

Presque Isle Middle School



iPad Policies and Procedures 2020-2021

Policies and Procedures for the 1:1 iPad Program at PIMS

MSAD #1 is proud to offer our Presque Isle Middle School Students Apple iPad devices for use at school and at home. The 1:1 iPad Program, which provides mobile computing and wireless technology to Presque Isle Middle School Students, has been designed to enhance the delivery and individualization of instruction.

For students, parents, and guardians, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving an iPad:

- The student will use the iPad in accordance with the MSAD #1 Acceptable Use Regulations and to maintain the iPad in accordance with the procedures and information provided.
- The student will receive instruction from school staff on the proper use of the iPad.
- The student will be able to take the iPad home.
- There is an optional \$25 protection plan payment for those wanting additional coverage.
- The student must take all precautions to prevent theft; for example, do not leave the iPad unattended.
- The student must take precautions to prevent damage to the iPad; for example do not leave the iPad where there is danger of coming in contact with moisture, excessive cold or excessive heat.
- The iPad comes with preloaded apps; these must not be removed. Students may load additional apps onto the iPad while following the guidelines of the Acceptable Use Policy.
- **The student will use the iPad to access only socially and educationally appropriate materials and websites.**
- The student is expected to adhere to any additional requirements set forth by the classroom teacher.
- iPads are the property of the State of Maine and MSAD #1 and must be returned at the end of the academic school year, upon withdrawal from Presque Isle Middle School, or at the request of a teacher or administrator. Willful failure to return the iPad in accordance with the stated conditions will result in criminal prosecution.
- Since the iPads are the property of the State of Maine, school officials have the right to review all material stored on or accessed by any iPad. School officials may revoke a student's iPad use privileges for misuse or violation of policies.

The 1:1 iPad initiative, which has been adopted by MSAD #1, will enhance learning opportunities for our students. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

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Acceptable Use

The use of MSAD #1's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the District is not transferable or extendible by students to people or groups outside of the District and terminates when a student is no longer enrolled in MSAD #1. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a student violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district's technology resources may be denied, and the appropriate disciplinary action will be applied. MSAD #1's Acceptable Use Policy as well as the Presque Isle Middle School Student Handbook will be applied to student infractions.

School staff and administration have the right to check any material stored on a student's iPad at any time.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

iPad Distribution

iPads will be distributed early in the school year. Before a student is able to take home an iPad, the student and parent must sign and return copies of the following documents:

- Student Pledge for iPad Use.
- OPTIONAL: Pay the \$25 dollar take-home insurance fee.
(Any student who needs assistance with the iPad insurance fee should contact the principal.)

If these forms are not signed and returned to the main office, the iPad may not be taken home by the student for any reason.

iPad Collection

iPads will be collected prior to the final day of school in order to be examined, accounted for, and serviced. If a student transfers from Presque Isle Middle School, the assigned iPad must be returned at that time.

Lost, Damaged or Failure to Return iPads

Individual school iPads and accessories must be returned to MSAD #1 when requested. A student who withdraws, is expelled, or terminates enrollment at Presque Isle Middle School for any reason must return the assigned iPad on the date of termination. If a student fails to return the iPad when requested or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student will also pay the cost of the iPad, or if applicable, any insurance deductible. Failure to return the iPad will result in a theft report being filed with the Presque Isle Police Department.

The student will be responsible for any damage to the iPad, consistent with the District's Protection Plan Agreement Form and must return the iPad and accessories in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

In the case of intentional damage and/or neglect, the student will pay the full repair or replacement cost of the device.

School District Protection Plan

A protection plan is available through MSAD #1. This protection plan is optional for students/parents. The cost of the protection plan is \$25 annually. **Checks must be made payable to MSAD #1 and a separate check must be written for each student.**

The protection plan covers one iPad per student per school year for any costs outside the manufacturer's warranty. Purchasing the protection plan is not required.

The purchase of insurance comes with a \$100 dollar deductible should the student be held responsible for any damages.

Taking Care of the iPad

The student is responsible for the general care of the iPad. iPads that are broken or fail to work properly must be taken to the technology office for an evaluation.

General Precautions

- The iPad is school property and all users will follow this policy and the Acceptable Use Policy for technology.
- The student will not consume food and beverages while using the iPad. These items must be kept away from the iPad at all times.
- The student will not leave the iPad in a place that is extremely hot or cold (i.e. car in summer or winter). Extreme heat will damage the unit itself and extreme cold will cause severe screen damage.
- The student will carefully insert cords and cables into the iPad to prevent damage.
- The student will turn off and secure the iPad when done working to protect work and information.
- The student will not write, draw or apply stickers to the iPad or case.
- The student will never leave the iPad in an unattended or unsupervised area. (Unsupervised areas include school grounds, lunchroom, computer lab, locker rooms, unlocked classrooms and lockers, dressing rooms, busses, and hallways.) An iPad left in these areas is in danger of being stolen or damaged. If an iPad is found in an unsupervised area, it will be taken to the Main Office. Violations may result in loss of iPad privileges and/or other privileges.
- The student is responsible for keeping the iPad's battery charged for school each day.
- The student must keep the iPad in the protective case, provided by the school, when not in use. iPad cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a replacement fee.
- The student will report an iPad that malfunctions or is damaged to the technology office. The school district will be responsible for repairing iPads that malfunction. iPads that

have been intentionally damaged from student misuse or neglect will be repaired with the cost being borne by the student. The student will be responsible for the entire cost of repairs to iPads that are damaged intentionally or be responsible for full replacement cost.

- **The student will immediately report an iPad that is stolen or lost to the administration of the technology department.**

Carrying iPads

The protective case provided with the iPad has sufficient padding to protect the iPad from normal wear and provides a suitable means for carrying the device.

- The student must keep the iPad in the protective case when not in use.
- The student will limit the number of items carried within a backpack with the iPad to limit the amount of pressure applied to the iPad screen.
- The student will avoid bumping the iPad against any surface.

Screen Care

The iPad screen can be damaged if subjected to rough treatment.

The student must NOT:

- Lean on or apply pressure to the iPad screen at any time.
- Place anything near the iPad that could put pressure on the screen.
- Place anything in his/her backpack that will press against the screen.
- Use harsh chemicals to clean the screen. Clean the screen with a soft, dry cloth or anti-static cloth.
- “Bump” the iPad against lockers, walls, car doors, floors, etc. as doing so may break the screen.

iPads Left at Home

iPads are intended for use at school each day. If a student leaves the iPad at home, the student is responsible for getting the course work completed as if they had the iPad present.

iPad Undergoing Repair

A loaner iPad may be issued to a student when the iPad must be left for repair with the technology department. There may be a delay in getting an iPad should the school not have enough to loan.

Screensavers and Backgrounds

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

Sound, Music, Games or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is permitted on the iPad and can be used at the discretion of the teacher.
- Internet games are not permitted on the iPad. If game apps are installed for educational purposes, they must meet the requirements of the Acceptable Use Policy.
- All software/apps provided by the district, must remain on the iPad. Data storage will be provided through apps on the iPad and email to a server location.

Home Internet Access

The student is permitted to set up wireless networks on the iPads. This will assist with iPad use while at home. Printing at home will require the student to follow the same steps as if printing at school.

Originally Installed Software

The software/apps originally installed by MSAD #1 must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from iPads at the completion of the course. Periodic checks of iPads will be made to ensure that students have not removed required apps.

Additional Software

Students are only permitted to install apps available through the “Self Service” app. Requests for applications necessary for learning will come directly from teachers and made available on the iPad through the “Self Service” application.

Consequences for Downloading Unapproved Apps:

In the event a student loads apps outside of the school provided “Self Service” app, administration will apply consequences, as necessary, commensurate with the offense.

Procedure for Reloading Software

If technical difficulties occur or illegal software or non-MSAD #1 installed apps are discovered, the iPad will be restored from backup to its original state. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and/or re-image.

Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. The student is required to check the iPad for periodic updates and syncing.

Parent/Guardian Responsibilities

- The parent is responsible for talking with the student regarding the appropriate use of the Internet in a similar way to discussions about other media such as television, telephones, movies, and radio.
- The parent is responsible for setting guidelines for iPad use at home (ie. where the iPad will be used; time limits, safe-keeping of the device etc)
- The parent is responsible for paying for any damages sustained to the iPad.

School Responsibilities

- The school will provide Internet and email access to its students.
- The school will provide Internet blocking of inappropriate materials as able.
- The school reserves the right to review, monitor, and restrict information stored on or transmitted via MSAD #1 owned equipment and to investigate inappropriate use of resources.
- The school will provide training on how to appropriately use the iPad.
- The school will provide guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

Student Responsibilities

- The students will use iPads/computers in a responsible and ethical manner in accordance with this handbook.
- The student 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, non-deliveries, miss-deliveries or service interruptions caused by the student’s own negligence, errors or omissions. Use of any information obtained via MSAD #1’s designated Internet system is at the student’s own risk. MSAD #1 specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- The student will help MSAD #1 protect its computer system/devices by contacting an administrator about any security problems they may encounter.
- The student will monitor all activities on his/her account(s).
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, s/he is asked to print a copy and turn it into the administration.
- The student will return the iPad to the technology department at the end of each school year. A student who withdraws, is expelled, or terminates enrollment in MSAD #1 for any reason must return the individual school iPad on the date of termination.

Student Activities Strictly Prohibited

- Illegal installation or transmission of copyright materials.

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Messaging services (i.e. Facebook Messenger, Google Chat, etc.).
- Internet/computer games.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc.).
- Downloading apps which violate the Acceptable Use Policy.
- Spamming – sending mass or inappropriate emails.
- Gaining access to another student's accounts, files, and/or data.
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
- Giving out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc.
- Vandalism, (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Use of the iPad camera to take and/or distribute inappropriate or unethical material.
- The student may not take pictures using the iPad camera without permission from their teacher.
- Bypassing the MSAD #1 web filter through a web proxy.
- Any action that violates existing MSAD #1 Board policy or public law.

Legal Propriety

- The student will comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher, an administrator, or parent.
- The student will 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. Plagiarism is viewed as a form of cheating.
- The student will not use or possess hacking software. This is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

