



# WINCHESTER COMMUNITY HIGH SCHOOL STUDENT iPad USAGE GUIDELINES

*Adopted - 2013*



## 1.0 GENERAL INFORMATION

The policies, procedures and information within this document apply to all student iPads used at the Randolph Central 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 “Parent/Student iPad Orientation” on August 1, 5, and 6. Parents & students must sign and return the Technology Acceptable Usage Agreement, iPad Student Pledge, and iPad Protection Plan documents before the iPad can be issued to their child.

### 1.2 Returning your iPad

iPads with accessories will be returned back to the School Corporation during the final week of school each school year. If a student transfers out of the Randolph Central School Corporation during the school year, the iPad will be returned at that time. Students who withdraw, are suspended (except can be taken to Suspension School if needed), are expelled, or terminate enrollment at Randolph Central School Corporation for any other reason must return their individual school iPad with accessories on the date of suspension, expulsion, or termination.

Furthermore, the student will be responsible for any damage to the iPad, consistent with the Corporation’s iPad Protection Plan 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.

## 2.0 CARE OF THE IPAD

The iPad is school property, and all students will follow this policy and the Randolph Central School Corporation acceptable use policy 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 Media Center. The school corporation will be responsible for repairing iPads that malfunction. iPads that have been damaged from student misuse, or neglect 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. iPads that are stolen must be reported immediately to the school. (Must have the find me feature for their iCloud enabled)

### 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 affixed by the Randolph Central School Corporation.
- iPads must never be left in locker, unlocked car or any unsupervised area.
- **iPads should never be left in an extremely cold or hot environment.**

### 2.2 iPads Care

- iPads must be in an approved protective case or in the case provided by Randolph Central
- 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.

- Do not “bump” the iPad against lockers, walls, car doors, etc, or drop on the floor.
- Students will be held 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**

Loaner iPads will be issued to students when they leave their iPads for repair in the Media Center. 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, drug, gang related symbols or pictures and will result in disciplinary actions. Any attempt to change preset passwords will result in disciplinary action.

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

#### **3.6 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 Randolph Central School Corporation. All student devices will have off site filtering installed and cannot be bypassed intentionally, or the user will subject to disciplinary action.

### **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 (RCSC will require each student to have created an iCloud and iTunes account.) 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. Randolph Central 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 Randolph Central 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**

Randolph Central School Corporation will provide access to synchronize the iPads so that they contain the necessary apps. 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 the property of Randolph Central School Corporation.

## **5.3 Inspection**

Students **must** provide their iPad for inspection at any time as requested by a teacher, administrator or Tech Staff.

## **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. Parents should also talk to their students about the use and costs involved in an iTunes account and the monetary restrictions they expect of them.

### **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. Randolph Central School Corporation reserves the right to review, monitor, and restrict information stored on or transmitted via Randolph Central 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 acceptable use policy.

### **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 Randolph Central 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 Randolph Central School Corporation's designated Internet System is at
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your own risk. Randolph Central School Corporation specifically denies any responsibility for the accuracy or quality of information obtained through its services.

- Helping Randolph Central 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 into 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 Randolph Central 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, iMessage, Facetime, 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)
- 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 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 Randolph Central School Corporation's 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 Randolph Central School Corporation.

#### **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 Randolph Central School Corporation's 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 Winchester Community High School 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 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 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.



## WCCHS Student Pledge For iPad Use



- I will take good care of my assigned iPad in an effort to prevent damage.
- 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 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 keep my iPad in the original or school approved case at all times.
- I will use my iPad in ways that are appropriate, meet Randolph Central 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 Randolph Central 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.

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: \_\_\_\_\_

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