



NORTHEASTERN WAYNE SCHOOLS STUDENT IPAD USAGE GUIDE

1.0 GENERAL INFORMATION

The policies, procedures, and information within this document apply to all student iPads used at the Northeastern Wayne School Corporation, 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

iPads will be distributed during the first few weeks of school. Parents and students must sign and return the Technology Acceptable Usage Agreement and iPad Acceptable Use/Student Pledge before the iPad can be issued to their child.

1.2 Returning your iPad

iPads with Apple accessories will be returned back to the Northeastern Wayne School Corporation during final week of school. If a student transfers out of the Northeastern Wayne School Corporation during the school year, the iPad will be returned at that time. Students who withdraw, are suspended or expelled, or terminate enrollment at Northeastern Wayne School Corporation for any other reason must return their individual school iPad with accessories on the date of termination.

Furthermore, the student will be responsible for any damage to the iPad and must return the computer and accessories to the Media Center in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

1.3 Student Owned Devices

All students will be assigned a school owned iPad. The student and his/her parent/guardian are responsible for any textbook fees associated with the school owned iPad. If a student brings their own device, mobile or computer, to school they must have administrative approval to connect to the school network. Once a student owned device is connected to the school network, the student and parent/guardian must understand that the device will be regulated by the same rules and requirements as if it was a school owned device. This includes, but is not limited to, the acceptable usage agreement, iPad agreement, student handbook, and all appropriate laws and regulations.

All students will be assigned a school owned iPad. The student and his/her parent/guardian are responsible for any fees associated with the school owned iPad. Other personally owned devices (including, but not limited to personal iPad, laptop computer, smart phone, etc.) are not permitted.

Under limited circumstances students may be permitted to use a personal laptop computer for Advanced Placement (AP) and dual credit courses. Limited permission to use such devices must be requested by the teacher of the student's Advanced Placement (AP) or dual credit course, with ultimate approval remaining with the building administration. Once permission is granted, and the device is connected to the corporation network, it will be regulated by the same rules and regulations as if it was a school owned device. This includes, but is not limited to, the Acceptable Usage Agreement, iPad Agreement, student handbook, and all applicable laws and regulations.

2.0 CARE OF THE IPAD

The iPad is school property and all users will follow this policy and the Northeastern Wayne School Corporation acceptable use policy 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 the Northeastern Middle/High School Library/Media Center for an evaluation of the equipment.

The following fees are associated with iPad damage or lost parts:

1st time - \$100.00

2nd time - \$125.00 or replacing the iPad

Intentional or extreme damage - Full replacement cost of the device

Extreme damage may result in the student being charged for the replacement cost of the device even on a 1st time damage.

Missing parts:

Cord - \$19.00

Adapter/Charger - \$19.00

2.1 General Precautions

- Only use a clean, soft 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 the property of the Northeastern Wayne School Corporation. If students use “skins” or cases to personalize their iPads they must not take off any Corporation labels.
- 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.

2.2 iPads Care

- It is required that the iPad be in a protective case.
- 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 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.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
- Do not expose to extreme heat or cold.

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.

3.2 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, drug, gang related symbols or pictures and will result in disciplinary actions. Passwords are not to be used.

3.3 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. Data Storage will be through apps on the iPad and email to a server location.

3.4 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. Home wireless Internet access is not required by Northeastern Wayne School Corporation; while helpful, educational activities can be completed without home access.

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. 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. Northeastern Wayne 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 Originally Installed Software

The software/Apps originally installed by Northeastern Wayne 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, acceptable usage policy, and all applicable laws.

5.2 Additional Software

Northeastern Wayne School Corporation will provide access to synchronize 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 Northeastern Wayne School Corporation.

5.3 Inspection

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

6.0 ACCEPTABLE 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. Should you want your student to opt out of having an iPad, you will need to sign a form indicating this and understand that your student is still responsible for meeting all course requirements using traditional means.

6.3 School Responsibilities

- Provide Internet and Email access to its students.
- Provide Internet Blocking of inappropriate materials as able.
- Provide network data storage areas. These will be treated similar to school lockers. Northeastern Wayne School Corporation reserves the right to review, monitor, and restrict information stored on or transmitted via Northeastern Wayne School Corporation 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 policy.

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 Northeastern Wayne School Corporation Acceptable Use Policy.
- 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 Northeastern Wayne School Corporation’s designated Internet System is at your own risk. Northeastern Wayne School Corporation specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping Northeastern Wayne School Corporation protect our computer system/device by 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 is asked to print a copy and turn it in to the office.

- Returning 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 Northeastern Wayne School Corporation for any other reason must return their individual school iPad computer on the date of termination.

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 (i.e.: MSN Messenger, ICQ, etc.) without prior staff permission
- Internet/Computer Games against corporation policy
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc.)
- Sharing passwords or gaining unauthorized access to another person's password
- Installing an unauthorized passcode and/or password to any part of the iPad without administrative approval
- Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member.
- Students will not be permitted to bring **personal** iPads or other similar electronic devices (such as laptops, iPods, etc.) to school, nor are they allowed to use these personal devices in school, without the prior approval of Northeastern administration.
- Sharing apps and programs which were specifically purchased for only one person
- Spamming-Sending mass or inappropriate emails
- Gaining access to other 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/email accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger
- 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 Northeastern Wayne Schools web filter through a web proxy
- Un-enrolling or refusing to enroll in the corporation approved mobile device management system
- Other activities deemed inappropriate by Northeastern Wayne School Corporation.

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 Northeastern Wayne School Corporation may be applied to the computer.
- Students have been given the opportunity to individually purchase a case which best suits their needs.
- iPads that malfunction or are damaged must be reported to the Media Center. 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 school.

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 or parent.
- Use or possession of hacking software is strictly prohibited and violators will be subject to Northeastern Wayne School Corporation Student/Parent Handbook. Violation of applicable state or federal law will result in criminal

prosecution or disciplinary action by the District.

6.8 Student Discipline

The discipline procedure in the Northeastern 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 seriousness of the offense students may lose iPad and/or network privileges as well as being held for detention, suspension or even in extreme cases expulsion.

7.0 PROTECTING & STORING YOUR IPAD COMPUTER

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 are encouraged to take their iPads home every day 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 in the Library/Media Center.

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.



Northeastern Wayne Schools Student Pledge For iPad Use

- I will bring my iPad to each class daily.
- 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 battery daily.
- 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 (a case is required).
- I will use my iPad in ways that are appropriate, meet Northeastern Wayne Schools expectations and are educational.
- 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 Northeastern Wayne School Corporation.
- 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 and power cords in good working condition.

I understand and agree to follow the guidelines included in the Student iPad Usage Guide. The student will use the iPad at school and the student and his/her parent/guardian is responsible for all fees.

Student Grade: _____

Student Name (Printed): _____

Student Signature: _____

Date: _____

Parent Name (Printed): _____

Parent Signature: _____

Date: _____

_____ I want to opt out of my student taking the iPad home.

Opt Out Signature: _____



NORTHEASTERN WAYNE SCHOOL CORPORATION TECHNOLOGY ACCEPTABLE USAGE POLICY

Policy Approved on 13 August 2014

The computer system is the property of the corporation, and all computer software and hardware belong to it. Therefore, the district retains the right to monitor all access to and use of the Internet, e-mail, computers, and network. The system is designed to keep a record of all activity on and off the Internet, and this information is also corporation property. It is important for all users to understand that no use of the Internet or e-mail can ever be guaranteed private.

The corporation may modify these rules and guidelines at any time by publishing modified rules on the system. The signatures on the AUP at the end of this document are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by established rules.

Children's Internet Protection Act (CIPA)

Northeastern Wayne School Corporation is in compliance with the Children's Internet Protection Act (CIPA) and has installed technology protection measures for all computers in the school corporation.

User Account Passwords

All users, staff and students, are given an account upon their entry into the district. Any person to whom an account is given is the *only* person to use that account. Each user is responsible for the security of the system. Passwords should not be shared. If a user shares a password with another, that user is as responsible for any ensuing action as the person actually performing the action, and will be held accountable.

Internet Access

The Internet can contain information that may be judged as inaccurate, abusive, profane, sexually oriented or illegal. Northeastern Wayne School Corporation does not condone or permit the use of this material. The use of technology within the school setting is a privilege, not a right and it is a joint responsibility of school personnel and the parent or guardian of each student to educate the student about his or her responsibility when using the Internet.

Parents and guardians must be aware that while at school, direct supervision by school personnel of each student using the computers is not always possible. Thus, students are expected to use the resources in a manner consistent with this contract and will be held responsible for their use. Additionally, parents should discuss with their children their own expectations for their child's Internet use.

Internet Safety

In order to ensure the safety and security of students when using electronic email, chat rooms, or any other means of electronic communications, Northeastern Wayne Schools will monitor the use by students such communications when using school-provided electronic equipment or when using other electronic equipment enabled by school-provided software, network, or wireless communication.

Electronic Mail (Email)

Students will be assigned an e-mail addresses by the corporation. Students will also have access to any web-based email accounts that are theirs. All email must follow the rules of appropriate use. Please see Rules for Communicating with Others Via Email for more information.

Activities that Are Not Permitted:

- searching, viewing, sending or retrieving materials that are not related to school work, community service, employment or college information (hence, searching or viewing sexually explicit, profane, promotion of violence or hate, or illegal materials is not permitted);
- plagiarism, copying, saving or redistributing copyrighted material (users should assume that all material is

copyrighted unless explicitly noted); Source, author, website source and date accessed, etc. must be present on any printed copy or inclusion in any paper, on the same basis as using quotes from a text book or periodical;

- subscription to any services;
- any use of district computers for financial gain;
- sharing of the user's or another's home address, phone number or other personal information;
- playing games or using other interactive sites such as chats, unless specifically assigned by a teacher;
- unauthorized access, including "hacking", and any activity that violates a school rule or a local, state or federal law;
- offenses such as threats, theft, and violation of another person's rights will result in prosecution to the full extent of the law;
- forging electronic mail messages or using an account owned by others;
- gaining or attempting to gain unauthorized access to the files of others, or vandalizing the data of another user;
- invading the privacy of others;
- posting anonymous messages.

If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

Student Rights

Students' right to free speech applies to communication on the Internet. Northeastern Wayne School Corporation's electronic network is considered a limited forum, similar to the school newspaper, and therefore the district may restrict a student's speech for valid educational reasons.

An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

Due Process

The district will cooperate with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network.

In the event there is an allegation that a student has violated the district acceptable use policy, the student will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before an administrator.

Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.

If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

Limitation of Liability

The corporation makes no guarantee that the functions or the services provided by or through the district network will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service. The corporation is not responsible for the accuracy or quality of the information obtained through or stored on the network. The corporation will not be responsible for financial obligations arising through the unauthorized use of the network.



NORTHEASTERN WAYNE SCHOOL CORPORATION TECHNOLOGY ACCEPTABLE USAGE AGREEMENT

Student's Name (please print): _____

Student Signature _____

Present Grade: _____

Directions: After reading the Acceptable Use Policy for school technology please read and fill out and completely and sign. Parents and guardians, you must sign below. Students, please return the contract to the teacher who gave it to you.

STUDENT:

By signing below I certify that:

I have read the Acceptable Use Policy for School Technology, and I understand its significance.

I have discussed the rules for technology use with my parent(s) or guardian(s).

I understand that school technology is available to me as a tool to support my education and is afforded to me as a privilege.

I understand and agree to abide by the rules stated in the Acceptable Use Policy.

I know that if I violate this contract policy, disciplinary actions including but not limited to the following, may be taken against me:

1. Use of networks/computers/technology only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of technology privileges;
5. Revocation of technology privileges;
6. Suspension and/or expulsion from school;
7. Legal action and prosecution by the authorities.

PARENT OR GUARDIAN:

By signing below I certify that:

I have read the Acceptable Use Policy for School Technology and I understand its significance.

I have discussed the rules for technology use with my child.

I understand that access to technology is designed for educational purposes and it is the student's obligation to use the resources in a responsible manner.

I recognize it is impossible for the school district to totally restrict access to controversial materials and I will not hold them responsible for materials my child may acquire on the network.

I accept full responsibility for supervision of my child's technology use outside of school.

I hereby give my permission for my child to use school technology and certify that the information contained on this form is correct.

Parent or Guardian Name (please print): _____

Parent or Guardian Signature _____

Date: _____

****MUST BE SIGNED AND RETURNED BEFORE NETWORK USAGE WILL BE PERMITTED****