

## Ennis ISD iPad Policy Handbook



2014-2015

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# Ennis I.S.D. iPad Handbook

The goal of Ennis I.S.D. is to maximize the learning potential of all students in an effort to prepare them for a successful future as 21st century citizens. In an effort to do so, all Junior High students will participate in a 1:1 iPad initiative for the 2014-2015 school year. Ennis I.S.D. believes that the use of 1:1 devices will aid in developing independent, self-initiated learners; provide for collaboration and communication between students and teachers; and extend student learning beyond the classroom.

The policies, procedures, and guidelines outlined in this document apply to all iPads used at Ennis Junior High School. Additional requirements are at the discretion of each classroom teacher.

## 1. MOBILE DEVICE SPECIFICATIONS

The mobile device selected for use is a 32 gigabyte, Wi-Fi only iPad.

## 2. ISSUING OF IPADS

### 2.1 District iPads

iPads will be distributed to students following:

- Student/Parent Orientation meeting,
- Receipt of signed Ennis ISD User Agreement
- Receipt of required Technology Fee
- Completion of set up procedures as set forth by the district

### 2.2 Personal iPads

If parents decide to allow their child to use his/her own personal iPad in lieu of a District-provided iPad, the parents must sign a form indicating this choice and agreeing to certain program requirements.

## 3. TAKING CARE OF YOUR IPAD

Students are responsible for the care of the iPad they have been issued by the school district. iPads that are broken or not working properly must be reported to a teacher and taken to the EJHS Library for an evaluation of the equipment. **Never try to repair the iPad yourself or have someone outside the district work on it, as this could void the warranty and cause you to be without an iPad for an undetermined amount of time.**

### 3.1 General Precautions:

- No food or drink is allowed near your iPad. Spills incur costly repairs that are not covered by warranty.

- Only use a clean, soft cloth (anti-static, microfiber) to clean the screen. Do not use cleansers of any type.
- Never remove the school-issued iPad case from the iPad.
- Charger cords/cables/ear buds must be inserted and removed carefully in the iPad to prevent damage.
- iPads must remain free of any writing, drawing, etching, stickers, or labels that are not the property of Ennis I.S.D.
- iPads must never be left unsupervised ANYWHERE, including unlocked lockers, unlocked cars, the cafeteria, gym., or anywhere on the campus grounds.
- Students are responsible for keeping iPad batteries charged daily for school use.
- Students must honor and abide by all EISD policies, rules and guidelines.

### **3.2 Carrying the iPad:**

The protective E.I.S.D. issued case provides the iPad with sufficient padding to protect it from normal treatment and provides a suitable means for carrying the device within the school, and to home and back each day.

#### **The guidelines below should be followed:**

- iPads should always be inside the protective EISD issued case. Only EISD cases are allowed on the school-issued iPads. Never remove the cases.
- iPads should be placed carefully inside backpacks to avoid placing too much pressure and weight on the iPad screen.
- iPads should be placed inside backpacks when carried to, from, and within school.
- iPad charger block and cable should be kept in a safe place to be used for charging device.

### **3.3 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. Please adhere to the following rules:

- Do not lean on top of the iPad.
- Do not place anything near or beside the iPad that could put pressure on the screen.
- Do not place anything in the backpack that will put pressure on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth only.
- Do not use Windex or other harsh chemicals to clean the screen.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc., as it will break the screen.

#### 4. [USING YOUR IPAD AT SCHOOL](#)

iPads are intended to be used at school each day. Free wireless access is provided by Ennis ISD while on EISD property. In addition to teacher expectations for iPad use, access is available to the district website including school messages, announcements, calendars and schedules. Students are responsible for bringing their iPads to all classes on a daily basis. Students will use their iPad devices in class **only when so instructed by their teacher**. iPads are not allowed to be used in the hallways, lunch time, locker rooms, or restrooms.

##### 4.1 iPads Left at Home:

If students leave their iPad at home, they are responsible for getting their course work completed by alternate means. The iPad is similar to any instructional material necessary for daily classwork. If leaving the iPad at home is a frequent occurrence, the student may be subject to disciplinary action.

##### 4.2 iPads Undergoing Repair:

Based on availability and determined by individual circumstance, loaner iPads may be issued during the time frame of the repair. In the case that no loan is available, the student will be required to complete assignments by alternate methods.

##### 4.3 Screensavers and Backgrounds:

During orientation, students will set their backgrounds as a single picture of only themselves for quick iPad identification purposes throughout the entire school year. Inappropriate media may not be used as a screensaver or background on the device. Presence of weapons, pornographic materials, inappropriate language, alcohol, drugs, R-rated, or gang-related symbols or pictures will result in disciplinary action.

##### 4.4 Sound:

Sound must be muted at all times during school unless permission is obtained from the teacher.

#### 5. [APPS](#)

All apps installed by Ennis ISD must remain on the iPad in usable condition and must be easily accessible at all times. From time to time, the district may add or remove apps in “Self-Service” for use in a particular class.

##### 5.1 Originally Installed or District Purchased Apps:

Ennis ISD Technology Department will push district requested and approved fee-based apps to student and teacher devices to “Self-Service”. When this occurs, users are expected to install the apps using their Apple I.D.

## 5.2 **FREE Apps:**

- Students will be expected to install all free apps to their devices per teacher or district request.
- Students are allowed to download free personal apps and music using the Apple I.D. they used to set up their school issued iPad. All items must meet the rules and guidelines set forth within the Ennis ISD Acceptable Use/Internet Safety Policies and iPad Handbook guidelines.
- If any personal fee-based content is installed, it must be bought using a parent purchased iTunes card so that no secure, personal information will be present on the school-issued iPad. Parents must supervise any fee-based download. EISD will not be responsible for any charges incurred by the student. Fee based purchases are non-transferrable. Upon turning in the iPad to Ennis I.S.D., the student will be able to retrieve any paid apps on other devices using the Apple ID associated with the school owned device.
- Students are not allowed to use another Apple I.D or to sync their school-issued iPad to a home computer or another personal iTunes account.

## 5.3 **Updating Apps:**

Students are expected and required to update apps installed on their devices on a regular basis using their Apple I.D. designated for the school issued iPad.

## 6. **INSPECTION**

Students may be selected at random to provide their iPad for inspection to check for restricted images and settings, as well as the overall care and condition of the iPad, charger block, cord and case. Students have no expectation or right to privacy on an E.I.S.D. iPad, and they can be randomly searched at any time.

## 7. **RESTORING THE IPAD**

Occasionally, it will be necessary for the E.I.S.D. Technology Department to restore an iPad. It may be required in order to repair software or hardware issues, or to remove inappropriate content from a device. Students should never attempt to do this on their own.

## 8. **IPAD ACCEPTABLE USE**

All EISD staff and students are required to comply with the Ennis ISD Acceptable Use/Internet Safety Policy including specific iPad guidelines. Access to E.I.S.D. technology resources is a privilege and not a right.

### **8.1 General Guidelines:**

- Students will have access to all available forms of electronic media and communication that is in support of the educational goals and objectives of Ennis ISD.
- Students will use the device mainly for educational purposes; however some personal use is permitted.
- Students must use their own individual account/ apple ID, and it should never be shared with others.
- Students are responsible for their ethical and educational use of technology resources.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes but is not limited to: confidential information, copyrighted material, threatening or obscene material, and device viruses.
- Any attempt to alter data, the configuration of a device, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Code of Conduct.
- Cyber bullying will not be tolerated and appropriate disciplinary action will be taken immediately by the campus principal.
- The equipment (iPad, charger block, cord, and case) will be returned the final week of school, or sooner, if a student leaves, withdraws, is expelled, or reassigned to DAEP or Horizons from Ennis Junior High prior to the end of the school year.

### **8.2. Privacy and Safety:**

- Unauthorized chat rooms and all chain letters are prohibited.
- Do not open, use or change device files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that the information stored on your device is not guaranteed to be private or confidential.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, you must notify a teacher or an administrator immediately so that such sites can be blocked. This is not a request – it is a responsibility.
- Student use of the Internet on the school's network is filtered per local policy, as required by state and federal mandates.

### **8.3 Legal Propriety:**

Users should 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 claiming someone else's work as your own. It is an unacceptable practice. 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 severe disciplinary penalties. Violation of applicable state or federal law, including the Texas Penal Code - Computer Crimes, will result in criminal prosecution and/or disciplinary action by the district.

#### **8.4 Email and Chat Rooms:**

Chat rooms allow for collaboration and communication among peers in a safe, filtered environment. Chat rooms and email may only be used as part of the instructional curriculum and must be supervised by the teacher. When doing so, please be aware:

- Emails and documents on school-owned equipment are part of the public domain, not private, and are subject to inspection at any time.
- Always use appropriate language in email and chat rooms.
- Follow Netiquette Rules
- Do not transmit language/material that is profane, obscene, abusive or offensive to others.
- Do not send mass emails, chain letters or spam.
- Maintain high integrity with regard to email content.
- Report any inappropriate behavior or violation of these rules immediately to your teacher or administrator.

#### **8.5 Consequences:**

The student in whose name the iPad, charger block, and cord are issued will be responsible at all times for appropriate use. This means if someone else uses your device to break the rules, you are still responsible. Non-compliance with the policies of the iPad Handbook and the EISD Acceptable Use/Internet Safety Policy will result in disciplinary action.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by a designated EISD staff member to ensure appropriate use. The school district cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of device crime laws. The Texas Open Records Act governs contents of email and network communications.

### **9. [PROTECTING AND STORING YOUR IPAD](#)**

#### **9.1 iPad Identification:**

Each school owned iPad is labeled in the manner specified by the school. Labels are NOT to be intentionally removed from the iPads. iPads can be identified in the following ways:

- Record of serial number

- EISD Label
- Library Inventory
- District Inventory

### **9.2 Storing Your iPad:**

When students are not using iPads, the devices should be stored in a locked room, secure locker, teacher's locked classroom, or in a secure, designated location at home or school. iPads should never be left in a vehicle (locked or not). Not only can temperature changes cause damage, they are also popular targets for thieves.

### **9.3 iPads Left in Unsupervised Locations:**

Under no circumstances should iPads be left in unsupervised areas.

Unsupervised areas include the campus and school grounds, cafeteria, hallways, library, gym, dressing rooms, computer labs, restrooms, or any unlocked classroom. Any iPad left unattended is in danger of being stolen. If an iPad is found in an unsupervised area, it must be taken to the library or office. The responsible student may be subject to disciplinary action.

## **10. REPAIR OF YOUR IPAD**

A \$40.00 non-refundable Technology Fee is required each year prior to issuing the iPad to the student. This fee covers repair of device malfunction. It does NOT cover repair from neglect or abuse. Broken screens or damaged devices will be reviewed on a case by case basis. It also does not cover loss or damage of the charger block, cord, or case. It is the responsibility of the student/parent to replace these items with identical parts.

## **11. REPLACEMENT DUE TO THEFT OR LOSS:**

In the event of theft or loss of the iPad, the student/parent will be charged a replacement fee based on the current value of the device. Upon receipt of the replacement fee, procedures for replacement of the device will begin.

### **11.1 Reporting Theft or Vandalism:**

In the event of loss, theft or vandalism, students and parents must report the incident immediately to their teacher and principal who will also notify the EISD Technology Department.

If procedures to locate the device at the school fail, it is mandatory that **a police report must immediately be filed by the parents and student**. It is mandatory to provide a copy of the report to the Principal within 24 hours. No consideration of a replacement device will be determined until these steps are followed.

Fraudulent reporting of theft will be turned over to law enforcement officials for prosecution. A student making a false report will also be subject to school disciplinary action. The District will work with law enforcement agencies to alert pawnshops and area law enforcement to be aware of this district-owned equipment.

**11.2 Consequences of Loss/Damage of iPads:**

If a student loses or damages the school-issued iPad, an administrative decision will determine whether the student will be issued a loaner iPad (if available) from the library, whether home privileges will be continued or denied, or whether the student must complete assignments using alternate methods the rest of the school year without an iPad.

**12. IPAD TECHNICAL SUPPORT**

The Ennis I.S.D. Technology Department coordinates all aspects of technical support for the iPad including obtaining aid from campus experts.