

Alexandria Community School Corporation

Responsible Use Policy and Student iPad Usage Guidelines

1.0 GENERAL INFORMATION

The information within this document applies to all student issued iPads used at all properties of the Alexandria Community School Corporation (ACSC), including any other device considered by the Administration to come under this policy. Teachers may set additional reasonable requirements for use in their classroom.

1.1 Receiving your iPad

Parents & students must sign and return the Technology Responsible Use Agreement, iPad Usage Student Agreement documents before the iPad can be issued to their child.

1.2 Returning your iPad

iPads with accessories will be returned back to the ACSC in satisfactory condition during the final week of school each school year, immediately upon termination of student enrollment, or as directed by school administration. All iPads and accessories returned must be the original school issued devices and accessories.

2.0 CARE OF THE IPAD

The iPad is school property, and all students will follow this policy and the Alexandria Community School Corporation Responsible Use Guidelines for this technology. Students are responsible for the general care of the iPad they have been issued by the corporation. iPads that malfunction or are damaged must be taken to the IT Department or school office. The school corporation will be responsible for repairing iPads that malfunction. iPads that are stolen must be reported immediately to the school. It is recommended that parents also file a police report for stolen property. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally. Accidental damage insurance is available for \$25.00.

2.1 General Precautions

- Only use a soft, dry cloth or anti-static 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 affixed by the Alexandria Community School Corporation.
- iPads must never be left unsupervised or unsecured. (Ex.: unlocked locker, unlocked car or any unsupervised area).
- iPads should never be left in an extremely cold or hot environment.

2.2 iPad Care

- iPads must be in the case provided by Alexandria Community School Corporation.
- Backpacks that hold other objects (such as folders and textbooks), should not be used to carry iPads to avoid placing too much pressure and weight on the iPad screen
- Do not place anything in the carrying case that will press against the cover/screen.

- Use care and don't "bump" the iPad against lockers, walls, car doors, etc, or drop on the floor.
- Students are responsible for maintaining their individual iPads and keeping them in good working order.

3.0 USING YOUR IPAD AT SCHOOL

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 iPads at school.

3.2 iPad Undergoing Repair

The IT Department will have a few loaner iPads available to issue to students if they leave their iPads for repair in the IT Department. Receiving a loaner will depend on availability.

3.3 Screensavers/Background Photos

Inappropriate media may not be used as a screensaver or background photo. Inappropriate media includes, but is not limited to, the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures and will result in disciplinary actions.

3.4 Sound, Music, Games, or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Music and games are allowed on the iPad and can be used at the discretion of the teacher. All software, Apps, and music must be school appropriate and follow all regulations in the student handbook.

3.6 Home Internet Access

Home wireless Internet access is *not required* by Alexandria Community School Corporation. However, students are allowed and encouraged to use their iPads at home and may connect their device their home wireless Internet capabilities. All student devices will have off site filtering.

4.0 MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the iPad/Home Directory

Students may save work directly on the iPad but it is suggested that they use cloud storage. If they save work directly on the iPad, it is recommended that students have a method of backing up their information personally, in the Cloud (ACSC will require each student to have created an Apple ID.) They may also use their existing Google Drive for cloud storage. It is the student's responsibility to ensure that work is not lost due to mechanical failure, not backing it up, or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work. Alexandria Community School Corporation 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 Corporation will not be responsible for lost or missing data.

5.0 SOFTWARE ON IPADS

5.1 Installed Software

The software/Apps originally installed by Alexandria Community School Corporation 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. Periodic checks of iPads will be made to ensure that students have not removed required apps or added apps that are not school appropriate as defined by the student handbook, responsible use guidelines, and all applicable laws.

5.2 Inspection

Students must provide their iPad for inspection at any time as requested by a teacher, administrator or tech staff.

6.0 RESPONSIBLE USE

6.1 Statement of Responsibility

The use of the network is a privilege. The user is responsible for what he/she says and does on the network. Network administrators will make reasonable efforts to maintain reliable service. They cannot, however, absolutely guarantee that the system will always be available or operating correctly. Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration.

6.2 Parent/Guardian Responsibilities

It is the parent's responsibility to:

- communicate expectations to your student regarding use and costs involved in downloading personal interests (games, music, video, Apps) from an iTunes account.
- Monitor their student's use of the iPad at home to ensure responsible use.
- Just like with any school owned property, parents are financially responsible for student's damaging or losing the iPad.

6.3 School Responsibilities

- Provide Internet and Email access to its students.
- Provide Internet filtering of inappropriate materials as able.
- Provide network data storage areas. These will be treated similar to school lockers. Alexandria Community School Corporation reserves the right to review, monitor, and restrict information stored on or transmitted via Alexandria Community School Corporation owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance of the responsible use guidelines.

6.4 Students' Responsibilities:

- iPad batteries must be charged and ready for school each day.
- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to network use and according to the Alexandria Community School Corporation Acceptable Use Policy.
- Using all technology resources in an appropriate manner so as to not damage school equipment or information. 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 Alexandria Community School Corporation's designated Internet System is at your own risk. Alexandria Community School Corporation specifically denies any responsibility for the accuracy or quality of information obtained online.
- Contacting an administrator about any security problems they may encounter.
- Monitoring activity on their account(s).
- If a student should receive email or other electronic message containing inappropriate or abusive language or if the subject matter is questionable, he/she should report it to a teacher or school administration immediately.

6.5. 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 sites selling term papers, book reports and other forms of student work
- Messaging services and chat rooms that are not specifically allowed.
- Internet/Computer Games against corporation policy
- Downloading non-school appropriate apps
- Sharing passwords or gaining unauthorized access to another person's password
- Sharing apps and programs which were specifically purchased for only one person
- Spamming-Sending mass or inappropriate emails
- Gaining access to another student's accounts, files, and/or data
- Posing as school personnel or as another student to any technical support or related department in order to gain access to corporation restricted material or devices
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Use of Apps or software that allows for anonymous and/or false communications
- 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) 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 Alexandria Community School Corporation's web filter through a web proxy
- Other activities deemed inappropriate by Alexandria Community School Corporation.

6.6 Student Discipline

Disciplinary procedures are outlined in the student handbook. Depending on the seriousness of an offense students may lose iPad and/or network privileges in addition to stated consequences in the student handbook.

7.0 PROTECTING & STORING YOUR IPAD COMPUTER

When students are not using their iPads, they should be with the student or in a locked locker. Nothing should be placed on top of the iPad, when stored in the locker. Students are encouraged to take their iPads home everyday after school, regardless of whether or not they are needed. iPads should not be stored in a student's vehicle while 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 main office or the library.

8.0 LOSS OR THEFT

Once a school owned device has been reported as lost or stolen, the device will be rendered inoperable by Apple, Inc. This means that the device is deactivated and will no longer function.

9.0 PROTECTION PLAN INSURANCE

Parents may wish to consider insuring a student iPad against accidental damage. The insurance cost is \$25.00. There is a \$50.00 deductible *after* the first accidental occurrence. Any damage must be reported to the school office or IT Department immediately. At that time school authorities will determine if damage is accidental or due to irresponsible behavior.

9.1 iPad Costs – for Lost, Stolen or Full-Cost Damage

If the iPad or any accessory is lost, stolen, or totally damaged as a result of irresponsible behavior, the parent may be responsible for the full replacement cost.

Estimated Cost of Repair & Replacement

Loss, Deliberate Damage or Neglect	Estimated Repair/Replacement Costs
iPad	\$479.00
iPad Mini	\$279.00
Broken Screen	\$160.00
Broken LCD	\$160.00
Power Adapter + Cord	\$50.00
District Assigned iPad Case	\$40.00

Alexandria Community School Corporation

Student Agreement For iPad Use

I understand and agree to follow the guidelines included in the Student iPad Usage Guide.

Student Grade: _____

Student Name (Printed): _____

Student Signature: _____

Date: _____

Parent Agreement

Financial Responsibility/Insurance Protection

Accidental Insurance Option \$25.00 (Due prior to student taking possession of iPad)

I am declining the Accidental Insurance Option and assume full financial responsibility for any repair/replacement of my student's assigned device.

Parent Name (Printed): _____

Parent Signature: _____

Date: _____