

**HAYFIELD**  
**Public Schools**

**Vikings**  
**Project iPad**  
**Handbook**

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# Vikings Project iPad

## Procedures and Information Guide

The focus of Vikings Project iPad is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and *one* of the learning tools for these twenty-first century students is the iPad. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for success during their post-secondary education and ultimately in the workplace.

Hayfield Public Schools will systematically incorporate 21st Century Skills into the curriculum across the district. The areas of focus of both students and staff will be the following:

1. Written and Oral Communication
  - Collaborative
  - Interactive
2. Critical Thinking
  - Problem-solving
  - Decision-making
3. Creativity
  - Innovative
  - Curiosity
4. Information Fluency
  - Research
  - Analysis
5. Digital Literacy
  - Multicultural
  - Global

According to studies and school reports, students who use a computing device in a 1:1 education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas. The iPad is a next generation device that makes learning more engaging and accessible.

Learning results from the continuous dynamic 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. Effective teaching and learning with iPads integrates technology into the curriculum any time, any place.

### **1.0 GENERAL INFORMATION**

The procedures and information within this document apply to all student iPad users at Hayfield Public Schools, including any other device considered by the Administration to come under this document. Teachers may set additional requirements for use in their individual classrooms.

### **1.1 Receiving the iPad**

iPads will be distributed during the month of August. Parents and students must sign and return the Vikings Project iPad Student Responsibility Form before the iPad can be issued.

### **1.2 Returning the iPad**

iPads with accessories will be returned by students in working order to building media centers during the last week of school. If a student transfers, withdraws, terminates enrollment, or is expelled, out of the Hayfield Public Schools, during the school year, the iPad with accessories will be returned immediately at that time.

### **1.3 Failure to Return the iPad**

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

## **2.0 CARE OF THE iPad**

The iPad is school property. All users will be responsible for following this document and also Hayfield Public School's Technology Acceptable Use Policy. Students are responsible for the general care of the iPad that they have been issued by the district. iPads that are broken or fail to work properly must be taken to the Media Center as soon as operating issues arise.

### **2.1 General Precautions**

- Only use a clean, soft cloth to clean the screen. No cleansers of any type are to be used on the screen or the device.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the Hayfield Public School District.
- iPads must never be left in an unsecured locker, unlocked car, or any unsupervised area.
- Students must keep the iPads in the protective cases provided by the district at all times.
- Students are responsible for keeping their iPad's battery fully charged for each school day.
- School barcode on the iPads should not be removed or defaced.

### **2.2 Carrying and Transporting iPads**

The protective cases provided by the school district have sufficient padding to protect the iPads from normal usage and provide a suitable means for carrying and transporting the device.

- iPads should always be kept within the protective case provided by the district.
- Extreme temperatures, both hot and cold, should be prevented when using the iPad outdoors or when storing the iPad in a locked car.
- Students will comply with the procedures or be held responsible for any subsequent damage or loss.

### **2.3 Screen Care**

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

- Do not lean on the top of the iPad.
- Do not place anything near the iPad that could put pressure on the screen.

- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Avoid iPad contact against lockers, walls, car doors, floors, etc.

### **3.0 USING THE iPad AT SCHOOL**

iPads are intended for use at school each day. All teachers will have stated expectations for iPad use by students. School messages, announcements, calendars, and schedules may be accessed using the iPad. Students must bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

#### **3.1 iPads Left at Home**

If students leave their iPads at home, they are responsible for getting the course work completed as if they had their iPad with them in school. If a student repeatedly leaves his/her iPad at home, he/she may lose at-home privileges of the iPad.

#### **3.2 iPad Undergoing Repair**

Loaner iPads will be issued to students when their iPads are undergoing repair. The district intends to have a sufficient amount of extra iPads available; however, there may be a delay in getting a loaner iPad to a student should the district not have enough to loan.

#### **3.3 Charging the iPad's Battery**

- iPads must be brought to school each day in a fully charged condition.
- Students need to charge their iPads each evening. Repeat violations will result in students losing at-home privileges.
- In cases where use of the iPad has caused the battery to become discharged, students may be able to connect their iPads to a power outlet in class.

#### **3.4 Screen Savers/Background Photos**

- Inappropriate media may not be used as a screensaver or background photo.
- Inappropriate media includes but is not limited to the presence of guns, weapons, pornographic materials, inappropriate language, tobacco, alcohol, drug, gang related symbols or pictures and will result in disciplinary actions.

#### **3.5 Sound, Music, Games, or Programs**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the iPads for educational purposes as determined by the teacher, and should be used at the discretion of the teacher.
- Internet games are not allowed on the iPads unless approved by the teacher.
- All software/applications must be school approved and installed by Hayfield School staff. Data storage will be through apps on the iPad.

#### **3.6 Printing**

- The district is intending to severely lessen the overall amount of printing.
- Printing will not be available with the iPads. Students will communicate with their teachers should printing of assignments or associated work be necessary.

### **3.7 Home Internet Access**

Students are allowed to set up wireless networks on their iPads.

## **4.0 MANAGING FILES & SAVING WORK**

### **4.1 Saving to the iPad/Home Directory**

- Students may save work directly on the iPads.
- It is recommended that students e-mail documents to themselves for storage on a flash drive or the district server.
- Storage space will be available on the iPad—BUT it will NOT be backed up in case of re-imaging.
- It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

### **4.2 Network Connectivity**

The Hayfield School District makes no guarantee that its network will be operating at full capacity all of the time. In the rare case that the network is disabled, the district will not be responsible for lost or missing data.

## **5.0 SOFTWARE/APPLICATIONS ON IPADS**

### **5.1 Originally Installed Software/Applications**

- The software/applications originally installed by Hayfield School District must remain on the iPads in usable condition and be easily accessible at all times.
- The school may add software/applications for use in a particular course.
- Periodic checks of iPads will be made to ensure that students have not removed required applications or added applications that are not authorized by the district.

### **5.2 Additional Software/Applications**

- Students are not allowed to load extra software/applications on their iPads unless otherwise directed to do so by their teachers or school staff.
- The Hayfield School District will synchronize the iPads so that they contain the necessary applications.
- Students will not synchronize iPads or add applications to their assigned iPad to include home synching accounts.

### **5.3 Inspection**

Students may be selected at random to provide their iPads for inspection.

### **5.4 Procedure for Re-loading Software**

If technical difficulties occur or non-authorized software/applications are discovered, the iPads will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

### **5.5 Software Upgrades**

Upgraded versions of licensed software/applications become periodically available and students will

be expected to install them in a timely manner.

## **6.0 ACCEPTABLE USE**

### **6.1 Statement of Responsibility**

- The use of Hayfield School's technology resources is a privilege.
- Each user is responsible for what he/she says and does while using technology resources of Hayfield Schools.
- It is important for the user to think and consider potential consequences before communicating via Hayfield School's technology resources.
- Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration.
- Users are required to adhere to the same rules and guidelines outlined here as well as to any additional network policy procedures required.
- The privilege of using the technology resources provided by the Hayfield School District is not transferable or extendible by students to people or groups outside the district. The privilege terminates when a student is no longer enrolled in the Hayfield School District.
- All users must be aware of the inherent responsibilities associated with efficient, ethical, moral, and lawful use of Hayfield School's technology resources.
- If violations of the terms of this agreement occur, privileges may be terminated, access to the Hayfield School's technology resources may be denied, and the appropriate disciplinary action shall be applied from the Hayfield School's Student Handbook.

### **6.2 Parent/Guardian Responsibilities**

- Parents/Guardians should talk to children about the values and the standards they are expected to follow on the use of the Internet.
- The District will be hosting a number of Parent iPad Orientation sessions leading up to the implementation of Vikings Project iPad. The purpose of the sessions is to enhance the understanding of the iPad and Increase their children's success with it.
- Parents may have their children opt out of taking their iPad home. However, the students are still responsible for the curriculum delivered through the iPads.

### **6.3 School Responsibilities**

- Provide Internet access to all students and e-mail accounts to students in grades 4-12.
- Provide on-campus Internet blocking of inappropriate materials as able.
- The Hayfield School District reserves the right to review, monitor, and restrict information stored on or transmitted via district owned equipment and to investigate inappropriate use of technology resources.
- Monitor student compliance of the Acceptable Use Policy.

### **6.4 Student Responsibilities**

- Using Hayfield School's technology resources in a responsible and ethical manner.
- Obeying school rules concerning behavior and communication that apply to the use of iPads.
- 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 from delays, non-

deliveries, mis-deliveries, or service interruptions caused by the students' own negligence, errors, or omissions. Use of any information obtained via Hayfield School's designated Internet system is at the user's own risk. Hayfield Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.

- Students are to help Hayfield Schools protect its technology by contacting an administrator or teacher about any security problems they may encounter.
- Students must monitor all activity on their accounts.
- Students should always turn off and store their iPads in a secure location after they are done working to protect their work and information.
- If a student should receive e-mail or other electronic message containing inappropriate or abusive language or if the subject matter is questionable, he/she is to report it immediately to a teacher or administrator.
- Returning of iPads and district-provided accessories to the building media centers at the end of each school year or upon termination of enrollment.

### **6.5 Prohibited Student Activities**

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing policy or law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of unauthorized chat rooms and websites promoting plagiarism through the sales of essay, reports, and projects.
- Messaging services unless approved by teacher.
- Internet games unless approved by teacher.
- Use of outside data disks or external attachments without prior approval from the administration.
- Spamming.
- Gaining access to other students' accounts, files, and/or data.
- Use of the district's technology resources for financial or commercial gain or for illegal activities.
- Students are not permitted to provide personal information for any reason over the Internet including, but not limited to, chat rooms, eBay, e-mail, etc.
- Vandalism (any 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) of district technology resources.
- Bypassing the Hayfield School District web filter.

### **6.6 iPad Care**

- iPad batteries must be charged and ready for school each day.
- Students will be held responsible for maintaining their individual iPads and keeping them in good working order.
- Only labels or stickers approved by the district may be applied to the iPad.
- To avoid paying a replacement fee, iPad cases furnished by the district must be returned with only normal wear and no alterations.
- iPads that malfunction or are damaged must be reported to the Media Center. The district is

responsible for repairing iPads that malfunction. iPads that have been damaged from misuse, neglect, or intentional damage will be repaired with cost covered by the responsible students

- iPads that are stolen on school property must be reported immediately to the administration.
- iPads that are stolen while off school property must be reported immediately to the police, and upon return to school to the administration.

## **6.7 Student Discipline**

- The discipline procedure in the Hayfield School's Student Handbook addresses serious and major offenses such as stealing and destruction of school or personal property, which apply to the iPad device. Depending on the seriousness of the offense students may lose iPad and/or network privileges as well as being suspended or expelled as per the Student Handbook.
- If a student violates any of the stipulations set forth in the Vikings Project iPad Handbook; the school district's Internet Acceptable Use and Safety Policy; and the Vikings Project iPad Student Pledge, the following consequences will be followed:
  - 1<sup>st</sup> offense – The student will check-in/check-out their iPad from the Help Desk daily for three school days.
  - 2<sup>nd</sup> offense – The student will check-in/check-out their iPad from the Help Desk daily for five school days.
  - 3<sup>rd</sup> offense – The student will check-in/check-out their iPad from the Help Desk daily for seven school days.
  - Additional offenses – Loss of iPad for a length of time determined by the administration and Help Desk.
- Policy 506 identifies Code of Student Conduct, Student Discipline, Student's Responsibilities, and Student Rights. This policy will cover students conduct and discipline actions not specifically listed in this handbook.

## **6.8 Legal Propriety**

- Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity.
- Use or possession of hacking software is strictly prohibited. Violation of applicable state and federal law will result in criminal prosecution and/or disciplinary action by the district.

## **7.0 PROTECTING & STORING THE iPad**

### **7.1 iPad Identification**

Student iPads will be labeled in the manner specified by the district. iPads may be identified in the following ways:

- Record of serial number
- Hayfield School's personalization.

### **7.2 Storing Your iPad**

- When students are not using their iPads, they should be stored in secured lockers or storage cases.
- Nothing should be placed on top of the iPads when stored.
- Students are encouraged to take their iPads home every day after school.
- iPads should not be stored overnight or for long periods of time in vehicles at school or at home.

- Extreme heat or cold conditions can cause permanent damage to iPads.

### **7.3 iPads Left in Unsupervised Areas**

- Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include school grounds, lunchroom, computer lab, locker rooms, Media Center, unlocked classrooms, bathrooms, hallways, and any other unsupervised area.
- Any iPad left in these unsupervised areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the office.
- Restrictions on iPad access may be applied if a student's iPad is consistently left unsupervised.

## **8.0 LOSS OR DAMAGE**

The Vikings Project iPads have been purchased by the district and carry an insurance protection plan on them.

In cases of theft, vandalism and other criminal acts, a police report, or in the case of a fire, a fire report **MUST** be filed by the student or parent for the protection coverage to take place. A copy of the police/fire report must be provided to the office.

If it is determined that there was intentional damage to an iPad, then the students/parents are responsible for full payment of the cost of the damage. Warranty or district iPad protection **DOES NOT** cover intentional damage.

## **9.0 COST OF REPAIRS**

Students will be responsible for damage to their iPads possibly including, but not limited to, broken screens, cracked plastic pieces, inoperability, etc. If the damage is determined to have been accidental, or due to a malfunction or maintenance issue or deemed to have been caused by normal usage, the district will assume the cost of repair or replacement.

In the case of intentional and willful damage and/or neglect, the student and his/her family will be responsible for the damage repair or replacement cost.

Replacement of lost or irreparable damaged iPad accessories such as the protective cover, protective screen sheets, and cables shall be the responsibility of the student and family.

## **10.0 TECHNOLOGY USER FEE**

Students in grades 7-12 will be assessed an annual Technology User Fee which will allow the student to take the iPad home every day. The Technology User Fee is \$40 per year per student in grades 7-12. The Technology User Fee must be paid before the student is allowed to take the iPad home.

Students who choose not to pay the Technology User Fee will not be allowed to take the iPad home each day after school. It will have to be checked out of the high school library in the morning and checked back in at the close of each school day.

# Vikings Project iPad Student Pledge

- 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 charge my iPad's battery daily.
- 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 protect my iPad by only using it and carrying it while in a protective case.
- I will use my iPad in ways that are appropriate and educational.
- I will not place decorations (such as stickers, markers, etc.) on the iPad.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of the Hayfield School District.
- I will follow the expectations outlined in the Vikings Project iPad Handbook while at school and outside of school.
- I understand my responsibilities for intentional damage of the iPad.
- I agree to return the school's iPad, case and accessories in good working condition.
- I understand and agree to the stipulations set forth in the Vikings Project iPad Handbook; the school district's Internet Acceptable Use and Safety Policy; and the Vikings Project iPad Student Pledge.
- I understand and agree to the consequences outlined in Section 6.7 of the Vikings Project iPad Handbook.

\_\_\_\_\_ **I want my student to be able to bring the iPad home every day and will pay the annual technology user fee of \$40.**

\_\_\_\_\_ **I DO NOT want my student to have the option of bringing the iPad home every day and will NOT pay the technology user fee.**

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

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

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_