



Skokie School District 68
2016-2017

TLi68

Transforming Learning through Technology

Student/Parent iPad Handbook Policies, Procedures, and Information

As of:
May 2016

Introduction

Transforming teaching and learning is the focus of TLi68, the 1:1 technology initiative at Skokie School District 68. Integrating technology into the learning experience by providing 1:1 devices will allow students and teachers the opportunity to teach and learn in ways that prepare students for a successful future as 21st century citizens. Increasing access to technology is essential for that future, and one of the learning tools of these 21st century students is the iPad. iPads are the instructional tool that have been chosen to provide teachers and students access to information, creativity, collaboration, and functionality both within and outside of the classroom. Specifically, TLi68 will:

- Support Instruction
- Engage Students
- Differentiate Learning
- Promote 21st Century Skills
- Develop the 4 C's
 - Creativity
 - Collaboration
 - Critical thinking
 - Communication
- Optimize Organizational Skills

All students in grades 3-8 will receive an iPad that will be used at school and at home. Students and parents must attend an iPad Parent Orientation before receiving an iPad, along with signing the District Parent/Student iPad Use Agreement.

1.0 General Information

The policies, procedures, and information within this document apply to all student iPads used by students enrolled in Skokie School District 68 (the District). Teachers may set additional requirements for use in their classroom.

1.1 Receiving the iPad

iPads will be distributed during the school parent nights or early iPad orientation dates. Parents and students must review the *TLi68 Student/Parent iPad Handbook* and the *Student and Parent Agreement for iPad Use* before the iPad can be issued to the student. Students will only use their district Apple ID, created through Apple's Students under 13 Apple ID program on the iPad.

1.2 Returning the iPad

iPads and accessories will be returned to the District during the final week of each school year as facilitated by the student's homeroom teacher. If a student transfers out of Skokie School District 68 during the school year, the iPad will be returned to the school office prior to the student's transfer. Students who withdraw, are expelled, take an extended vacation (over 10 days) or terminate enrollment at Skokie School District 68 for any other reason must return their District-issued iPad with accessories on the date of termination to the school office.

1.3 Failure to Return iPad

If a student fails to return the iPad and/or its accessories at the end of the school year or upon termination of enrollment at Skokie School District 68, that student/parents will be subject to criminal prosecution or civil liability. Failure to return the iPad at the end of the school year or upon termination of enrollment is not covered under the District Protection Plan and will result in a theft report being filed with the Skokie Police Department. Damaged, lost or stolen accessories, such as carrying cases, chargers and cables, are the sole responsibility of the parent/guardian. If an accessory is damaged, lost or stolen, the parent/guardian will be responsible for the full replacement cost of that District-provided accessory, unless the District otherwise excuses such payment.

2.0 Care of the iPad

The iPad is school property and all users will follow this handbook and the Skokie School District 68 Acceptable Use Policy for this technology. Students are responsible for the general care of the iPad they have been issued by the District. Students should inform their teacher if their iPad is broken or fails to work properly so that the teacher may contact the Technology department for an evaluation of the equipment.

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 District.
- iPads should never be dropped, tossed, or stepped on.
- Do not lean on the top of the iPad or on the screen.
- Do not place anything near the iPad that could put pressure on the screen.
- iPads should not be left in places of extreme temperatures or limited ventilation (e.g., in a car).
- 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 Carrying iPads

The protective cases provided with the iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device to and from and within the school. The guidelines below should be followed:

- District iPads should always remain in the protective case.
- District iPads should never be transported, stored, or used in the same location as water bottles or other liquids.
- When students are not using their District iPads, the District iPads should be stored in a safe location.
- When traveling on district provided transportation or waiting for district provided transportation, all iPads shall remain closed and inside a student backpack.

2.3 District-related Apple ID

Apple provides educational institutions with the ability to take part in the Apple ID for Students program. This program provides a way for the District to request Apple IDs for our students under the age of 13 and involve parents directly in the process, in compliance with the law. We encourage you to visit Apple's Education site, where you can download the entire Parent Guide and read other information about the program: www.apple.com/education/it/appleid/ .

Working with the school district and Apple Inc, parents will be able to verify a Skokie 68 Apple ID for each student. The Apple ID for Students Program utilizes a student's first name, last name, and date-of-birth to initiate the process with parents for creating Apple IDs (student district email account – first initial_lastname@students.skokie68.org) for students under the age of 13. This significantly improves the user experience of students involved in our one-to-one iPad deployment program.

The district will work with parents and students over the age of 13 to develop accounts with the same configuration as the under 13 setup.

As the individual responsible for his/her district-issued iPad, the student will not add any personal Apple ID's to the device or delete the Apple ID utilized to support the work/applications supported by the District.

3.0 Using the iPad at School

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

3.1 iPad Undergoing Repair

Loaner iPads may be issued to students when they leave their iPads for repair in the Technology department. There may be a delay in checking out a loaner iPad depending on the amount of iPads being repaired.

3.2 Charging your iPad's Battery

iPads must be brought to school each day in a fully charged condition. Students need to charge the iPads every evening. Chargers should be left at home and not come to school.

3.3 Wallpaper/Background photos

Inappropriate media may not be used as a wallpaper or background photo. Inappropriate media includes, but is not limited to the following: the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures. If inappropriate media is used, it will result in disciplinary actions. A password to lock the screen is not to be used.

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 will not be downloaded to the iPad. Educational Game apps may be used in the classroom under the direction of the teacher. Students may not play web-based games on the iPad during the school day unless given permission by their teacher.

3.5 Printing

Printing is available with the iPad on a very limited basis at school. Printing at home would require a specific make/model printer at this time, proper settings on the iPad, capable iPad apps, and/or certain applications on the home computer.

3.6 Home Internet Access

Students are allowed to set up home wireless networks on their iPads. It is the responsibility of the parents to monitor and manage student Internet activity while at home. It is the choice of the parents/guardians to limit or restrict iPad or Internet use at home.

4.0 Managing Your Files and Saving Your Work

4.1 Saving Student work

Students may save work directly on the iPad. It is recommended that students also save/back- up documents and files to their Google Apps for Education account or their iCloud storage. Please note: Storage space will be available on the iPad, but it is LIMITED and it will NOT be backed up in case of re-imaging or device malfunction. 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 handing in school work.

5.0 Software on iPads

5.1 Originally Installed Software/Apps

Apps will be available via the Self-Service App on the student iPad. Students will be directed by teachers as to which apps to install and use in the classroom. Periodic checks of iPads may be made to ensure that students have not removed required apps or added apps that are not authorized by the school.

5.2 Additional Software

Students are not allowed to load extra software apps on their iPads. The District will facilitate the distribution of apps required on the iPads. Students are not allowed to sync iPads to personal Apple ID's.

5.4 Procedure for Re-loading Software

If technical difficulties occur, illegal software has been installed, “jailbreaking”¹ has been attempted, or non-district-issued apps are discovered, the iPad will be restored to factory state. The District does not accept responsibility for the loss of any software or documents deleted due to a reset of the iPad. Violations will be addressed as outlined in this handbook.

5.5 Software Upgrades

Upgrade versions of licensed software/apps are available from time-to-time. Students will be required to update their iPads at home if they have wireless internet access.

6.0 Appropriate Use of the iPad

6.1 Statement of Responsibility

The use of Skokie School District 68’s technology equipment and network is a privilege, not a right. The privilege of using the technology resources provided by the District is not transferrable by a student to people or groups outside the district and terminates when a student is no longer enrolled in Skokie School District 68. This handbook is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of the iPad. If a person violates any of the Policies, Procedures, and Information named in this handbook, privileges may be terminated, access to the District’s technology resources may be denied, and the appropriate disciplinary action shall be applied as directed by building administrators

The act of jailbreaking an iPad voids any warranty and is in strict violation of Appropriate Use of the iPad and the guidelines in this handbook. iPad privileges will be terminated and appropriate disciplinary action shall be applied if a student/parent engages in such misconduct.

Student users should assume that none of their data is private or confidential. Any communication or data on the network or District device may be subject to review by network or school administration.

The user is responsible for what he/she says and does with the iPad and on the network.

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. The District will provide all District iPads with filtered Internet inside the school. The District is not responsible for monitoring a student’s Internet activity outside of school. The parent/guardian agrees to be solely responsible for supervising their child’s use of the District iPad, including Internet access, when their child is not at school.

6.3 School Responsibilities

- Provide Internet and Email (6th-8th grade) access to its students. Provide Internet and email filtering of inappropriate materials through our District filtering system. The District is not responsible for filtering inappropriate material or monitoring a student’s Internet activity outside of school. The District has acted in good faith and in a reasonable manner in selecting and implementing filtering software, blocking software, and other technology protection measures to prevent access to material which is obscene, pornographic, or, with respect to use of computers by minors, harmful to minors. Nevertheless, by using the Network, users acknowledge that such technology measures do not prevent access to all prohibited material, and may prevent access to non-prohibited material. The District assumes no responsibility for access gained or denied by the technology protection measures that have been implemented.
- Provide network data storage areas.
- Provide staff guidance to aid students in doing research and help monitor student compliance of the Access to Electronic Networks policy.

¹ “Jailbreaking” the iPad means installing software or programs that remove default restrictions imposed on the device by Apple and/or the District.

6.4 Student Responsibilities

- Use computers/devices in a responsible and ethical manner using good digital citizenship.
- Obey general school rules concerning behavior and communication that apply to the iPad as outlined in this document, the attached *Student and Parent Agreement for iPad Use*, as well as all technology resources and network use according to the District's *Acceptable Use Policy* and *Access to Electronic Networks Policy*.
- Use all technology resources in an appropriate manner so as not to damage school equipment.
- Monitor all activity on your account(s) and keep passwords private and uncompromised.
- Always put the iPad to sleep after use and keep the iPad in the case to protect your work and information.
- If you should receive email or other electronic message(s) containing inappropriate or abusive language or if the subject matter is questionable, share with a teacher or principal or show the teacher or principal your iPad.

7.0 Repairing or Replacing the iPad

The District recognizes that with the implementation of the iPad initiative there is a need to protect the investment by both the District and the student/parent. If the iPad should be in need of repair, the iPad must be brought to the student's teacher immediately so the District Technology Department can assess for damage or determination of malfunction. Students and their parents will be held responsible for ALL damage to the iPads including, but not limited to: cracked plastic pieces, damaged ports, frayed cables, and inoperability of any kind, etc. The following outlines the areas of the iPad repair policy:

7.1 iPad Repair Policy

As a district we are self-insuring the iPads. Skokie School District 68 will cover the cost of two accidental damage claims (one per year) during the student's time in district . Damage claims are for cracked or broken screens or broken buttons on the iPad. After the second incident, repair costs will be the responsibility of the student/parent.

7.2 iPad Theft Policy

If an iPad is stolen, parents must file a police report and provide a copy to the building principal for replacement of the device. Stolen iPads will be locked by District software rendering them useless.

7.3 Student/Parent Damage, Loss and Theft Procedures

You must do the following in the event of a lost, damaged, or stolen iPad:

1. Report loss or damage to the student's homeroom or 1st period teacher as soon as possible.
2. If the iPad is stolen or vandalized, file a police report with the local police department and submit the report to your building principal. Stolen iPads will be replaced based upon the police report.
3. If the accessories are lost or damaged, the student/parent is responsible for replacement.
 - Charging Cable: \$20
 - Charging Block: \$20
 - Case: \$30
4. If the iPad is lost, student/parents are responsible for the replacement cost of the iPad and case (\$400).

Note: The accidental repair policy will not cover damage caused by intentional damage or destruction of the iPad.

Skokie School District 68 Student and Parent Agreement for iPad Use

I, _____, as a student to whom an Apple iPad (“iPad”) has been loaned, agree to the following terms and conditions:

1. I understand that I am borrowing an iPad that is the legal property of Skokie School District 68 (“District”).
2. I agree to return the District-issued iPad, carrying case, cord, and charger in good working condition. My failure to return the iPad and its accessories in a timely manner and my continued use of it without the District’s consent may result in criminal prosecution and/or civil liability.
3. I understand that the iPad is subject to inspection by the District at any time without notice.
4. If there are any problems with the iPad, I will notify my teacher immediately who will contact the Technology Department.
5. I agree to follow the policies and guidelines outlined in the *Student/Parent iPad Handbook: Policies, Procedures, and Information* during and outside of school hours as well as on and off school property. These rules, include, but are not limited to the following:
 - a. taking full responsibility for my assigned iPad.
 - b. using the iPad as a learning tool.
 - c. never leaving my iPad unattended.
 - d. charging my iPad battery daily.
 - e. keeping food and beverages away from my iPad.
 - f. not disassembling any part of my iPad or attempt any repairs myself.
 - g. keeping my iPad in its case at all times.
 - h. using my iPad in ways that are appropriate, meet Skokie School District 68 expectations, and are educational.
 - i. not downloading or installing apps other than those approved by the District and which are acquired through the district Apple ID.
 - j. not placing decorations (such as stickers, markers, etc.) on the iPad.
 - k. not defacing the Skokie School District 68 asset tag or any other District label on any iPad.
 - l. filing a police report in case of fire, theft, vandalism, and other acts.
 - m. being personally responsible for all damage or loss caused by neglect or abuse.

We _____
(Student’s name – please print clearly)

(Parent/Guardian’s name – please print clearly)

understand and agree to the stipulations set forth in this Agreement, the *Student/Parent iPad Handbook: Policies, Procedures, and Information*, and the *Acceptable Use Policy and Electronic Network Access Policy*.

Student Signature

Date

Parent/Guardian Signature

Date