

1:World iPad Initiative

Procedures and
Information Handbook

Adopted June 2014

Trenton R-IX School District
To empower and connect our community of 21st century learners.

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Introduction

Excellence in education requires that modern tools and resources meet the needs of 21st Century Learners and be seamlessly integrated throughout the educational program. Increasing access to technology is essential, and one of the learning tools of 21st Century students is the iPad. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for post-secondary education and the modern workplace. 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.

Technology resources at Trenton R-IX are provided for the purpose of supporting the educational mission of the school to provide all students with a quality education that supports success in an ever-changing world. The school’s goal in providing the iPad to its students is to promote educational excellence by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

Use of these technologies is a privilege that carries responsibility and expectations consistent with all school rules and policies including, but not limited to, those stated in the Parent-Student Handbook, the iPad Acceptable Care, Use, and Responsibilities Procedure, and the Trenton R-IX Student Pledge for iPad Care, Use, and Responsibilities.

The iPad will be issued to students according to the guidelines set forth in this document. Trenton R-IX retains sole right of possession of the iPad, its related equipment, and its accessories. Trenton R-IX administration and staff retain the right to collect and/or to inspect the iPad and to alter, add, or delete installed software or hardware.

During orientation, Trenton R-IX students and parents are required to attend to the following responsibilities:

- Review the following Trenton R-IX documents:
- iPad Acceptable Care, Use, and Responsibility Procedures
- Setting Up Your iPad to Connect to a Wireless Network
- iPad Damage Report
- iPad Loaner Agreement
- Student Pledge of iPad Care, Use, and Responsibilities Procedure
- Parent Safe Guards

1. iPad

1.1 Receiving an iPad

iPads will be distributed in August during “iPad Orientation.” Before a student can be issued an iPad, parents and students must attend iPad Orientation and sign and return all necessary documentation.

In addition to the iPad students will receive a case, sync cable, and power brick. Students will NOT receive headphones. Students may purchase or bring their own headphones.

1.2 Returning an iPad

iPads will be returned during the final week of school. The date will be determined by the district calendar.

Students who transfer, withdraw, are suspended or expelled from Trenton R-IX must surrender their iPad upon termination of enrollment or the last day of attendance, whichever comes first.

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.

A student who fails to return the iPad at the end of the school year or upon termination of enrollment at Trenton R-IX will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad or, if applicable, any insurance deductible.

1.3 Protecting and Storing an iPad

Students should use a secure place to store their iPad. When students are not using their iPads, they should be stored in their locked locker. Additionally, students should take their iPads home every day after school, regardless of whether or not the iPad is needed to complete their classwork.

- When storing the iPad, nothing should be placed on top of the iPad.
- iPads should not be stored in automobiles or any other location that is not climate controlled.

1.4 Loss or Theft of an iPad

In the case of loss or theft occurring at school, the borrower must report the incident to the Technology Integration Coach or Library Media Specialist immediately but no more than one day after the occurrence.

In the case of loss or theft occurring away from school, the borrower must report the incident to law enforcement officials of jurisdiction within 24 hours of the occurrence and then provide documentation of the aforementioned law enforcement report to the Technology Integration Coach or Library Media Specialist or School Administration within one day of the occurrence. Failing to report loss or theft in the manner described here will result in the missing property being categorized as lost rather than stolen and the student / parent / guardian will assume full responsibility for the loss of the device and the corresponding financial obligation for the replacement costs of the lost property.

1.5 Fines and Fees

By taking possession of an iPad, case, sync cable, and power brick, the borrower agrees to assume full responsibility for the safety, security, care and proper use of the borrowed property.

Students will be responsible for any damage(s) to the iPad, in the case of abuse, neglect, or intentional damage. The student will be charged a fee for intentional damage(s), not to exceed the replacement cost of the iPad. Trenton R-IX Administration will make the final determination of any fees assessed.

2. Taking Care of an iPad

Students are responsible for the general care of the iPad they have been issued. iPads that are broken or fail to work properly must be taken to the Technology Integration Coach for an evaluation of the equipment. Students are responsible for anything done using their assigned iPad or their login. The iPad is school property and all users will follow the iPad Acceptable Care, Use, and Responsibilities Procedure; Student Pledge for iPad Use; and, the Trenton R-IX Acceptable Use Policy.

2.1 General precautions

- A. While the iPad is considered scratch resistant, the iPad will scratch. Avoid using any sharp object(s) on the iPad.
- B. iPads do not respond well to liquids. Avoid applying liquids to the iPad. 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.
- C. 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 Integration Coach or Library Media Specialist.
- D. Cords and cables must be inserted carefully into the iPad to prevent damage
- E. iPads must remain free of any writing, drawing, stickers, or labels that are not the property of Trenton R-IX.
- F. iPads have the ability to be remotely located. Modifying, disabling or attempting to disable the QNS App is a violation of the Acceptable Use Policy (AUP) and grounds for disciplinary action.
- G. iPads have a unique identification number and at no time should the numbers or labels be modified or removed.
- H. iPads must never be left in an unlocked locker, on top of a locker, on a table, in an unlocked car, or in any unsupervised area.
- I. iPads must not be left in a vehicle or a location that is not temperature controlled.
- J. iPads must be charged for school each day. This is the student's responsibility.

- K. There is no “jail breaking” of this device.
- L. 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. The iPad should be kept out of reach of younger siblings, family pets, or anyone else capable of careless handling or inadvertent damage of the property.
- M. Please do not attempt to contact Apple service directly for repair questions. Please contact the Technology Integration Coach.

2.2 Carrying iPads

The protective case provided with the iPad has sufficient padding to protect the iPad for normal treatment and it provides a suitable means for carrying the device. Students are expected to carry the iPad within its protective case and they are expected to avoid placing too much pressure and/or weight (such as folders, workbooks, textbooks, etc.) on the iPad screen.

2.3 Screen Care

The iPad screen is particularly sensitive to damage from excessive pressure on the screen and/or excessive heat and cold temperatures. Also, if subjected to rough treatment, the screen can be damaged. The screen should be cleaned with a soft, dry cloth or anti-static cloth. No cleaners of any type should be used. The following tips should be followed:

- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

3. Using an iPad

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

3.1 iPads Left at Home

If the student leaves the assigned iPad at home, the student is responsible for completing all course work as if the iPad were present. Loaner iPads will not be available to students who forgot to bring their iPad to school or failed to charge their iPad. If leaving the iPad at home is a frequent occurrence, the student may be subject to disciplinary action.

3.2 iPads Undergoing Repair

Loaner iPads may be issued to students when their assigned iPads have been sent for repair (Appendix 6.2). A limited number of “loaner” iPads are available and are not guaranteed.

3.3 Charging an iPad's Battery

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads at home each evening. Warning: It may take up to five (5) hours to fully charge the iPad.

When charging at home on a computer, the iTunes preferences MUST NOT be set for automatic syncing.

3.4 iPad and E-mail Passwords

iPad and e-mail accounts will be password protected. The Trenton R-IX technology department controls all student password management including the assignment and distribution of student passwords. During orientation, each student will be assigned a password for the iPad and e-mail access. All student passwords will be kept on record with the Trenton R-IX technology department and may not be changed without administrative permission. Students are prohibited from sharing their unique passwords with anyone else except their parents. Students who abuse this protective measure will lose the privilege of the iPad and e-mail account.

3.5 Camera and Photos

The iPad comes equipped with both camera and video capabilities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual/group and notifying the individual/ group of the intended use of the image or video. iPad cameras may NEVER be used in a locker room or restrooms.

3.6 Sound, Music, Games, or Programs

Media is to be used to enhance educational video productions and/or class projects. The iPad cannot be synced to any other iTunes account except the account provided by Trenton R-IX.

3.7 Printing

Printing may or may not be available with the iPad. Students will be given information and instructions on printing from the iPad at school when it becomes available.

3.8 Home Internet Access

Trenton R-IX provides internet filtering on the district's internal network. These filters do not apply in any other location. Parents/guardians, please take the necessary precautions for internet safety with your student.

Students are allowed to set up wireless networks on their iPads. This will assist them with iPad use while at home. Printing at home will require an appropriately configured printer, proper settings on the iPad and the correct app.

3.9 Behaviors and Discipline

Many behavior violations concerning technology can be directly related to an equivalent “traditional” violation and disciplined as such. The chart below identifies some common equivalencies.

<u><i>Technology Violation</i></u>	<u><i>Equivalent "Traditional" Violation</i></u>
Failure to bring iPad to school	Coming to class unprepared
Missing cover	Not having required supplies
Emailing, texting, face timing, surfing, etc.	Passing notes, playing games, reading magazines, etc.
Using someone else's account	Breaking into some one's locker
Accessing inappropriate material	Bringing inappropriate material to school
Cyber bullying	Bullying/Harassing
Using inappropriate language in text	Using inappropriate language in speech
Sending/forwarding assignment for others to use - cheating, plagiarism	Giving a paper to someone to copy - cheating, plagiarism

4. Managing Files and Saving Work

4.1 Saving Work

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.

It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work; therefore, students should save and back up all work often.

Storage space will be available on the iPad—BUT will NOT be backed up in case of re-imaging. Students are required to have the iCloud back-up activated on their respective device.

4.2 Network connectivity

Trenton R-IX makes no guarantee that the school wireless network will be up and running 100% of the time.

5. iPad Apps

5.1 Originally Installed Apps

Trenton R-IX will synchronize all iPads to contain the necessary apps for school work. The software/apps originally installed by the Trenton R-IX technology staff must remain on the iPad in usable condition and be accessible at all times. From time-to-time the Trenton R-IX technology staff will update, add, and/or modify software applications for use in a particular course.

5.2 Additional Apps

Students are allowed to load extra apps on their iPads insofar as they do not interfere with academic need. All Apps downloaded with the Trenton R-IX iTunes ID will be forfeited by the student user upon graduation or moving out of the district.

5.3 Procedure for Reloading Apps

If technical difficulties occur or illegal software/apps are discovered, the iPad will be restored to factory settings. Trenton R-IX does not accept responsibility for the loss of any software/apps or documents deleted due to a re-format or re-image.

5.4 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.

5.5 Inspection

Students may be selected at random to provide their iPad for inspection. Failure to submit an iPad for inspection results in immediate and appropriate disciplinary action which includes, but is not limited to, revocation of iPad student access to the iPad including all apps as well as the iPad itself.



iPad Damage Report

Contact Information

Student Parent/Guardian Staff Email _____

Student Staff Name _____ Homeroom: _____

Parent/Guardian Name _____ Phone: _____

iPad Information

Library Number: _____

iPad Serial Number _____

Student Passcode: _____

Student iTunes Password _____

Physical and or App Damage Report

Statement of Damage

Screen Freezes Other

Apps Freezes Other

Access

Will not charge/slow to charge

Loses WiFi connection after sleep

E-Mail or Calendar does not sync

Exporting documents

Stolen Reported to Police

Report Date _____ Yes No

Request for an iPad Loaner Yes No

Student Staff Signature _____ Date: _____

Parent/Guardian Signature _____ Date: _____



Student Pledge for iPad Care, Use, and Responsibility

As a student at Trenton R-IX I pledge to establish a reputable electronic footprint. I pledge to use my iPad appropriately in ways that meet the Trenton R-IX Acceptable Use Policies and iPad Handbook for educational purposes. I pledge to practice habits that support the development of good digital citizenship. Therefore, I will adhere to and follow the guidelines outlined in the iPad Acceptable Care, Use, and Responsibilities Procedure and the Trenton R-IX Student Handbooks at all times. These guidelines include, but are not limited to, the following:

- I accept full responsibility for the care, use, and protection of my iPad at all times.
 - I will be the only user of my iPad.
 - I will bring my iPad to school daily and it will be fully charged.
 - I will protect all my iPad passwords and will not loan them to anyone else except my parents and/or my teachers.
 - I will practice appropriate digital citizenship when using my iPad.
 - I will not change the appearance or permanently alter my iPad.
 - I will keep food, beverages, and other products that may damage my iPad away from my iPad.
 - I will use appropriate antistatic cloth only to clean the screen of my iPad.
 - I will supervise the location of my iPad unless it is in a secure location.
 - I will store my iPad appropriately when not in use to avoid damage.
 - I will use the provided case to support the protection of my iPad.
 - I will report loss, theft, damage, misuse, abuse and/or malfunction(s) immediately; and, I will follow the necessary procedures for filing appropriate reports with the appropriate legal authorities and/or school administrators.
 - The iPad Maintenance Fee is a \$25.00 one time, per school year fee that will cover any loss, theft, or accidental damage to your iPad during the academic school year.
 - I understand and agree that the district will make determinations whether or not a claim is necessary.
 - I understand and agree that the district will make determinations of negligence.

I understand the iPad assigned to me is the property of Trenton R-IX School District; therefore, Trenton R-IX staff and administration may inspect the physical iPad and/or its accessories as well as any applications or documents on the iPad at any time.

I will return the iPad and all the accessories in reasonable condition for the time it was used at the end of the school year or upon my termination as a Trenton R-IX student, whichever occurs first, at the designated place and designated time.

I agree to abide by the statements of **the Student Pledge for iPad Care, Use, and Responsibility, iPad Handbook** and the **Trenton R-IX Acceptable Use Policy**.

Print Student Name

Student Signature

Date

Print Parent Name

Parent Signature

Date



Parents' Guide to Student Use

Trenton R-IX 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're 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 administration 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 Trenton R-IX iPad care and use policies.** By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.



Apple ID Under 13

Under the Children's Online Privacy and Protection Act (COPPA), Apple must obtain verifiable parental consent to their Privacy Policy and Parent Disclosure and Consent Notice before an Apple ID can be created for your under 13 student. These documents can be found on Apple's website.

Apple IDs for students under 13 have the following features:

- Account settings, such as email address and date of birth, cannot be changed.
- No credit card is attached to the account at setup.
- Limit Ad Tracking is turned on for the account to ensure the student does not receive targeted advertising from Apple.
- Students can't opt-in to receive marketing materials.
- A parent or guardian can be notified of any significant changes to the terms of the account

I authorize the Trenton R-IX School District to create an Apple ID for my student.

Student Name _____ Homeroom: _____

Student Email _____

Parent Name _____ Phone: _____

Parent Signature _____ Date: _____