.

Students are expected to mute their device at all times unless permission is obtained from the teacher.

Appropriate music is allowed on the iPad. Earbuds/headphones may be used in the classroom based upon administrative approval.

Students are permitted to set up additional wireless networks on their iPads. This will be necessary to use web-based services outside of the school setting. Printing at home can only be facilitated with a wireless printer, proper settings on the iPad, an eprint compatible printer or software on your home computer/printer. Students are not required to have printing capability at home.

Originally Installed Software and/or Apps

The apps, profiles, and operating system originally installed by Rochester Area Schools must remain on the iPad in usable condition and be easily accessible at all times. From time to time, the school may add additional apps and Operating System upgrades. The licenses for this software may require that the software be deleted at the end of the course.

Periodic checks of iPads will be made to ensure that students have not removed required apps, profiles, or installed inappropriate material. Rochester Area Schools reserves the right to restrict content to be installed on the device.

In the event that significant or irreparable technical difficulties occur, the iPad will be restored from a backup or will be reset to factory settings in the event a home computer is not available. The district does not accept responsibility for the loss of any apps or documents deleted due to the necessity of a re-format and/or re-image.

Technology devices will be filtered at school and outside the school environment. Administrators, and other Rochester Area Employees, will provide staff guidance in order to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

Student Responsibilities are...

- Students will use their iPad device in a responsible and ethical manner.
- Social media websites are prohibited unless otherwise specified by the district. Students will obey school rules concerning behavior and communication that apply to iPad/computer use.
- Students will use all technology resources in an appropriate manner so as not to damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, nondeliveries, miss-deliveries or service interruptions caused by the student’s own negligence, errors or omissions. Use of any information obtained via Rochester Area School District’s designated Internet system is at your own risk. Rochester Area School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Students will help the Rochester Area School District protect its computer system/devices by contacting an administrator about any security problems they may encounter.
- Students will monitor all activity on their account(s).

- Students should always secure their iPad after they are done working to protect their work and information.
- Student(s) who receive email containing inappropriate, abusive language or questionable subject matter shall immediately report the incident to the school personnel.
- Students shall comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If students are unsure, they are to ask a teacher or parent for guidance.

ATTACHMENT A

Rochester Area School's iPad Agreement

Parent Requirements

Rochester Area Schools has issued your child an iPad to improve and personalize his/her education while integrating technologies into the classrooms. It is essential that the following guidelines be followed to ensure the safe, efficient, and proper operation of your child's iPad. Failure to comply with any of the following guidelines will constitute a breach of contract and may be subject to consequences as outlined in school procedures,

- I understand that I must supervise my child's use of the computer at home.
- I understand the importance of discussing family/school's expectations regarding the use of the Internet at home and will supervise my child's use of the internet.
- I understand that I should not attempt to clean or repair the iPad. I will make sure my child recharges the iPad when brought home.
- I understand that if my child comes to school without his/her computer, he/she will be responsible for completing all course work.
- I understand that I must sign and return the Rochester Area School's AUP before my child can access the Internet at school or at home using the iPad.
- I understand that my child will return the iPad to the school at the end of the school year or upon leaving the school during the school year.
- I understand that any intentional damages to the iPad at home or school will be subject to disciplinary action.
- I have read the Rochester Area iPad Policy and agree to the terms.

Student Requirements

Your iPad is an important learning tool and is for educational purposes. In order to take your iPad home each day, you must be willing to accept the following responsibilities. The failure to obey any of the following requirements will result in a breach of contract and may be subject to consequences as outlined in school procedures.

- I will follow the policies outlined in the iPad Policy and the Acceptable Use Policy while at school and outside of school.
- I will treat my iPad with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of Rochester Area Schools.
- I will not loan my iPad to my friends. It will stay in my possession at all times. I will not remove county installed apps or files from my iPad.
- I will sign and follow the Rochester Area School's Acceptable use Policy.
- I will not attempt to repair or clean my iPad screen with any liquid, only a soft dry cloth.
- I will recharge my iPad each night.
- I will bring my iPad to school everyday.
- I will keep my iPad in the case provided by Rochester Area Schools at all times.
- I will not deface the iPad in any way, stickers, markings, etc.

Print Name

Date

Print Name

Grade

Parent/Guardian Signature

Student's Signature

Date