



# Underwood Public School iPad Handbook



## Overview:

Underwood Public School is committed to preparing our students to succeed in the changing societal landscape of the 21st century. It is essential that the District provide our students with the skills that they need to be self-directed learners. We believe that effective teaching and learning must include the effective use of technology to best prepare each student for the world in which they live. Future graduates must be equipped with problem solving, critical thinking, and communication skills in order to succeed. To accomplish this vision, the District is making iPad technology available to all students in grades 11-12 and some in grade 10, as described below and in the accompanying documents. The following requirements and guidelines apply to the iPads, their use, and implementation.

The goals of the iPad program are the following:

- Enhance and accelerate learning
- Leverage technology for individualizing instruction
- Promote collaboration, increasing student engagement
- Strengthen the 21st Century skills necessary for future success.

The iPad technology increases access to digital curriculum, in place of traditional print textbooks and classroom equipment such as graphing calculators. The opportunity to use these devices gives our students greater access to learning in school, places with wifi capabilities, and at home. We hope this experience to be engaging and beneficial to all our students.

## I. Student Responsibilities:

A. Students are expected to care for and use the iPads appropriately for educational purposes.

B. Students are expected to have their iPads in school each day with a fully charged battery. Loaner iPads are NOT available at this time and teachers will be using the iPad for instructional purposes each day. Forgetting the iPad or having a dead battery will not be accepted as a reason for failing to complete work or turn in assignments.

C. Students are responsible to download any necessary documents, assignments, and/or materials from their teachers. If a family does not have wireless access at home, students must do this before school, during the school day, or after school.

D. Students may load photos on their District-owned iPad, as long as all content complies with the Acceptable Use Policy. The use of music on the iPad during instructional time will be at the discretion of the classroom teacher. The lock screen must either be the student's name or self-portrait. It must also include the number displayed on the blue sticker of the iPad. The presence of inappropriate music or photos will result in the loss of the iPad and/or other disciplinary actions.

E. Students are encouraged to store documents, worksheets, notes and other files on their iPad, but they must be responsible for backing up or saving all work to other media. Students must either email documents to themselves as a backup, or they may use Google Drive, Dropbox, iCloud, etc.

F. Students attempting to hack or jailbreak the iPad will be subject to disciplinary action.

G. Students are discouraged from printing when it is unnecessary and encouraged to use email or cloud-storage solutions (Drive, Schoology, iCloud, etc.).

H. Students must set a passcode for their iPad.

## **II. Parent Expectations:**

A. Parents must read over the iPad handbook and go over all that is expected of them.

B. The District will be asking for the parents' support in communicating with their children about the standards of appropriate content and helping to monitor the use of the iPads at home.

C. Parents are responsible for filling out and signing the Student-Parent Agreement form (back page)

D. If necessary, parents are expected to help their child complete any forms needed to report theft or damage.

E. Parents are encouraged to become familiar with the iPad and help ensure the use of the technology to track their child's progress. The iPads allow parents and students to view teachers' assignment calendars (Schoology), track homework, and monitor progress of grade/course completion.

F. Parents should help to ensure that only the student and parents use the school-assigned iPads.

## **III. Terms of the iPad Agreement**

A. iPads will be distributed at the discretion of the district administration and technology coordinator upon confirmation that all forms have been signed.

B. Legal ownership of the iPads remains with the District. The use of the iPad is a privilege extended to students and is conditioned upon compliance with the requirements of this handbook, its accompanying documents, the Internet User Agreement form, and all other district policies.

C. Student iPads will be checked in at the end of the school year at a date and time determined by the administration. Students who graduate early, transfer, withdraw or are suspended or expelled will return the iPad and accessories at the time of withdrawal. A reminder that ALL information will be wiped clean off the iPad once it is turned in. Do not expect to retrieve any information from it once this has happened.

D. The district reserves the right to repossess the iPad and accessories at any time if the student does not fully comply with the terms of this handbook and District policies. The District may also choose to limit and/or withdraw home use privileges for failure to comply.

E. Failure to return the property in a timely fashion will result in the involvement of law enforcement.

F. The iPads will be subject to routine monitoring by teachers, administrators, and technology staff. Users should have no expectation of privacy when using Underwood School's equipment or technology systems.

G. If technical difficulties arise with the iPad, or non-conforming content is discovered, the iPad will be restored by District staff. If the District staff needs to restore an iPad, the District is NOT responsible for the loss of any content put on the iPad by the student (be sure to backup your files).

H. Each iPad has identifying labels, which must not be removed or altered in any fashion. Students may not permanently mark the iPad or accessories in any fashion.

I. The use of the iPads during instructional times is governed by classroom teachers. Failure to follow the instructions of the teacher will result in disciplinary action.

#### **IV. General Care Instructions: (see accompanying documents for additional information)**

A. When cleaning iPad screens use only a soft cloth. Chemical cleaners or liquids, including water, should not be used on the iPads.

B. Charging cables/cords should be inserted and removed carefully to prevent damage. This should be done on both ends of the cable by grasping the plugs rather than the cord. The charging cord should be plugged into the wall outlet before connecting the iPad. When disconnecting, remove the cable from the iPad before pulling the cord from the wall outlet.

C. Students should never put weight on the iPad, stack items on top of them or wedge them tightly into a backpack or case. The iPad cases should not be used as a folder to carry other items, including any sharp or pointed items such as pens or pencils.

D. Liquids, food and other debris can damage iPads. iPads should be closed in cases and away from food and liquids when eating.

E. iPads should not be exposed to temperature extremes. Students should not leave the iPad in any location where the temperature falls below freezing or exceeds 95 degrees. Never leave an iPad in your car overnight and always take care to protect it from the elements. If the iPad is cold, it should be allowed to warm up to room temperature before use. An iPad exposed to direct sunlight or high temperatures may overheat during use and must be allowed to cool down before subsequent use.

F. Battery life is shortened by using wi-fi, bluetooth, a high screen brightness, and video. Students should learn to manage these settings and apps to improve battery performance.

#### **V. Security and Theft Prevention (see accompanying documents for additional information)**

A. The iPad will ONLY be used by the student to whom it was assigned or by the parents of the student. The student may not loan it to another student.

B. The student is responsible for the security of the iPad at all times. The iPad should never be left unsecured or unattended. When not with the student, the iPad should be secured or stored in a locked location out of view. During after-school activities and/or away events, students are responsible for securing the iPad.

C. Students should keep personal information about themselves and others off the iPad. Password security for network systems should be maintained, as should the privacy of locker combinations where iPads might be stored. It is the responsibility of the student to keep his or her information secure.

#### **VI. Damage, Theft, Repair (see accompanying documents for additional information)**

A. Damage must be reported immediately to the appropriate school personnel.

B. Students/parents are responsible for the full cost of any willful, negligent or intentional damage to the iPad. Failure to pay for willful, negligent or intentional damage will result in legal consequences.

C. Theft must be reported immediately to the appropriate school personnel. Students/parents will be required to fill out a theft report to the police.

D. The District will coordinate with law enforcement to track missing or lost iPads.

E. Damaged accessories and iPads will be paid for by the student who was assigned the iPad. In other words, you must take every precaution possible to ensure the safety and protection of your device. The responsibility of the damage will be subject to the discretion of school personnel, the technology coordinator, and administration. The following are the prices that must be paid for damaged materials:

- iPad - \$500
- iPad Case - \$45
- Apple Power Adaptor - \$19
- Lightning to USB Cable - \$19

\*\*\* The administration reserves the right to sanction students more severely based on the nature of the offense.

\*\*\* Underwood Public School's iPad handbook and policies were adopted with the assistance of Minnetonka Public Schools and Little Falls Community Schools.



## **Underwood High School 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 keep food and beverages away from my iPad.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will not take the iPad out of the school provided case unless authorized by a teacher.
- I will not use my iPad in ways that are inappropriate. Instead, I will use it to meet school expectations and in ways that are educational.
- I will not place decorations (such as stickers, markers, etc) on the iPad or accessories.
- I will not deface the serial number or alter identity in any way.
- I will have my lock screen identify myself and the blue sticker number.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of Underwood Public School.
- I will follow the policies outlined in the Internet Use agreement form and follow the advice of the iPad Handbook at all times.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I will download only necessary material that is needed to complete assignments.
- I will not install software or apps that are inappropriate in any way.
- I agree to return the school issued iPad, case, & power cords in good working condition.
- I agree to pay replacement costs for lost, broken, or damaged iPads (includes the device, power cords, & case.)

I understand and agree to the stipulations set forth in the previous documents including the iPad Handbook, and the Student Pledge for iPad Use.

Student Name: \_\_\_\_\_

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

**Underwood Public Schools - ISD 550**  
**Technology and iPad User Agreement Form**

**Student**

This form must be signed and on file before an iPad will be issued and access granted to the technology that accompanies it. I have read and understand the school district's policies relating to acceptable use of Underwood's technology resources including the iPad Handbook and Internet User Agreement Form. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken. I also understand that I am responsible for any and all content that is downloaded or viewed on my iPad and will only use this device in appropriate and responsible ways. Finally, I understand that the iPad can be seized at any time by a school employee and can be searched for inappropriate use or content.

**You should have no expectation of privacy of materials found on an iPad.**

User's Full Name (please print): \_\_\_\_\_

User Signature: \_\_\_\_\_

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

**Parent/Guardian**

As the parent or guardian of this student, I have read the school district policies relating to the safety and acceptable use Underwood's district technology resources including the iPad Handbook and Internet User Agreement Form. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district, its employees, or the administration responsible for materials acquired on the Internet or by using district technology resources. Further, I accept full responsibility for supervision if and when my child's use of the iPad is NOT in a school setting. I realize my child's iPad can be viewed anytime by a school district employee to search for inappropriate use, and will remain vigilant to ensure my child is using this device in educational and responsible ways. I hereby give permission to issue an iPad for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): \_\_\_\_\_

Parent or Guardian's signature: \_\_\_\_\_

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

### Acknowledgement of Receiving of Items

Item	ID #	School Initials	Student Initials
iPad	_____	_____	_____
Case	X	_____	_____
Charger	X	_____	_____
Cord	X	_____	_____

We acknowledge that (student name) \_\_\_\_\_ has received all the following items and will return all items when required.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

School signature \_\_\_\_\_ Date \_\_\_\_\_

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**Do you have wireless Internet access at home?**

\_\_\_\_\_ Yes                      \_\_\_\_\_ No