



iPad Policy, Procedures, and Information
Handbook
2014-2015



Inspire, Engage, Innovate

Voorhees Township Public School iPad Program

Voorhees Middle School iPad Program

Handbook

Introduction

The purpose of the iPad program at the Voorhees Middle School is to provide students and staff with tools and resources to create a modern learning environment that will prepare students to be successful in high school and ultimately to be college and career ready. We recognize that technology integration should be seamless and allow students to create, think critically, problem solve, collaborate, and communicate in new, meaningful, and interesting ways. The iPad program will help teachers transform curriculum and teaching practices so they can prepare students to be successful in an ever-changing global economy.

The policies, procedures, and information contained in this handbook apply to all iPads used by Voorhees Middle School students and staff. Teachers may set additional requirements for use in their individual classrooms.

Voorhees Township School District strives to meet the unique needs of all stakeholders by providing comprehensive, innovative, and creative instructional programs that prepare lifelong learners to succeed in an ever-changing global society

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I. Receiving Your iPad and iPad Check-in

a. Receiving Your iPad

iPads will be distributed during the second week of school. Prior to the start of school, parents will be invited to attend an iPad information program in the evening. Parents and students must sign the iPad Loan Agreement, Acceptable Use Policy, and Handbook Acknowledgement before the student's iPad can be issued.

b. iPad Check-in

iPads will be returned to the Voorhees School District in June, so they can be checked and serviced for the next school year. If a student withdraws from the Voorhees Middle School during the school year, the iPad must be returned at that time or it will be considered stolen. Stolen iPads will be tracked and reported to the proper authorities.

c. Check-in Fines

iPads and their chargers must be returned to VMS at the end of the school year. If a student fails to return his or her iPad at the end of the year, the parent is responsible for the cost to replace the iPad. The cost of the iPad is \$499.00. The cost to replace the charger is \$29.00 and the cost of only the charger cord is \$19.00. Failure to pay for a replacement iPad will result in a theft report being filed with the proper authorities. Damaged iPads will require a payment of \$49.00 in order for the district to have the iPad repaired.

II. Taking Care of Your iPad

a. General Precautions

iPads are considered school property and all users must follow all school policies and procedures related to technology use and the code of conduct. General precautions will help to ensure the iPad remains in excellent working order during the school year. Therefore, cords and cables must be inserted carefully into the iPad to prevent damage. iPads must remain free of any writing, drawing, stickers, labels that are not property of the Voorhees Township School District. iPads should not be used near food or drink. They should not be stored in a vehicle for a prolonged period of time. iPads must never be left unlocked or unsupervised in school or during after-school activities. iPads should be kept out of reach of younger siblings, family pets, or anyone else capable of careless handling or inadvertent damage. Students are responsible for keeping their iPad's battery charged before coming to school each day.

b. Carrying iPads

iPads can sustain significant damage if dropped or if they are repeatedly dropped. Therefore, iPads should always be within a protective case when carried. Some cases can hold other objects such as folders or

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notebooks, but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen. The iPad should be carried in a backpack when leaving school and should not be used on the bus.

c. Screen Care

The iPad screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. Therefore, 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. Do not place anything in the carrying case that will press against the cover. iPads do not respond well to liquids. There is a liquid sensor (similar to those in cell phones) that provides proof of liquid damage. Clean the screen with a soft, dry cloth or anti-static cloth. Do NOT use window cleaner, household cleaners, aerosol sprays, solvents, alcohol, ammonia or abrasives to clean the screen. Do not bump the iPad against lockers, walls, doors, or floors or the screen will eventually break.

III. **Using Your iPad at School**

a. iPads Left at Home

iPads are intended for use at school each day. Students are responsible for bringing their iPads to all classes, unless specifically instructed not to by their teachers. If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. If a student repeatedly comes to school without the iPad, he or she is considered unprepared for class. Students may be required to complete work after school hours or points may be deducted from their work grade.

b. iPad Undergoing Repair

Loaner iPads may be issued to students when their iPads have been sent out for repair. Depending on demand, there may be a delay in getting an iPad. Loaner iPads are not guaranteed. Parents/Guardians will be required to pay a \$49.00 service charge before their iPad can be sent to Apple for repair.

c. Charging Your iPad's Battery

iPads must be brought to school each day fully charged. Uncharged iPads may not be able to be charged in school. Students will then be required to complete course work without their iPad and are considered unprepared for class.

d. Screensavers/ Photos/Videos

Inappropriate media or photos may not be saved on the iPad or used as a screensaver. Inappropriate media or photos include anything related to weapons, pornography, inappropriate language, alcohol, drugs, gangs, or any other media that violates the Acceptable Use Policy or Code of Conduct. Photos or videos of other students or staff members cannot be

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taken without their permission. Photos and videos must only be used for educational purposes.

e. Using the iPad Camera

The iPad comes equipped with both camera and video capabilities. As with all recording devices, permission must be granted to record an individual or group and/or post images/videos online. iPads cameras may not be used in restrooms or locker rooms.

f. Sound, Music, Games, or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. If sound is turned on, students must use his or her headphones, which may be purchased in the school store. Music is allowed on the iPad and can be used at the discretion of the classroom teacher. Internet games that are not educational are not permitted in school. If game apps are installed, they must only be utilized with teacher permission and cannot interfere with the efficient operation of the iPad. It is the student's responsibility to ensure that there is enough storage space available on his or her device for district installed apps and other required content.

g. Home Internet Access

Students are permitted to set up wireless networks on their iPads to allow for iPad use for educational purposes while at home. When using the Internet at home, it becomes the parent's or guardian's responsibility to monitor student use. Teachers and administrators have the right to spot check students' iPads to ensure appropriate usage.

h. Legal Propriety

Students must comply with copyright laws and license agreements. If unsure, students should consult a teacher. Credit must be given to all sources used in a project, whether quoted or summarized. This includes all forms of media taken from the Internet—graphics, movies, music and text. Use of hacking software is prohibited.

IV. Managing Your Files and Saving Your Work

a. Saving to the iPad/Workflow Management

Students and staff will receive training on a variety of ways to save work on the iPad and ways to manage content. The school has selected eBackpack, which offers simple assignment management, online file storage, and collaboration tools to support a paperless classroom. Teachers will assign, share/distribute, collaborate, collect, annotate, and review assignments across any internet connected device including the iPad. Storage space will be available on the iPad, BUT saved data will not be backed up in case of iPad re-imaging by VTSD technology department. Students are required to have iCloud back-up activated on the iPad. Files should also be moved to Ebackpack storage.

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b. Network Connectivity

The Voorhees Township School District cannot guarantee that the network will be accessible 100% of the time. In the rare case the network is not operational; the district is not responsible for lost or missing data.

V. **Software on iPads**

a. Originally Installed Software

The software/apps installed by the Voorhees Township School District must remain on the iPad in usable condition and be easily accessible at all times. New apps or software may be added to the iPad remotely during the school year. Periodic checks of iPads will be made to ensure students have not removed required apps or used all iPad storage with personal content.

b. Additional Software

Students are permitted to add apps to their devices. However, they must be appropriate and in accordance with the Code of Conduct and Acceptable Use Policies. Additionally, there must be sufficient storage available on the device for school issued apps, content, or software updates.

c. Inspection

Students may be selected at random to provide their iPad for inspection. Staff can request to review or inspect any student's iPad at any time during the school day.

VI. **Protecting and Storing Your iPad**

a. iPad Identification

Student iPads are labeled to ensure that each student has a unique identification number. This will allow the district to remotely identify and control each iPad. Students must create a password and are required to keep their password private.

b. Storing Your iPad

When students are not using their iPads, they should be stored in their lockers. Storing the iPad in the bottom section of the locker is the safest area. This includes during gym class, lunch, and while participating in after school clubs, sports, or other activities not requiring an iPad. Nothing should be placed on top of the iPad when stored in a locker. iPads should also not be taken to the bathroom or locker-room since there is a chance of water damage. Students are encouraged to take their iPads home each day after school. iPads should not be stored in a parent's vehicle due to temperature changes. If a student needs a secure place to store his or her iPad, they should talk to their teacher.

c. iPads Left in Unsupervised Areas

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Under no circumstances should iPads be left unsupervised or stored in an unlocked area. It is the student's responsibility to ensure that his or her device is not lost or stolen. There will be a charge to replace any lost or stolen iPads that cannot be tracked by district personnel.

VII. Technical Support

Students who experience trouble with the iPad operating system features, apps, peripheral devices, or the iPad device hardware must follow these procedures to resolve the trouble:

- a. Check the "Self Help" area on the school's website for frequently asked questions, troubleshooting tips and tricks, and tutorials.
- b. Seek assistance from your teacher, or if allowed, another student.
- c. Use the "Help Requester" tool to log a help request. Response time to inquiries may vary, and the student is responsible for attempting and reporting results for any/all suggestions provided by the Help Desk.
- d. Make a "Walk-In" visit to the designated Help Desk area in the morning prior to homeroom, or at the end of the school day. Release from homeroom or last period class for this purpose is strictly at the discretion of the teacher.
- e. Contact Apple's Technical Support Center (<http://www.apple.com/support>), either on the web or by phone. The student will need to provide the iPad's serial number if asked by a support representative.

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- ✓ One Apple iPad, charger, and charger cord are being provided to the student in excellent working order. It is the student's responsibility to care for the equipment and ensure it is retained in a safe environment.
- ✓ It is the student's responsibility to purchase an iPad protective cover and ensure that it is utilized at all times.
- ✓ The iPad and charger is the property of Voorhees Township School District and is lent to the student for educational purposes only for the academic school year. The student may not deface or destroy this property in any way. Inappropriate use of the iPad may result in the student losing his or her right to use the iPad. The equipment must be returned when requested by the Voorhees Township School District, or if the student withdraws from the Voorhees Middle School prior to the end of the school year.
- ✓ The iPad may be used by the student only for non-commercial purposes, in accordance with the district's policies, rules, and the district's Acceptable Use Policy, as well as, local, state, and federal statutes.
- ✓ One user with specific privileges and capabilities has been set up on the iPad for the exclusive use of the student to which the device has been assigned. The student may not change or allow others to change the privileges and capabilities of the user's account.
- ✓ The student may not make any attempt to add, delete access, or modify other users' accounts on the iPad or on any school owned computer.
- ✓ The iPad has identification on it indicating that it is the property of the Voorhees Township School District. That identification should not be altered, removed, or modified in any way.
- ✓ The student acknowledges and agrees that the student's use of the iPad is a privilege and that by the student's agreement to the terms hereof, the student acknowledges the student's responsibility to protect and safeguard the iPad and to return it in the same excellent condition that it was received.
- ✓ In the event that the iPad is damaged, the parent/guardian is responsible for the \$49.00 cost to repair the iPad. The child will be provided a loaner iPad while the iPad is being repaired. The iPad can be replaced due to damage 2 times in the first 2 years. After 2 replacements, the parent will be responsible to purchase a new iPad.

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- ✓ In the event the iPad charger is lost or stolen, the parent is responsible for the \$29.00 cost to replace the charger. The cord can be replaced for \$19.00.
- ✓ In the event that the iPad is lost or stolen, the parent is responsible for the \$499.00 cost of replacing the iPad. The district has the ability to track the location of each iPad and to remotely control access to each device. In the event of theft or loss, it is very important to notify a school administrator immediately. Every effort will be made to locate the device and to cooperate with authorities in tracking a stolen device. The student will be provided a loaner iPad until another device can be purchased, but the iPad will have to remain in school.

Parents and Students Responsibilities

Parent/Guardian Responsibilities

Your child has been issued an iPad to improve and personalize his or her education. It is essential that the following guidelines be followed to ensure the safe, secure, and ethical use of the iPad. Therefore I agree to:

- ✓ supervise my child's use of the iPad at home.
- ✓ discuss my family's expectations regarding the use of the Internet at home.
- ✓ supervise my child's use of the Internet.
- ✓ not attempt to repair the iPad or clean it with anything other than a soft, dry cloth. Do not use window cleaner or any other liquid cleaner to clean the iPad.
- ✓ report, to the school, any problems with the iPad.
- ✓ not allow my child to leave the iPad in a vehicle for extended periods of time.
- ✓ ensure my child recharges the battery each night.
- ✓ ensure my child brings his or her iPad to school each day.
- ✓ ensure my child has a protective case for the iPad.
- ✓ return the iPad to school when requested or upon my child's withdraw from the Voorhees Middle School.
- ✓ reimburse the Voorhees Township School District for the cost of repair or replacement of a lost or stolen iPad.

Student Responsibilities

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Your iPad is an important learning tool and is to be used for educational purposes only. In order to take your iPad home each day, you must be willing to accept the following responsibilities. Therefore I agree to:

- ✓ follow the policies of the Voorhees Township School District, including the Student Code of Conduct and Acceptable Use Policy, and abide by all local, state, and federal laws.
- ✓ treat the iPad with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- ✓ not lend the iPad to anyone, not even my friends or siblings.
- ✓ not remove programs or files from my iPad without permission.
- ✓ honor my family's values when using the iPad.
- ✓ not give personal information when using my iPad.
- ✓ bring my iPad to school every day.
- ✓ use email or any other computer communication for appropriate, legitimate, and responsible communication.
- ✓ keep all accounts and passwords assigned to me secure, and not share these with any other person.
- ✓ not attempt to repair or alter the iPad in any way.
- ✓ not leave my iPad in a vehicle for an extended period of time.
- ✓ recharge the iPad every night.
- ✓ return the iPad when requested or upon my withdrawal from Voorhees Middle School.
- ✓ provide the iPad as requested by any Voorhees Middle School staff member to be inspected at any time.
- ✓ keep the iPad in a protective case at all times.
- ✓ carry the iPad to and from school in a secure bag and not remove it from the bag on the school bus.

Return Completed to Receive iPad

I acknowledge that I have read, reviewed, and agree to the terms explained in the Voorhees Township iPad Program handbook:

Student Name: _____ Homeroom: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____