

## **Orrick R-XI School District iPad Information and Student Responsible Use Policy**

This iPad Responsible Use Policy is intended to promote responsible use and protect students and the school from liability resulting from any misuse of the school-issued iPad. The use of iPad technology is fundamental to the instruction process. Use of iPad technology is required. Technology, on or off-campus, must be used in accordance with the mission and philosophy of Orrick R-XI School District as well as the Responsible Use of Technology Resources, Board Policy EHB-AP and EHB. A copy of this Board Policy can also be found in the Student-Parent Handbook. Teachers may set additional requirements for use in their respective classes.

The iPad and accessories remain the property of Orrick R-XI School District at all times. Therefore, there is no assumption of privacy. Orrick R-XI School District reserves the right to inspect student iPads at any time during the school year. Misuse of the iPad will result in disciplinary action.

Above all, the iPad program at Orrick R-XI School District is an academic program, and the policies governing the use of the iPad support its academic use. To maintain the integrity of the iPad program, all students and parents/guardians are subject to the following conditions of use:

### **Liability**

Policy A-\$40 with no deductible on a claim without negligence

Policy B-\$25 with a \$25 deductible on a claim without negligence

Both policies cover accidental damage, cracked screens, liquid submersion, fire, flood, natural disasters, a power surge by lightning, and theft without negligence. Claims of this nature must be made within 5 school days of the occurrence by submitting a claim form found on the district web-site. In case of theft or other criminal acts, a police report MUST be filed by the student or parent within 72 hours of the occurrence. Incidents happening off campus must be reported to the police by a parent and a copy of the report brought to the school.

If the iPad is stolen as a result of student negligence and the preceding procedure is followed, the student/parent will be responsible for a \$100 replacement cost instead of a deductible.

If the iPad is lost, the student/parent is responsible for the Fair Market Value of the iPad (as determined by Apple, Inc.).

The full price of a replacement iPad will be charged if deliberately damaged or vandalized by the student or if damaged occurred while the iPad was out of the district-issued case.

If needed, families may set up a payment plan in the Superintendent's Office. Scholarships for the 2014-2015 school year are also available and information can be found in the Elementary Office.

### **Personal Safety**

Users should recognize that communicating over the internet brings risks associated with the lack of face-to-face contact. Users should carefully safeguard their personal information and that of others. Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the internet without parental and/or teacher permission. Students should never agree to meet someone they meet online in real life. If the user sees a message, comment, image, or anything else online that makes him/her concerned for his/her personal safety, it should be brought to the attention of school personnel.

### **Digital Citizenship**

Users should always use the internet, network resources, and online sites in a courteous and respectful manner. Users should recognize that, with valuable content online, there is also unverified, incorrect, and/or inappropriate content.

### **Cyber-Bullying**

The National Crime Prevention Council defines cyber-bullying as "When the internet, cell phones, or other devices are used to send or post text or images intended to hurt or embarrass another person." Cyber-Bullying will not be tolerated and is strictly forbidden. The user should remember that digital activities are monitored and retained. Report cyber-bullying immediately to school personnel.

### **District Acceptable Use Policy**

Orrick R-XI School District's Policies for Responsible Use of Technology are to be followed at all times.

### **iPad Use, Care and Routines**

- a. Never pile things on top of the iPad
- b. Keep the iPad in the district-issued case at all times.
- c. Do not leave the iPad out in extreme heat or cold.
- d. Do not leave the iPad in a vehicle or place it on top of a vehicle.
- e. Keep food, drink, pets, etc. away from the iPad at all times.
- f. Do not drop the iPad as the screen is made of glass and will break.
- g. Do not leave the iPad unattended at any time including during class, extra-curricular activities, lunch, locker room, etc.
- h. Labels, stickers, or screen protectors placed on the iPad by the technology department shall not be removed.
- i. Do not write on, or place any labels or stickers on, the iPad or district-issued case.
- j. Do not alter the iPad in any manner that will permanently change the iPad.
- k. Do not remove the serial number or identification sticker on the iPad.
- l. Do not lend the iPad to a classmate, friend, or family member.
- m. Clean the iPad, screen with a soft, dry, anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
- n. Fully charge the iPad each night with the appropriate iPad A/C adapter.
- o. Do not attempt to repair a damaged or malfunctioning iPad. All damaged iPads need to be taken to the Technology Secretary and malfunctioning iPads need to be addressed with their immediate teacher.
- p. Do not upgrade or change in any way the iPad operating system unless directed to do so by the district.
- q. Do not remove or circumvent the mobile device management system installed on each iPad. This includes removing restrictions or "jailbreaking" the device.
- r. Avoid touching the screen with pens/pencils. Use an appropriate stylus.
- s. Students are responsible for the safety and security of their iPad.
- t. Students will be permitted to take the iPad home and are responsible for its care while there.
- u. Students may not change the "Device Name".
- v. Students are responsible for care of iPad, case, sync cable, and power block at all times.

### **Guideline and Reminders:**

- School email accounts should be used for educational use only.
- Students should only have their school email account set up on their iPad. No other personal email accounts should be set up on the iPad.
- ALL communication from students to teachers must be on their school issued email account or through the district's instructional management system. Personal accounts are not acceptable means of communication with teachers.

- Email transmissions at school are subject to inspection by teachers and/or administrators as deemed necessary.
- All email and contents are property of the Orrick R-XI School District.
- Only the authorized user of the account should access, send, and/or receive emails for the account.
- Passwords should be protected and never shared with other students.
- Students are expected to return the following items with the iPad: iPad case, sync cable, and power brick. All items will be inspected for damage.

Examples of Unacceptable Use: Non-educational related forwards (e.g. jokes, chain letters, images); harassment, cyber-bullying, profanity, obscenity, racist terms, hate mail.

### **Camera**

Purpose: Each student iPad is equipped with a digital camera feature. The camera will allow students to utilize a 21<sup>st</sup> century tool to develop 21<sup>st</sup> century learning skills. This feature will be used for educational purposes only. iPads may not be brought into restrooms, locker rooms, or other changing areas. iPads may not be taken to Physical Education classes or other events where physical damage to the iPads would be likely to occur without permission from the teacher. These restrictions are for both sanitation and social health reasons. Inappropriate pictures/video of yourself (selfies) is prohibited.

### **Examples of Use**

- a. Recording and/or taking pictures for project-based learning assessments.
- b. Assisting in ensuring accurate notes are taken in class.
- c. Submitting work digitally.

Students are not allowed to take any pictures/video of staff and/or students without expressed permission by those individuals. Refer to board policy KKB for more information. Any violation of this policy will result in disciplinary measures.

### **Listening to Music**

- a. While at school, music apps will be available on student iPads for academic use only.
- b. Streaming music is not allowed at school without permission from the teacher.
- c. Users must follow copyright and other applicable laws.

### **Watching Movies**

- a. Watching movies will not be allowed during school hours.
- b. Video segments required for school use will be allowed on iPads with teacher permission.
- c. Students will have access to YouTube with teacher approved video clips being authorized.

### **Games**

- a. Students may not play games on the iPad during school hours unless they are given permission by the teacher AND the game supports education.
- b. The content of any games installed at home in the school iPad must be school appropriate.

### **Student Files and Storage**

All students need to understand that this is a school iPad and that all apps and storage for school purposes come first. Any apps or storage items that are not for school use need to be deleted or stored elsewhere. Additional data storage, through portable or cloud resources, is at the expense and responsibility of the students/user.

### **iPad Background**

Any picture used as the background for a school issued iPad must be school appropriate and align with the Responsible Use Guidelines.

### **Plagiarism**

- a. Users are prohibited from plagiarizing (using as their own without citing the original creator) content, including words or images, from the internet.
- b. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online.
- c. Research conducted via the Internet should be appropriately cited, giving credit to the original authors.
- d. Users are prohibited from accessing sites that promote plagiarism. These sites should be reported to school personnel.
- e. Plagiarism will be handled according to the school discipline policy on plagiarism. Please see OSD handbook for the policy.
- f. Users must follow copyright and other applicable laws.

### **Behaviors and Discipline Related to Student iPad Use Violations are as follows:**

#### Technology Related Behavior Violations

#### Equivalent "traditional" Classroom Violations

- Failure to bring iPad to school
- Coming to class unprepared
- Missing case
- Not having required supplies
- Email, texting, video conferencing, internet surfing, etc.
- Passing notes, reading magazines, games, etc.
- Damaging, defacing, placing stickers, etc. to iPad
- Vandalism/Property damage
- Using account belonging to another student or staff member
- Breaking into someone else's property, locker/classroom
- Accessing inappropriate material.
- Bringing inappropriate content to school in print version.
- Cyber-Bullying
- Bullying/Harassment
- Using profanity, obscenity, racist terms
- Inappropriate language, harassment
- Sending/Forwarding assignment to another student to use as their own and/or copy.
- Cheating, copying assignment, plagiarism **Violations unique to the 1:1 Project**
- Not having iPad fully charged when brought to school
- Attempts to defeat or bypass the district's internet filter and/or security settings
- Modifying the district's browser settings or other techniques to avoid being blocked from inappropriate sites or to conceal inappropriate internet activity.
- Inappropriate installing of Apps

#### Progressive Discipline-The discipline process with 1:1 Initiative will be progressive in nature. Discipline Steps are as follows:

- 1) Verbal warning and parent contact
- 2) 1 after school detention and parent contact
- 3) 2 after school detentions and parent contact
- 4) 1 extended detention/1 in-school suspension and parent contact
- 5) 2 extended detentions/2 in-school suspensions and parent contact
- 6) 1 out of school suspension and parent contact

Examples of Unacceptable Use of the iPad include, but is not limited to, the following examples:

- a. Using the school network for illegal activities such as copyright and/or license violations.
- b. Using the iPad as the vehicle for plagiarism.
- c. Unauthorized downloading of apps and/or jail-breaking of the iPad
- d. Accessing and/or using websites or materials that are not in direct support of the curriculum and are inappropriate for school.
- e. Vandalizing equipment and/or accessing the network inappropriately. Using and/or possessing programs that are capable of hacking the network.
- f. Gaining unauthorized access anywhere on the network.
- g. Invading the privacy of individual(s).
- h. Using and/or allowing use of another person's login/password to access the network.
- i. Being a passive observer or active participant with any unauthorized network activity.
- j. Participating in cyber-bullying of any person.
- k. Using objectionable language, photos, or other content (e.g. racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous).
- l. Obtaining, modifying, or using user name/passwords of other users.
- m. Modifying files belonging to another student on the network.
- n. Attempting to access or accessing website blocked by the school's internet filter.
- o. Downloading apps, streaming media, or playing games without permission of an administrator.
- p. Sending and/or forwarding emails that are chain letters, forwards, etc. via school email.

#### **Power Management**

- a. Users are responsible to recharge the iPad's battery so it is fully charged by the start of the next school day.
- b. Users with no battery life may charge the iPad in a classroom only with teacher permission. Students needing this service excessively will be referred to the office under the progressive discipline clause.

#### **iPad Security/Content Filtering**

The Children's Internet Protection Act requires that schools have a content filter in place onsite and the school will make every effort to block inappropriate and objectionable sites. Students are to comply with the School District's Responsible Use Policy and Board Policies on and off school district property. When using the iPad outside the district network, parents are responsible for internet safety.

#### **Damaged and Lost or Stolen iPads**

- a. Users will report any damaged or lost iPads to School Authorities.
- b. Users will bring damaged iPads to the appropriate Principal's office, and fill out an incident report.
- c. Students will seek teachers help for any minor troubleshooting.
- d. If the iPad is lost or stolen, the parent/student is required to file a police report in order to receive a replacement iPad. Otherwise, replacement if the financial responsibility of the student/parent.
- e. Damaged OSD iPads need to refer back to the **Liability Policy**.