



# Richmond Community Schools' Student Usage Guide for Apple iPads

## 1.0 GENERAL INFORMATION

The procedures and information within this document apply to all student Apple iPads used in the Richmond Community School Corporation (RCS), including any other device considered by the Administration to come under this policy.

Teachers may set additional reasonable requirements for use in their classroom. In addition, teachers may, at their discretion, decide to allow or disallow iPad usage in their classrooms.

### 1.1 Receiving your iPad

iPads will be distributed during iPad orientations during class-time, or during a Parent/Student orientation meeting. Parents and students must sign and return the Technology Responsible Usage Policy (RUP), iPad Acceptable Use/Student Pledge (SP), and Richmond Community Schools' iPad Damage, Repair, & Replacement Agreement (DRRA) **before** the iPad can be issued to their student.

### 1.2 Returning your iPad

iPads and school issued accessories will be returned back to RCS during the final week of school. If a student transfers out of RCS during the school year, the iPad must be returned at that time to the front office. Students who withdraw, are suspended or expelled, or terminate enrollment at RCS for any other reason must return their individual school iPad with accessories on the date of termination. Parents/guardians will be charged the full cost of the iPad if it is not returned upon withdrawal from school.

Furthermore, the student will be responsible for any damage to the iPad, consistent with *RCS's iPad Damage, Repair, & Replacement Agreement* and Board Policy, and must return the device and accessories to the front office in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

## 2.0 CARE OF THE IPAD

The iPad is school property and all users will follow this usage guide and the RCS Acceptable Use Agreement for this technology. Students are responsible for the general care of the iPad

they have been issued by the school. iPads that are broken or fail to work properly must be taken as soon as possible to an RCS representative for an evaluation of the equipment.

## **2.1 General Precautions**

Only use a clean, soft, **dry** cloth to clean the screen. Do not use 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 the property of RCS.

iPads are not to be removed from the iPad protective case in which it was deployed to the student.

iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.

Students are responsible for keeping their iPad's battery charged for school each day.

Cameras/video tools should only be used appropriately with teacher permission.

Protect iPads from exposure to any liquid (rain, drinks, cleansers, etc.)

## **2.2 iPad Care**

It is required that the iPad be in the school issued protective case and shall not be removed by the student.

Do not lean on the top of the iPad.

Do not place anything near the iPad that could put pressure on the screen.

When carrying the iPad in a carrying case or backpack, do not place anything in the carrying case or backpack that will press against the iPad.

Clean the screen with a soft, dry cloth or anti-static cloth.

Do not "bump" the iPad against lockers, walls, car doors, floors, etc.

## **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 iPad present. Extra iPads are not available from Richmond Community Schools to use in the event that you do not bring your iPad to school.

### **3.2 iPad Undergoing Repair**

If available, loaner iPads may be issued from the RCS Technology Department to students when their iPads are being repaired. All repairs must be made through the RCS Technology Department. There may be a delay in getting an iPad should the school not have enough to loan.

### **3.3 Screen Savers/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, drugs, tobacco, and gang-related symbols or pictures and will result in disciplinary actions.

### **3.4 Sound, Music, Apps, Games, or Programs**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Free or student purchased music, Apps, 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. Inappropriate media (music, Apps, games, photos, etc.) includes but is not limited to the presence of guns, weapons, violence, pornographic materials, inappropriate language, alcohol, drugs, tobacco, and gang-related symbols or pictures and will result in disciplinary actions. Data Storage will be through apps on the iPad and email to a server location. Personal media may be deleted by school representatives if it utilizes too much storage. Personal Apps may be removed from the device during summer maintenance. However, if those Apps are maintained in the student's iTunes account, they can be reloaded on the same or different device in the fall.

Students must create and maintain an iTunes account to be used on the RCS iPad. Per Apple, Inc. rules, students under the age of 13 must get permission from their parents or guardians to create iTunes accounts.

Students are solely responsible for knowing their iTunes account username and password. During iPad orientations, training will be provided by the RCS Technology Department in setting up iTunes accounts.

### **3.5 Home Internet Access**

Students are allowed to set up wireless networks on their iPads. Printing at home would require a specific make/model printer at this time, proper settings on the iPad, and the correct app.

### **3.6 Individual Student Passwords**

RCS will require every student to utilize his/her school issued password in order to secure the content of the iPad.

## **4.0 MANAGING YOUR FILES & SAVING YOUR WORK**

### **4.1 Saving to the iPad/Home Directory**

Students may save work directly on the iPad. It is recommended students have a method of backing up their information personally or on an online resource such as Microsoft SkyDrive or Dropbox service. Storage space will be available on the iPad—BUT it will NOT be backed up in case of re-imaging. 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. RCS 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 Originally Installed Software**

The software/Apps originally installed by RCS 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, acceptable use agreement, and all applicable laws.

### **5.2 Additional Software**

RCS will regularly update the iPads so that they contain the necessary apps. Students may add apps to their assigned iPad if they so choose. All items contained on the iPad must be school appropriate and follow all school guidelines whether personal or not. Students must remember the iPad is property of RCS. Personal Apps may be removed from the device during summer maintenance. However, if those Apps are maintained in the student's iTunes account, they can be reloaded on the same or different device in the fall.

### **5.3 Inspection**

Students may be selected at random to provide their iPad for inspection.

## **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**

Talk to your student about values and the standards that your student should follow on the use of the Internet just as you would on the use of all media information sources such as television, telephones, movies, and radio.

### **6.3 School Responsibilities**

Provide Internet and e-mail access to its students.

Provide Internet blocking of inappropriate materials as able.

Provide online data storage services. These will be treated similarly to school lockers. RCS reserves the right to review, monitor, and restrict information stored on or transmitted via RCS-owned equipment and to investigate inappropriate use of resources.

Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use agreement.

#### **6.4 Students Responsibilities:**

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 RCS Acceptable Use Agreement.

Using all technology resources in an appropriate manner so as to not damage school equipment. 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 RCS’s designated Internet System is at your own risk. RCS specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Helping RCS protect our computer system/device by contacting a teacher or administrator about any security problems they may encounter.

Monitoring activity on their account(s).

If a student should receive e-mail or other electronic message containing inappropriate or abusive language or if the subject matter is questionable, he/she should show their teacher or administrator.

Students will return their iPad to the school corporation at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at RCS for any other reason must immediately return their school iPad on the date of termination.

#### **6.5. Student Activities Strictly Prohibited**

Illegal installation or transmission of copyrighted materials.

Any action that violates existing School 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.

Use of messaging services and chat rooms (i.e.: MSN Messenger, ICQ, etc.) without prior staff permission.

Use of Internet/computer games against corporation policy.

Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc.).

Downloading inappropriate Apps.

Jailbreaking (downloading Apps, movies, music, etc. from any site other than iTunes or Apple’s App Store).

Spamming or sending mass or inappropriate e-mails.

Gaining access to other student's accounts, files, and/or data.

Use of the school's Internet/e-mail accounts for financial or commercial gain or for any illegal activity.

Use of 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 RCS web filter through a web proxy.

Other activities deemed inappropriate by RCS.

## **6.6 iPad Care**

***iPad batteries must be charged and ready for school each day.***

Students will be held responsible for maintaining their individual iPads and keeping them in good working order.

Only labels or stickers approved by the RCS Technology Coordinator may be applied to the device.

iPads that malfunction or are damaged must be reported to the principal's office. The school corporation will be responsible for repairing iPads that malfunction. iPads that have been damaged from student misuse, neglect, or are accidentally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally.

iPad damage: Students are responsible for any and all damage.

iPads that are stolen must be reported immediately to the principal's office, upon which a police report will be filed.

## **6.7 Legal Propriety**

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher, administrator, or parent.

Use or possession of hacking software is strictly prohibited and violators will be subject to RCS Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the school district.

## **6.8 Student Discipline**

The discipline procedure in the RCS Student Handbook addresses serious and major offenses such as stealing and destruction of school or personal property; cell phone user policy;

possession of improper images on any electronic device; or any other violation of the school discipline policy will apply to the iPad device. Depending on the severity of the offense, students may lose iPad and/or network privileges as well as possible detention, suspension, or expulsion.

## **7.0 PROTECTING & STORING YOUR IPAD**

When students are not using their iPads, they should be stored in their locked lockers. Nothing should be placed on top of the iPad, when stored in the locker. Students must take their iPads home every day to be charged. 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 their teacher.

## **8.0 LOSS OR DAMAGE**

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.

### **Richmond Community Schools Student Pledge For iPad Use:**

I will take good care of my assigned iPad.

I will never leave my iPad unattended.

I will never loan out my iPad to other individuals.

I will know where my iPad is at all times.

I will charge my iPad's battery nightly.

I will keep food and beverages away from my iPad.

I will not disassemble any part of my iPad or attempt any repairs.

I will protect my iPad from damage with my school-issued protective case. I may also purchase a backpack or other protective gear to further protect my iPad.

I will use my iPad in ways that are appropriate and meet RCS expectations.

I will not place decorations (such as stickers, markers, etc.) on the iPad.

I will not deface the serial number iPad sticker on any iPad.

I understand that my iPad is subject to inspection at any time without notice and remains the property of RCS.

I will follow the policies outlined in the Student iPad Usage Guide while at school, as well as outside the school day.

I will file a police report in case of theft, vandalism, and other acts covered by insurance.

I will be responsible for all damage or loss caused by neglect or abuse.

I agree to return the corporation iPad, power cords, and protective case in good working condition.



## Richmond Community Schools' Student Usage Guide for Apple iPads

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

Student Grade: \_\_\_\_\_

School Attending \_\_\_\_\_

Student Name (Printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Name (Printed): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Serial Number of Assigned iPad \_\_\_\_\_