



iPads For Students: Guidelines & Procedures

Overview

The focus of the iPad 1:1 distribution at Eugene School District 4J is to provide tools and resources for use by the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational environments. Increasing access to technology is essential for our students as they prepare for the future. One of the learning tools of the 21st Century for students is the iPad. Having a personal learning device, such as the iPad, is a way to empower students to maximize their full potential and ensure their college and career readiness.

Learning results from the continuous and engaging interaction among students, educators, parents, and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. An effective 1:1 program increases student engagement, innovation, responsibility and collaboration.

The guidelines and information within this iBook apply to all iPads used throughout Eugene School District 4J, as well as other devices considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

Chapter 1: Receiving and Returning An iPad Daily

Receiving an iPad (AM)

The iPads are the property of Eugene School District 4J. iPads are distributed to students at the beginning of each morning as a loan for use throughout the day. Parents and students must sign and return the Student Responsible Use Contract before an iPad will be issued for student use. iPads are picked up in the student locker bays by their respective grades (6,7,8).

End of the Day Check-In (PM)

iPads will be returned immediately at the end of the school day (3:35 PM, 2:35 PM on Friday's). Students will be issued the same iPad each morning. The iPad will have the students name and a # on it.

Chapter 2: Proper iPad Care

General iPad Care

Students are responsible for the general care of their school issued iPad. If an iPad is damaged or fails to work properly, please notify a teacher immediately.

The iPad is the property of the school district. All users will follow the guidelines and procedures in this handbook as well as those in the Eugene School District 4J Technology Appropriate Use Guidelines for all technology in general.

- Do not eat or drink while using the iPad.

General iPad Care (cont.)

- iPads must remain free of any writing, drawing, stickers, skins, or labels except for those put on by Eugene School District 4J.
- Charging cables must be inserted and removed carefully into the iPad to prevent damage. Use only the district-provided Apple power adapter to charge the iPad.
- To prevent slipping, only use the iPad on a clean, flat surface (not on books, papers, or binders).
- iPads must be kept in your locker during lunch, PE, and at other times as designated by teachers or administration.
- iPads must never be left in any unsupervised area. Ex. iPads may only be left in a classroom or a locker.
- Do not lean on the iPad or stack heavy objects on the iPad that could put pressure on the screen.

Carrying iPads

The protective cases provided for the iPads will not protect the iPad from damage if dropped or mishandled. Great care should be given when carrying and working with them in class and at home.

- iPads should be kept in their protective case at all times.
- iPads are to be used in classrooms only unless directed by a teacher. Students should not use the iPad while walking, standing at their locker, or in the hall.
- iPads are not to be zipped or placed in student binders.

Screen Care

iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

- Do not put anything on top of the iPad, even when it is closed.
- Clean your hands before touching the screen.
- Report heavily finger-printed or dirty screens to your teacher. They will provide an appropriate cloth for screen cleaning.
- Use only a clean, soft cloth to clean the screen, no cleansers of any type. Cleansers may remove the special coating and/or scratch the screen.

Chapter 3: Using an iPad at School

iPads in the classroom are intended to be a tool used to enhance student learning every day. It is of vital importance that the iPads are ready to go each and every morning.

Part of incorporating these interactive tools into our classroom requires classroom expectations to help ensure they are being used properly.

Following Teacher Instructions

Students will be expected to use their iPads in the classroom as tools and follow teacher instructions quickly.

- Teachers will use management tools to monitor student activity and iPad use.
- Teachers will periodically look at recently used apps and browser history to monitor activity on student iPads.
- Students who misuse their iPad may lose the privilege to use their device. Students earn “STRIKES” for misuse, which will result in warnings or loss of privileges.

iPads Undergoing Repair

Temporary replacement iPads may be issued to students if their iPads are being repaired at the District Technology Department (subject to availability).

Screensavers/Backgrounds/Photos/Videos

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of inappropriate content on the iPad will result in disciplinary actions as determined by building staff.
- Photos taken with the iPad must be appropriate. Before taking a photo or video of another person, permission must be granted from that person.

Sound, Music, Games, or Programs

- Music may not be downloaded on student iPads.
- Streaming music over the Internet is not permitted.
- Internet games are not allowed on the iPads.
- All Apps on the iPads must be district or school provided.

Printing

It is possible to print from an iPad, but students are encouraged to use Google Drive, or other approved apps, to share documents and files with their teachers whenever possible. This supports college/career readiness for students. It also helps conserve paper. Students print with teacher permission.

Other Expectations

- Passcode locks may not be created by students.
- Students should use their own iPads unless otherwise directed by a staff member.

Personal Device

Students are required to use a school-issued device, rather than a personal device. This is because of the instructional materials that will be loaded on the devices for classroom learning and are unable to install on personal devices.

Chapter 4: Managing Files and Saving Work

Saving to the iPad/Home Directory

Students in Eugene School District 4J use Google Drive and Google Apps for Education, as well as other workflow systems, to save and submit work. Storage space is also available on the iPad, but they will not be backed up. Therefore, storing work only on the iPad is not recommended. Please be sure to backup/save important files in the cloud to prevent accidental loss. Student data files will be erased from iPads at the end of each school year.

Naming Documents

Good practice dictates that all information (files, datasets, documents, or records) should be identifiable and traceable. This can be achieved by following good practices of applying the following naming conventions to all documents/files.

- First and Last Name/Period/Assignment Name
- Example: Darth Vader/P2/Death Star Plans

Network Connectivity

The Eugene School District 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 District will not be responsible for lost or missing data.

Chapter 5: iPad Apps

Originally Installed Software

The apps originally installed by the school must remain on the iPad. From time to time the school may add new apps for use in a particular subject area.

Additional Apps

Students are not permitted to load apps on their iPads without permission from the teacher. Students may not sync to personal iTunes accounts on home computers.

iPads are district property. Periodic and random checks of student iPads will be made to ensure that students have not changed settings, added new apps, and are using apps appropriately.

How are Apps selected for student use?

A list of District approved apps and websites, and their data privacy policies, are posted online at <https://technology.4j.lane.edu/approved-apps/>. For questions about these apps and websites contact Instructional Technology or your school's administration.

Approved apps:

- Provide an engaging learning experience
- Are appropriate for a K-12 school environment
- Have limited, if any, advertising
- Are supportive of Eugene School District equity practices
- Have data privacy policies that restrict the use of student information

Software Updates

- Upgraded versions of licensed Apps become available from time to time. Periodic updates and syncing may occur at any time.
 - iPad apps and iOS are updated only with staff permission.
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Chapter 6: Pictures, Content, and Data

Cameras and Microphones

iPads have two cameras, front-facing and back-facing and they have a built-in microphone. This enables students to take pictures, record audio, and record video. All recordings and pictures created with a district-owned iPad are subject to Eugene School District 4J policies as well as state and federal laws. Photos, audio, or video should only be taken during the school day if a teacher or administrator includes it as part of their instruction. Never photograph, record video, or create an audio recording of another person without that person's knowledge or permission.

- Use of electronic devices and cameras are strictly prohibited in locker rooms and bathrooms.
- Do not use the camera to take inappropriate photos or video.
- Do not use the camera or microphone to embarrass, bully, or harass anyone in any way or disrupt the educational environment.
- Do not post, email, or electronically send the video, photos, or audio of others without their written permission.

Sound, Music, and Games

The sound on the iPad should be muted at all times unless otherwise instructed by a teacher or administrator. Permission may be given to use earbuds or earphones. If this occurs, the volume should be low enough that the iPad cannot be heard by anyone nearby.

Chapter 7: Storing and Charging Your iPad

iPad Storage

When students are not using their iPads, the iPads should be stored on their desks, lockers, or in the charging cart, unless given special instructions from the teacher.

iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, gym locker rooms, library, unlocked classrooms, and hallways. Any iPad left in these areas is in danger of being lost/stolen. If an iPad is found in an unsupervised area, it will be taken to the office and returned with consequence.

Chapter 8: Acceptable Use

Responsible Use

The use of District owned technology is a privilege, not a right. This chapter outlines the responsibilities associated with 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 revoked, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Eugene School District's Student Code of Conduct shall be applied to student infractions.

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

Parent/Guardian Responsibilities

Talk to your children about the standards that they should follow when using the Internet just as you would with the use of all media information sources.

School Responsibilities

- Supervision of student use is the responsibility of the classroom teacher, support program teacher, or staff member.
- Providing Internet and Email access to students.
- Providing Internet filtering of inappropriate materials as able.
- Providing space on networked District servers and Google for Education (G-Suite for Education) for data storage. Eugene School District reserves the right to review, monitor, and restrict information stored on or transmitted via Eugene School District owned equipment and/or network. This includes the right to investigate inappropriate use of resources.
- Providing staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

Student Responsibilities

- Using computers/devices in a responsible and ethical manner.
- Following school rules concerning behavior and communication that apply to iPad use.
- Using iPads in an appropriate manner so that no damage to the device occurs.
- Understanding that using information obtained via Eugene School District's designated Internet System is at your own risk. Eugene School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping to protect our network by contacting an administrator about any security problems students may encounter.

Student Responsibilities (cont.)

- Informing a teacher if the iPad is damaged or not working properly.
- Monitoring all activity on their account(s) and keeping password and log-in information private.
- Reporting to a teacher or administrator any communication containing inappropriate or abusive language, or questionable subject matter.

Prohibited Activities

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing inappropriate materials
- Airdropping or sharing of photos or work unless supervised or instructed to do so by the teacher
- Use of chat rooms
- Use of sites promoting academic dishonesty
- Internet games
- Use of external attachments without prior approval from the administration
- Changing of iPad settings (exceptions include personal settings e.g. font size, brightness, desktop background, etc.)
- Downloading apps
- Spamming or sending mass or inappropriate emails
- Gaining access to another student's accounts, files, and/or data
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity
- Giving out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy iPads or Apps)
- Transmitting or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing the district web filter through a web proxy

Copyright and Plagiarism

- 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 guardian.
- Plagiarism is a violation of the Eugene School District Student Code of Conduct. 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.
- Use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the Eugene School District 4J.

Student Discipline

If a student violates any part of the policy, the student may face discipline as determined by administration which may include but is not limited to a loss of iPad privileges for a designated length of time.

Eugene School District Student iPad Use Agreement: Pledge for iPad Use

Please sign and return this page to your **BLOCK** Teacher in order to get your iPad.

1. I will take good care of my iPad and not remove it from the protective case.
2. I will never leave my iPad unattended.
3. I will never loan out my iPad to other individuals, nor will I allow someone else to get my iPad from the cart or return my iPad to the cart for me.
4. I will know where my iPad is at all times.
5. I will keep food and beverages away from my iPad since they may cause damage to the device.
6. I will not disassemble any part of my iPad or attempt any repairs.
7. I will only use my iPad in supervised classrooms or with direct teacher supervision (not in halls, locker bays, or the cafeteria).
8. I will use my iPad in ways that are appropriate, meet district expectations and are educational (no online games).
9. I will not place decorations (such as stickers, writing, etc.) on the iPad. I will not deface or remove the serial number and iPad sticker on any iPad.
10. I will follow the policies outlined in the *iPad for Students: Guidelines and Procedures*.

I agree to the stipulations set forth in the above document *iPad for Students: Guidelines and Procedures*; and the Student Pledge for iPad Use.

Student Name (Please Print): _____

Grade: _____

Student Signature: _____ **Date:** _____

I verify that I have read all of the *iPad for Students: Guidelines and Procedures*; and agree to the stipulations set forth within. The guidelines can also be found on the school website under *Families*.

Parent/Guardian Signature: _____ **Date:** _____