

iPad Policy, Procedures, and Information

BOLD School District

BOLD 1:1 iPad Program

The 1:1 iPad program at BOLD School District is to provide necessary tools and resources for a progressive learning environment characterized by flexibility, collaboration, personalization, creativity, and technology-rich learning. At BOLD School District, technology will be integrated throughout the educational program in a seamless and timely fashion. The 1:1 iPad setting empowers students and teachers to use technology like adults do in the real world, accessing and using purposeful technology based tools anytime a task calls for them. Learning at BOLD School District is a continuous dynamic interaction among students, educators, parents, and the extended community. Implementation of a 1:1 iPad program enables anywhere, anytime learning that is no longer limited by the four walls of a classroom or building. Purposeful technology integration liberates teachers from being deliverers of content and, instead, allows them to be facilitators of deep, individualized learning for all students. The policies, procedures, and information within this document apply to all district-owned iPads used at BOLD School District, including any other device considered by the Administration to come under this policy. Individuals or teams of teachers may set additional requirements for their classroom.

1. IPAD CHECK-IN AND CHECK-OUT:

1.1. iPad Check-Out

- Grade 5 will receive their iPads the first week of school. Parents & students must sign and return the iPad Student Pledge document before the iPad can be issued to a student. (See end of policy) . iPads will be kept at home when school is not in session. Parents have the option to check in the iPad over the summer. Contact the High School Office to arrange a time to bring in the iPad.

1.2. iPad Check-In

- All BOLD issued iPads, cases, chargers, and school-provided accessories must be returned. Students who graduate/graduate early, withdraw, expelled, or terminate enrollment at BOLD 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 BOLD, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad, or, if applicable, any insurance deductible. Failure to return the iPad or if the iPad is stolen will result in a theft report being filed with the local Law Enforcement Department and the student will be responsible for replacement costs. Just like a textbook or a band uniform, the iPads, chargers, cords, and cases are property of BOLD School District, and students are responsible for returning them in a reasonable condition. Students will be charged the actual cost of any needed repairs, not to exceed the replacement cost of the

iPad.

1.3. Replacement Costs

- Apple iPad replacement \$299.00 includes charger and charging cord no case
- iPad repair cost without school insurance \$249.00
- Apple charging cord \$19.00
- Apple charger \$19.00
- iPad case \$35.00

2. TAKING CARE OF YOUR IPAD: Students are responsible for the general care of the iPad they have been issued by the school. If a student's iPad is broken or fails to work properly they should notify their teachers and take the iPad to the MS/HS office or technology office.

3. GENERAL PRECAUTIONS

- The iPad is school property and all users will follow this policy and the BOLD Internet Acceptable Use Policy for technology.
 - Cords and cables must be inserted carefully into the iPad to prevent damage.
- Replacement cables and chargers must be an Apple brand replacement by Apple and can be purchased through the school.
- iPads and cases must remain free of any writing, drawing, stickers, or labels that are not the property of BOLD School District.
 - An iPad should always be supervised by the student to whom it is assigned.

3.2. Identification

- iPad Identification of Students will be labeled in the manner specified by the school.
iPads can be identified the following ways:

Record of serial number.

BOLD Screen label.

3.3. 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 within the school. The guidelines below should be followed:

- iPads must always be within the protective case provided by the district.
- No other items should be stored or carried within the iPad case to avoid pressure and weight on the screen.

3.4. Storing Your iPad: When students are not using their iPads, they should be stored in their locked lockers. Nothing should be placed on top of the iPad when stored in the locker. 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 vehicle at school or at home. Keep out of direct sunlight for long periods of time to prevent overheating.

3.5. iPads Left in Unsupervised Areas: Under no circumstances should iPads be left in unsupervised areas, other than in a locked locker. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, library, unlocked classrooms, dressing rooms, and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the MS/HS office and dealt with as a disciplinary matter.

3.6. Screen Care: The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Take care not to bump the iPad against lockers, walls, car doors, floors, etc., as it will eventually break the screen.
- Take special care of the iPad when it is located in a book bag.

3.7. iPad Care

- iPads that are inoperative or are damaged must be reported immediately.
- iPad cases furnished by the district must be returned with only normal wear and no alterations to avoid paying for a replacement fee.
- iPads that are stolen must be reported immediately to the MS/HS office.

3.8. Cost of repairs: Students will be held responsible for ALL non-accidental damage to their iPads including, but not limited to: broken screens, cracked plastic pieces, interoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for the full replacement value. Lost items such as cases and cables will be charged the actual replacement cost.

All iPad repairs must be handled through the school district.

3.9. Legal Propriety:

- Students must 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. ■ Plagiarism is a violation of the BOLD 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 and violators will be subject to consequences as stated in the BOLD Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution of disciplinary action by the District.

- 3.10. 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. Leaving iPads at school will be determined by the Teacher or Principal in the students building.
- 3.11. iPads Undergoing Repair:** Replacement/Substitute iPads may be issued to students when they leave their iPads for repair. There may be a delay in getting an iPad should the school not have enough to loan.
- 3.12. Charging Your iPad:** iPads should be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. Teachers are not obligated to allow charging of iPads in the classroom. Disciplinary action may be taken if the iPad repeatedly is not charged for class.
- 3.13. Screensavers/Background Photos:**
- Inappropriate media may not be used as a screensaver or background photo. ■ Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
 - Passcodes are not to be used to lock the iPad.
- 3.14. Sound, Music, Games, or Programs:**
- Sound must be muted at all times during class unless it is used for instructional purposes.
 - Music and/or Videos are allowed on the iPad at the discretion of the teacher.
 - All software/apps/games must be district approved.
 - Games are not allowed on the school network unless approved by the classroom Teacher or Principal.
- 3.15. Printing:** Printing is available on Macbook computers located in the Media Center and Computer Labs. Google Drive, iCloud and Airdrop can be used to transfer files to a school Macbook for printing.
- 3.16. Home Internet Access:** Students are allowed to connect to wireless networks on their iPads. This will assist them with iPad use while at home. Students are not required to have wireless access at home. Students up through grade 8 will have the Internet shut off on the iPads between the hours of 10:00pm-5:00am.
- 3.17. 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 must be responsible for bringing their iPad to all classes, unless specifically instructed not to do so by their teacher.

4. MANAGING FILES/SAVING WORK

4.1. Saving to the iPad: It is the student's responsibility to ensure work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work. Work should be stored or backed up to Google Drive or iCloud Drive.

4.2. Network Connectivity: The BOLD School District makes no guarantee 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.

5. SOFTWARE ON THE IPADS

5.1. Originally Installed Software: The software/apps originally installed by BOLD must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software requires that the software be deleted from the iPads at the completion of the course. A periodic check of iPads will be made to ensure students have not removed required apps.

5.2. Additional Software: Students are not allowed to load extra software/apps on their iPads. BOLD will synchronize the iPads so they contain necessary apps for school work. Students will not synchronize iPads or add apps to their assigned iPad, including syncing to home or personal iTunes accounts.

5.3. School Property: iPads are property of BOLD School District, and any staff member may confiscate any iPad and turn it into the MS/HS office at any time for any purpose.

5.4. Procedure for Re-loading Software: If technical difficulties occur, illegal software is found, or non-BOLD installed apps are discovered, the iPad will be restored. The school does not accept responsibility for the loss of any software or documents deleted due to reformatting.

5.5. Software Upgrades: Upgraded versions of licensed software/apps are available from time to time.

6. RESPONSIBILITIES:

The use of the BOLD School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the BOLD 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 BOLD School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of the technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The BOLD School District's Student Handbook 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.

6.1. Parent/ Guardian Responsibilities:

- Talk to your children about the values and the standards 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.
- There will be a non-refundable \$35.00 charge annually, per device for insuring your iPad to help cover the cost of accidental damage, if any. This is a non-reimbursable fee. ■ If you choose not to pay the insurance fee your child will not be allowed to take an iPad home with them but will have one available to him/her on a daily basis and will be able to check it out/in at the MS/HS office.
- Homeowner policies are acceptable coverage. Signed documentation from the insurance company providing coverage will need to be sent to the school secretary. Check your deductible as it may be considerably more than \$35.

6.2. School Responsibilities:

- Provide Internet access and provide an individual email account to its students, in house. Grades K-6 will have in house email only and no direct access to outside BOLD network email systems.
- Provide internet blocking of inappropriate materials on district networks.
- Immediately report any inappropriate digital content to the building principal.
- Provide network data storage areas. These will be treated similar to school lockers. BOLD School District reserves the right to review, monitor, and restrict information stored on or transmitted via BOLD School District owned equipment and to investigate inappropriate use of resources.
- Teachers and staff will provide guidance to aid students in use of the device and help ensure student compliance of the Acceptable Use Policy.

6.3. Student Responsibilities:

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to iPad/computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting in delays, non-deliveries, mis-deliveries or service interruptions caused by the student’s own negligence, errors, or omissions. Use of any information obtained via BOLD School District designated Internet System is at your own risk. BOLD School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping BOLD School District protect our computer system/device by contacting any staff member about any security problems they may encounter.
- Monitoring all activity on their account(s)/device.
- Students should always protect their work, information, and device.

- If a student should receive inappropriate digital content, he/she should IMMEDIATELY notify an adult or the MS/HS office.
- Returning their iPad at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at BOLD for any other reason, must return their individual school iPad on the date of termination.

7. STUDENT ACTIVITIES STRICTLY PROHIBITED:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing School Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc).
- Downloading non school approved Applications.
- Spamming-sending mass or inappropriate emails.
- Gaining access to other students accounts, files, and/or data.
- Use of the school's Internet/e-mail accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications.
- Students are not allowed to give out personal information over the Internet- with the exception of teacher-directed instances.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior. ■ Vandalism (malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) school equipment will not be allowed. Vandalism is not covered by the \$35 school insurance. ■ Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass, demean, or bully recipients.
 - Bypassing the BOLD web filter through a web proxy or by any other methods.

8. CONSEQUENCES:

- Failure to comply with the iPad policy and any misuse will result in discipline as outlined in the Student Handbook.
- In the case of repeated damage to an iPad, the student and guardian may be asked to attend an administrative meeting. A plan will be developed at the meeting to prevent future damage to the iPad. This plan may include written procedures, extra training on iPad care and safe use, payment for the damage, and other ideas determined at the meeting.

Notable changes from previous policy

iPads will be kept at home when school is not in session. Parents have the option to check in the iPad over the summer. Contact the High School Office to arrange a time to

bring in the iPad.

In the case of repeated damage to an iPad, the student and guardian may be asked to attend an administrative meeting. A plan will be developed at the meeting to prevent future damage to the iPad. This plan may include written procedures, extra training on iPad care and safe use, payment for the damage, and other ideas determined at the meeting.

Vandalism is not covered by the \$35 school insurance.

BOLD School District Student Pledge for iPad Use Student Pledge for iPad Use I will abide by the rules and regulations set forth in this iPad policy as well as all other Board policies.

- I will take good care of my iPad.
- I will never leave the iPad unattended.
- I will not take my iPad into locker rooms.
- I will never loan out my iPad to other individuals.
- I will bring the iPad sufficiently charged everyday.
- I will keep food and beverages away from my iPad since they may cause damage to the device.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will protect my iPad by only carrying it while in the case provided.
- I will use my iPad in ways that are educational, appropriate and meet BOLD expectations. ● I will not place decorations (such as stickers, markers, etc.) on the iPad or deface the serial number.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of the BOLD School District.
- I will follow the policies outlined in the iPad portion of this handbook and applicable BOLD technology policies while at school, as well as outside the school day.
- I will not load unapproved software/apps onto my iPad.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the District iPad, case, and power cords in good working condition. ● I will notify school officials in case of theft, vandalism, and other acts covered by insurance. ● I understand that a police report will be filed by the school if necessary.

I agree to the stipulations set forth in the above documents including the iPad Policy, Procedures, and Information; the Internet Acceptable Use Policy; and the Student Pledge for iPad Use.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Individual school iPad and accessories must be returned at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at BOLD for any other reason must return their individual school iPad on the date of termination.