

***USD 432***  
***iPad Policy, Procedures, and Information***  
***2021-2022***

**TABLE OF CONTENTS**

**TOPIC PAGE**

<b>1. ACCEPTABLE USE .....</b>	<b>3</b>
1.1 Parent/Guardian Responsibility .....	3
1.2 School Responsibilities .....	3
1.3 Students are Responsible For .....	3
1.4 Student Activities Strictly Prohibited .....	3
1.5 iPad Care .....	4
1.6 Legal Propriety .....	4
1.7 Student Discipline .....	4
<b>2. RECEIVING YOUR iPad .....</b>	<b>4</b>
2.1 Receiving Your iPad and iPad Check-In.....	4
2.2 iPad Check-In .....	4
2.3 Check-in Fines .....	4
<b>3. TAKING CARE OF YOUR iPad .....</b>	<b>5</b>
3.1 General Precautions .....	5
3.2 Carrying iPads .....	5
3.3 Screen Care .....	5
<b>4. USING YOUR iPad AT SCHOOL .....</b>	<b>5</b>
4.1 iPads Left at Home .....	5
4.2 iPad Undergoing Repair .....	5
4.3 Charging Your iPad Battery .....	5
4.4 Screensavers.....	5
4.5 Sound, Games or Programs .....	5
4.6 Printing.....	6
4.7 Home Internet Access .....	6
4.8 Personal Apps .....	6
4.9 iPad's and Extra Curricular Activities .....	6
<b>5. MANAGING YOUR FILES &amp; SAVING YOUR WORK .....</b>	<b>6</b>
5.1 Saving to the My Documents/Home Directory .....	6
<b>6. SOFTWARE ON iPADS .....</b>	<b>6</b>
6.1 Originally Installed Software .....	6
6.2 Additional Software .....	6
6.3 Inspection .....	6
6.4 Procedure for Re-loading Software .....	6
6.5 Software Upgrades .....	6
6.6 Technology Support .....	6
<b>7. PROTECTING &amp; STORING YOUR IPAD .....</b>	<b>7</b>
7.1 iPad Identification .....	7
7.2 Storing Your iPad .....	7
7.3 iPads Left in Unsupervised Areas .....	7
<b>8. REPAIRING OR REPLACING YOUR iPad .....</b>	<b>7</b>
8.1 Accident Protection .....	7
8.2 Intentional Damage .....	7
8.3 Warranty Repairs.....	7
8.4 Vandalism and Theft.....	7
<b>9. SCHOOL RIGHTS.....</b>	<b>7</b>

## 1. ACCEPTABLE USE

The use of the USD 432 School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Victoria School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Victoria School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. The Victoria School District's Student Handbook shall be applied to student infractions.

**Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.**

### 1.1 Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. \*Students will have access to their device 24/7. Obviously, you as parents will need to establish ground rules for iPad use outside of the school day. USD 432 will be able to restrict the content of legally purchased content purchased through iTunes that can be put on the device.

### 1.2 School Responsibilities are to:

1.2.1 Provide internet and e-mail access to its students.

1.2.2 Provide internet filtering.

1.2.3 Provide network data storage

(These will be treated similar to school lockers. USD 432 reserves the right to review, monitor, and restrict information stored on or transmitted via USD 432 owned equipment and to investigate inappropriate use of resources.)

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

1.2.5 Provide user accounts for free information storage in cloud-based (off site/online) applications.

1.2.6 Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

### 1.3 Students are responsible for:

1.3.1 Using iPads in a responsible and ethical manner.

1.3.2 Obeying general school rules concerning behavior and communication that applies to iPad/computer use.

1.3.3 Using all technology resources in an appropriate manner so as to not damage school equipment.

1.3.4 Helping Victoria School District protect our computer system/device by contacting an administrator about any security problems they may encounter.

1.3.5 Monitoring all activity on their account(s).

1.3.6 Securing their iPad after they are done working to protect their work and information.

1.3.7 Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.

1.3.8 Returning their iPad to the school at the end of each school year. Students who graduate early, withdraw, expelled, or terminate enrollment at USD 432 for any other reason must return their individual school iPad on the date of termination.

### 1.4 Student Activities Strictly Prohibited:

1.4.1 Illegal installation or transmission of copyrighted materials.

1.4.2 Any action that violates existing Board policy or public law.

1.4.3 Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.

1.4.4 Inappropriately utilizing photos, video, and/or audio recordings of any person.

1.4.5 Changing iPad settings in an effort to circumvent the filtering system.

1.4.6 Downloading inappropriate apps.

1.4.7 Spamming-Sending inappropriate emails.

- 1.4.8 Gaining access to other students' accounts, files, and/or data.
- 1.4.9 Vandalism to your iPad or another student's iPad.

### **1.5 iPad Care:**

- 1.5.1 Students will be held responsible for maintaining their individual iPads, and keeping them in good working order.
- 1.5.2 iPad batteries must be fully charged and ready for school each day.
- 1.5.3 iPads that malfunction or are damaged must be reported to the Office. The school district will be responsible for repairing iPads that malfunction and/or repairs covered under warranty.
- 1.5.4 **iPads that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with the first \$50 of repair cost being borne by the student.**
- 1.5.5 Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally, stolen, or lost.
- 1.5.6 iPads that are stolen must be reported immediately to the Office and the Victoria Police Department.

### **1.6 Legal Propriety:**

- 1.6.1 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.
- 1.6.2 Plagiarism is a violation of the USD 432 Student Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- 1.6.3 Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

### **1.7 Student Discipline:**

If a student violates any part of the above policy, board policy, or Victoria Junior/Senior High School handbook policy, he/she may be subject to the following disciplinary steps:

1. Student(s) will check-in/checkout their iPads from the office daily.
2. Student(s) will be required to attend an iPad policy refresher class.
3. Student(s) will lose their personal individual iPad and be issued a generic loaner iPad.  
Student(s) who lose their iPad will be required to complete coursework.  
Student(s) may be subject to disciplinary/legal action as deemed appropriate.

## **2. RECEIVING YOUR iPad & iPad CHECK-IN**

### **2.1 Receiving Your iPad**

iPads will be distributed at the beginning of each school year during "iPad Orientation." Parents & students must sign and return the Student Pledge documents before the iPad can be issued to their child. Students in grades 7-11 will keep the same device over the next 3- 4 years. In order for this endeavor to be successful, it will take a joint effort between the students, staff and parents to ensure the success of this program.

### **2.2 iPad Check-in**

iPads will be returned during the final week of school so they can be checked for serviceability. If a student transfers out of the USD 432 during the school year, the iPad will be returned at the time of checkout.

### **2.3 Check-in Fines**

***Individual school iPads and accessories must be returned to the Victoria High School office at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at USD 432 for any other reason must return their individual school iPad on the date of termination.***

If a student fails to return the iPad at the end of the school year or upon termination of enrollment at USD 432, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the current model iPad. Failure to return the iPad will result in a theft report being filed with the Victoria Police Department.

Furthermore, the student will be responsible for any damage to the iPad, consistent with the District's iPad Protection plan and must return the iPad and accessories to the VHS office in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

### 3. TAKING CARE OF YOUR iPad

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 to the Office for an evaluation of the equipment.

#### 3.1 General Precautions

- 3.1.1 The iPad is school property and all users will follow this policy and the USD 432 acceptable use policy for technology.
- 3.1.2 Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- 3.1.3 Cords and cables must be inserted carefully into the iPad to prevent damage.
- 3.1.4 iPads must remain free of any writing, drawing, stickers, or labels that are not the property of USD 432.
- 3.1.5 iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- 3.1.6 Students are responsible for keeping their iPad battery charged for school each day.
- 3.1.7 Students will have the same iPad for the life of the iPad

#### 3.2 Carrying iPads

3.2.1 A protective case/cover for the iPad is required to help protect the iPad and provide a suitable means for carrying the device throughout the day. iPads should always be within the protective case when carried. Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen.

3.2.2 Students will be responsible for purchasing their own case for their iPad.

#### 3.3 Screen Care

- 3.3.1 The iPad screens can be damaged if subjected to rough treatment.  
The screens are particularly sensitive to damage from excessive pressure on the screen.
- 3.3.2 Do not put unnecessary pressure on the top of the iPad.
- 3.3.3 Do not place anything near the iPad that could put pressure on the screen.
- 3.3.4 Do not place anything in the carrying case that will press against the cover.
- 3.3.5 Clean the screen with a soft, dry cloth or anti-static cloth
- 3.3.6 Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as it may crack or break.
- 3.3.7 All broken screens/iPad’s must be reported PROMPTLY.

### 4. USING YOUR iPad AT SCHOOL

iPads are 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 should bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

#### 4.1 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. If a student repeatedly leaves their iPad at home, they will be subject to appropriate disciplinary action.

#### 4.2 iPad Undergoing Repair

Loaner iPads may be issued to students whose machine is being repaired

#### 4.3 Charging Your iPad’s Battery

iPads should be charged to full capacity each day before they are brought to school.

Repeat violations will result in appropriate disciplinary action being taken.

#### 4.4 Screensavers/Background photos

Students will have the ability to customize their iPad (screen background).

Appropriate media will be used.

#### 4.5 Sound, Music, Games, or Programs

Each student will need to have a personal iTunes account. The iTunes account will be the conduit through which apps are downloaded to the iPad. Many students already have a personal account set up. If you do not, that is something that is relatively easy to do. (FYI--You can set up an account without adding credit card information. (We would recommend this option). iTunes cards are the simplest way to add money to your account if students want to add music and personal apps to their account.

4.5.1 Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

4.5.2 Appropriate music is allowed on the iPad. **Ear buds/headphones may be used in the classroom based upon individual teacher approval.**

**4.6 Printing**

Limited printing services will be available with the iPad. Students should talk to their teachers about the need to print and printer availability.

Students will be given information and instruction on printing with the iPad at school.

**4.7 Home Internet Access/Printing**

Students are allowed to set up additional wireless networks on their iPads. This will be necessary to use web-based services outside of the school setting. Printing at home will require a wireless printer, proper settings on the iPad, an eprint compatible printer and possibly an additional app or software on your home computer/printer.

**4.8 Personal Apps**

Students may install appropriate personal apps on their iPad via their personal iTunes account. USD 432 will, within reason, provide configuration settings that will not allow inappropriate content/apps/music to be installed on the iPad. This does not, however limit what can be downloaded to the students individual iTunes account or other personal device (iPhone, iPod....). In the event storage space becomes an issue on individual iPads, student music, photos and apps will need to be deleted.

**4.9 iPad's and Extra Curricular Activities**

Coaches/sponsors for individual activities may limit whether or not iPads are allowed to be on buses or at particular events.

**5. MANAGING YOUR FILES & SAVING YOUR WORK**

**5.1 Saving to the iPad/Home Directory**

Students should save work to the iPad. Limited storage space will be available on the iPad—Data will NOT be backed up in the event an iPad has to be re-imaged or restored to factory settings. 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.

**6. SOFTWARE ON IPADS**

**6.1 Originally Installed Software**

The apps and operating system originally installed by USD 432 must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add additional apps and OS upgrades. Periodic checks of iPads will be made to ensure that students have not removed required apps or installed inappropriate material.

**6.2 Additional Software**

Students will be provided with purchase codes (at no charge to them) to purchase some basic apps: Pages, Notability. Other apps may be added by the school or the student throughout the school year. Some apps will be free and others may cost.

**6.3 Inspection**

Students will be selected at random to provide their iPad for inspection. iPad use and contents will also be monitored remotely.

**6.4 Procedure for re-loading software**

If technical difficulties occur, the iPad will be restored from a backup (if last sync'ed to a home personal computer) or will be re-set to factory settings in the event a home computer is not available. The school does not accept responsibility for the loss of any apps or documents deleted due to *the necessity of* a re-format and/or re-image.

**6.5 Software Upgrades**

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates and synching. Operating systems with Apple devices change.

**6.6 Technology Support**

Technology support for iPads will be available during the normal business day at Victoria Junior/Senior High School between the hours of 7:45 and 3:50. After hours support will not be available.

## 7. PROTECTING & STORING YOUR iPad COMPUTER

### 7.1 iPad Identification:

Student iPads will be labeled in the manner specified by the school. iPads can be identified based on serial number and Victoria School District identification number.

### 7.2 Storing Your iPad:

When students are not using their iPads, they should be stored in their locked locker. Nothing should be placed on top of the iPad. 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 at school or at home. **If a student needs a secure place to store their iPad, they may check it in for storage at the Office.**

### 7.3 iPads Left in Unsupervised Areas:

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, commons area, the lunchroom, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any iPad left in these areas is in danger of being stolen. Students will be subject to disciplinary action to retrieve their iPad that has been turned into the office due to not being supervised.

## 8. REPAIRING OR REPLACING YOUR iPad/ COST OF REPAIRS

The Victoria School 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. Therefore, we have set the following guidelines in place.

### 8.1 Accidental Damage

Students will be responsible for caring for their device and will be expected to return them at the end of the year in good working condition. Students will be charged a \$25 technology fee at enrollment time. Students will be responsible for the first \$50 of damage in the event the device is accidentally damaged and needs repaired. This must be paid before receiving their repaired iPad.

### 8.2 Intentional Damage

Students/Parents will be held responsible for ALL (full payment) intentional damage to iPads including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value of a new iPad. Lost items such as chargers and cables will be charged the actual replacement cost.

### 8.3 Warranty Repairs

Warranty repairs, not from accidental or intentional damage, will be completed at no cost to the student.

### 8.4 Vandalism and Theft

In cases of theft, vandalism and other criminal acts, a police report **MUST** be filed by the student or parent.

## 9. SCHOOL RIGHTS:

- USD 432's network, facilities, and/or mobile device are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of USD 432. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in disciplinary action and/or revocation of the offender's mobile device and/or network privileges.
- The administration and/or their designee(s) have the right to inspect any mobile device, application, or peripheral device associated with any or all USD 432 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all USD 432 technology.
- Victoria Schools reserves the right to define inappropriate use of technology.





# **USD 432**

## ***Student iPad Acceptable Use Policy Agreement***

### **2019-2020**

This iPad Acceptable Use Policy is intended to promote responsible use and protect students and the school from liability resulting from a misuse of the school-issued iPad. Technology, on or off-campus, must be used in accordance with the mission and philosophy of USD 432 as well as the Acceptable Use Policy for Technology as stated in the Victoria JrSr High/USD 432 handbook. Teachers may set additional requirements for use in their respective class.

The iPad remains the property of USD 432 at all times. Therefore, there is no assumption of privacy. USD 432 reserves the right to inspect student iPads at a time during the school year. Misuse of the iPad may result in disciplinary action up to and including dismissal.

Above all, the iPad program at USD 432 is an academic program, and the policies governing the use of the iPad support its academic use. To maintain the integrity of the iPad program, all students and parents/guardian must acknowledge and agree to the following conditions use:

#### **I. iPad Distribution and Care**

- a. The iPads issued to students are the property of USD 432 and are made available to as learning tools.
- b. Students will be issued their iPads at the beginning of the school year. Students will return their iPad to the school at the end of each school year. Students who graduate early, withdraw, expelled, or terminate enrollment at USD 432 for any other reason must return their individual school iPad on the date of termination.
- c. Students are responsible for knowing how to properly operate and protect the iPad. This includes not leaving the iPad in a location where it can be damaged by cold, heat, or moisture and cleaning the screen with a soft, dry, or anti-static cloth.
- d. Students/parents are solely responsible for the care and security of student iPads. iPads must never be left in an unlocked locker, unlocked car or any unsupervised area.
- e. If the iPad is damaged or malfunctions, students must take the iPad to the Technology Department as soon as possible (no later than the next school day) for evaluation so that repair or replacement can be accomplished in an expedient manner. If a student damages the iPad (outside of reasonable wear/tear), the students/parents are responsible for the expense of repairing or replacing the device.
- f. If the iPad is lost or stole the student must report the incident to the Principal or Technology Department as soon as possible (no later than the next school day). In the case of theft, the student must also file a police report, the students/parents are responsible for replacing the lost or stolen iPad, with a current model iPad, at his/her own cost.
- g. Students/parents are not permitted to repair, alter, modify or replace iPads without express authorization for USD 432. Under no circumstances will USD 432 replace or repair a student iPad without the required payment from the student/parent.

#### **II. General Expectations**

- a. Students are responsible for understanding and adhering to all Acceptable Use Policy for Technology regulations from the *Student-Parent Handbook* relating to the use of technology in addition to this iPad Agreement.
- b. Students may not remove or circumvent the management system installed on each iPad. This includes removing restrictions or “jail breaking” the device.
- c. Students are permitted to take the iPad home. However, students are expected to have their fully charged iPad at school each day.
- d. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- e. iPads must always be within the protective cases when carried.
- f. The “Find my iPad” function must be on at all times.

#### **III. Apps, Files, Etc.**

- a. Students are expected to back up all educational work on the iPad. USD 432 does not take responsibility for any lost data.
- b. Printers are available in the office for limited student use as directed by a teacher or staff member.
- c. Ear buds/headphones may be used in the classroom based upon individual teacher approval.
- d. Educational Apps will be provided by the school. The software/apps originally installed by USD 432 must remain on the iPad in usable condition and be easily accessible at all times. The school may add software applications throughout the year.
- e. As stated in the Acceptable Use Policy for Technology, students must refrain from using social media, gaming, or blogging websites on the school-issued iPad. Students should not receive pop-up or email

notifications from a Facebook or other social networking/entertainment sites or apps on the school-issued iPad

- f. The iPad camera may only be used when assigned by a teacher for educational purposes. When assigned, students may not distribute, publish, post, email or share images and/or videos of students, USD 432 personnel or the school beyond the scope of the assignment. Photos or video taken with the iPad for academic assignments must conform to the mission and philosophy of USD 432.

IV. **Prohibited Use**

- a. Leaving the iPad unattended.
- b. Exchanging iPad with another student.
- c. Allowing other students to retain or remove the iPad from their presence.
- d. Copying certain materials or reproducing or transmitting materials without the permission of the author or other right-holder.
- e. Plagiarizing academic materials. It is the student's responsibility to respect and adhere to all copyright, trademark and other intellectual rights and trade secrets laws.
- f. Using the iPad for any action that violates existing school rules or public law.
- g. Creating, accessing or distributing offensive, profane, bullying/threatening, pornographic, obscene, rumors/gossip, sexually explicit or other content not aligned with the school's mission and philosophy.
- h. Use of chatrooms or messaging services not authorized by the teacher for academic use.
- i. Accessing sites selling term papers, book reports, and other forms of student work.
- j. Spamming: sending mass or inappropriate emails.
- k. Gaining access to other students' accounts, files, and/or data.
- l. Use of the school's internet/E-mail accounts for financial or commercial gain for any illegal activity.
- m. Bypassing the USD 432 web filter through a web Proxy.
- n. Sharing passwords, addresses, or other personal information on the internet without the authorization of a parent or school representative.
- o. Using or possessing hacking software.

V. **Precautions**

- a. In consideration for receiving the iPad from USD 432, each student and his or her parent or legal guardian agrees not to sue and hereby releases, waives, discharges, holds harmless, indemnifies, and defends USD 432, as well as their respective employees, personnel, staff, volunteers, agents, directors, affiliates and representatives, from any and all liability, losses, damages, claims, actions and causes of action of every nature for any and all known, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, legal representative, or any third party, relating in any way to the use of the iPad furnished by USD 432 to the student.
- b. This iPad Acceptable Use Policy applies to USD 432 students at all times, whether or not the students are on school grounds, as USD 432 students are school representatives at all times.

**I agree to the stipulations set forth in the above documents including the USD # 432 iPad Policy, Procedures, and Information Handbook; the Acceptable Use Policy; and the iPad Protection Plan**

---

Student Signature \_\_\_\_\_ Date \_\_\_\_\_ Printed Name \_\_\_\_\_

---

Parent 1 \_\_\_\_\_ Date \_\_\_\_\_ Printed Name \_\_\_\_\_

---

Parent 2 \_\_\_\_\_ Date \_\_\_\_\_ Printed Name \_\_\_\_\_

**Individual school iPads and accessories must be returned to the VHS Office at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at USD # 432 for any other reason must return their individual school iPad computer on the date of termination.**