

# ***iPAD & CHROMEBOOK USE POLICY***

## **PURPOSE OF STUDENT DEVICES:**

Scott City Middle School emphasizes that iPads and Chromebooks issued to students are intended as an educational tool that will enhance the instructional model and allow students to benefit from a technology-rich education. Teachers will be designing instruction that uses the iPad and Chromebooks as the basic platform for learning, and all 3<sup>rd</sup>- 8<sup>th</sup> grade students will need one in order to be successful and involved in their classes

## **iPAD/CHROMEBOOK PARENT RESPONSIBILITIES:**

It is the parents' responsibility to inform their children about values and the standards of Internet use at home. iPads and Chromebooks will have filtering while on the school's network. USD#466 may also restrict legally purchased content that is loaded onto a student's iPad or Chromebook.

## **GENERAL CARE OF DEVICES:**

- Use only a clean, soft cloth to clean the screen. Do not use any type of cleanser.
- Cords and cables must be inserted carefully into the devices to prevent damage.
- Devices and cases need to remain free of any drawing, writing, stickers or labels.
- Report any damage or malfunctions immediately to a teacher or the office.
- iPad screens are especially sensitive to damage. Do not drop them, bump them, or place excessive pressure against the screen.
  - Do not stack other objects on top of the device.
  - Do not eat or drink while using your device.
  - Do not allow the device to become wet.
  - Do not store the device in areas where they will be subject to extreme heat or cold (in a vehicle).
- Students who withdraw during the school year or promote to another grade level at the end of the school year, must return the device, case, and charger. As all components are property of USD #466.

## **DAILY EXPECTATIONS:**

- Take the device to every class, unless otherwise instructed by your teacher.
- Devices must have an 85% charge to last the entire school day. A daily organizational grade may be implemented to ensure students come to class prepared.
- The school issued charger should be the only charger used to charge the device. If a charger breaks or is lost, contact the office for a replacement charger. A student may be charged for a replacement charger, depending on break/loss circumstances.
- No social media during school hours.

- The use of devices will not be permitted during passing periods or lunchtime.
- A student's name or picture must be used for the lock screen.
- Required apps, either those loaded by the school or installed at the request of your teacher are accessible and ready for use.
- Students are responsible for completing coursework daily. Not having one's device for any reason (other than approved repair issues) is not acceptable and will result in mandatory time spent before or after school to make up missed assignments.
  - For those approved repair issues, a loaner device may be checked out of the office.

### **Wifi FOR iPADS/ CHROMEBOOKS**

- A connection "USD466" will be provided and securely connected when you are at school.
- WiFi may be available on busses traveling to out of town activities. If the bus is WiFi equipped your iPad will automatically connect to a signal that has "USD466" in the name.
- You may connect your device to your own WiFi at home.
- Do not connect to WiFi signals for which you do not have authorization.

### **MANAGING THE IPAD/ CHROMEBOOKS:**

- Each device will have certain apps and settings that are preloaded. These must not be altered in any way.
- **Do not perform any of the reset functions** in general settings. Your device will lose the ability to connect to the internet, and all data and apps will be lost.
- Removal of profiles and/or performing any reset functions will result in disciplinary action and/or fines.
- Students should save work to a cloud or drive type environment and regularly backup data. Data will NOT be backed up in the event an iPad or Chromebook 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.
- Device malfunctions are NOT an acceptable excuse for not submitting work.
- In the event that storage space becomes an issue and is running low, student music, photos and apps will need to be deleted in order to make room for higher priority educational apps and data.
- User accounts are considered property of the school district. Network administrators may search school devices and monitor accounts at any time to maintain system integrity and to ensure that users are using the system responsibly. **Users have no expectation of privacy with regards to anything stored on school devices.**

### **DEVICE ACTIONS REQUIRING DISCIPLINARY ACTION:**

- Intentional damage to your device or another student's device.
- Removal of profiles or unauthorized reset of settings.

- Accessing another individual's device, account, materials, information, or files.
- Inappropriate data or use of device.
- Losing your device, leaving it unattended, or leaving it at home.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Inappropriately utilizing photos, video, and/or audio recordings of any person, or recording, photographing, or video recording others without teacher permission and the legal consent of all those who are being recorded.
- Detentions, loss of Internet access, in-school suspension, out-of-school suspension, possible expulsion, legal action, and/or financial obligations may be deemed appropriate consequences by district administration.

### **DEVICE COSTS:**

- Students in grades 6-8 will be assessed a \$75 annual technology fee which includes the cost of insurance. The fee must be paid prior to picking up the device before the school year starts. Students grades 3-5 will have a lower annual technology fee of \$40. Their iPad will not leave school.
- The insurance policy covers one device per student per school year for any costs outside the manufacturer's warranty. It is at the school's discretion on what type of repairs or replacements are needed. Each claim deductible for a damaged device will increase by \$50 for each subsequent break within a school year.
- Power adapter, case, or any school-owned accessories are not covered by insurance. These items require a full replacement cost with the exact same item.
- Students are responsible for purchasing and maintaining a set of headphones/earbuds to use with their device.

**iPad/Chromebook policy is subject to change as district administration deems it necessary.**