

Benton Community High School
iPad Policy, Procedures and Information
BC HS 1:1 iPad Program

To continue to have Benton Community Students engaged in learning and thinking, we must maintain a dynamic balance between challenge and comfort – both for our staff and Students.

The focus of the 1:1 iPad program at Benton Community High School (BCHS) is to provide necessary tools and resources for a progressive learning environment, characterized by flexibility, collaboration, personalization, creativity, and a technology-rich learning. At BCHS, 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 much like the work world, accessing and using purposeful technology-based tools anytime a task calls for them.

Learning at BCHS is a continuous dynamic interaction among students, educators, parents, and the extended community. Implementation of a 1:1 iPad initiative 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.

Please read this document carefully. The policies, procedures, and information within this document apply to all District-owned iPads used at BCHS, including any other device considered by the Administration to come under this policy. Individuals or teams of teachers may set additional requirements for use in their classroom.

This agreement is made effective upon receipt of the iPad, between the Benton Community School District (the “District”), the student receiving the iPad (“Student”), and his/her parent(s) or legal guardian (“Parent”). The student and parent(s), in consideration of being provided with an iPad, software, and related materials (the “iPad”) for use while a student at Benton Community School District (BSCD), hereby agree as follows:

1. EQUIPMENT & iPad CHECK-IN AND CHECK-OUT

1.1 Ownership

The District retains sole right of possession of the iPad and grants permission to the Student to use the iPad according to the guidelines set forth in this document. Moreover, the District’s administrative staff retains the right to collect and/or inspect the iPad at any time, including via electronic remote access and to alter, add or delete installed software or hardware. Efforts are made to keep all iPad configurations the same. The District will retain records of serial numbers of provided equipment.

1.2 iPad Check-Out

iPads will be checked out each fall to incoming BCHS students. Parents and students must sign and return the iPad Protection Plan and Student Pledge documents before the iPad can be issued to a student (page 9). The iPad Protection plan outlines three options for families to protect the District’s investment in student iPads.

1.3 iPad Check-in

All iPads, cases, chargers, and school-provided accessories must be returned at the end of each school year to be updated, serviced, and stored safely for the summer. Student’s who withdraw, are suspended or expelled, or terminate enrollment at BC 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 BC, 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 will result in a theft report being filed with the Benton County Sheriff’s Department. Just like a library resource, textbook or a school uniform, the iPads are the property of BCS D, and students are responsible for returning them in reasonable condition. Any loss of or damage

to an iPad is the responsibility of the student and will be handled in a manner consistent with the Student's iPad Protection Plan. Students will be charged the actual cost of any needed repairs, not to exceed the replacement cost of the iPad.

1.4 Loss or theft of iPad

- iPads that are lost or stolen need to be reported to the school office immediately.
- If an iPad is lost, the student will be financially responsible for its replacement.
- If an iPad is stolen or vandalized while not at a District sponsored event, the parent shall file a police report.
- Students are not allowed to bring iPads into restrooms or locker rooms.

2. TAKING CARE OF YOUR iPad

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly should be taken to the help desk.

2.1 General Precautions

- The iPad is school property and all users will follow this policy and the BC acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers or liquids of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads and cases must remain free of any writing, drawing, stickers, or labels that are not the property of the BC School District.
- An iPad should always be locked or supervised directly by the student to whom it is assigned. For instance, iPads should never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day.

2.2 Carrying iPads

The protective cases provided with 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 should always be within the protective case provided by the District when not in use or being transported.
- No other items should be stored or carried within the iPad case to avoid pressure and weight on the screen.

2.3 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.

- 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.
- Clean the screen with a soft, dry cloth or anti-static cloth, no cleansers of any type.
- Take care not to bump the iPad against lockers, walls, car doors, floors, etc., as it will eventually break the screen.

2.4 iPad Problems

- It is student's responsibility to maintain 100% working iPad at all times.
- If the student's iPad is not working properly the student needs to first talk to the teacher in the class to determine if some minor troubleshooting will take care of the problem. If the problem still exists, contact the BCHS help desk. If the iPad cannot be fixed immediately, the student will be issued a different iPad to use on a temporary basis.
- Do not attempt to remove or change the physical structure of the iPad. Doing so will void the warranty, and the student/family will be responsible for the cost of repair or replacement.

2.5 Only one user

- Do not allow anyone else to use the iPad that you have been assigned. Loss or damage that occurs when anyone else is using your assigned iPad will be your responsibility.

3. 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 to 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 iPad at home, they are responsible for getting the course work completed as if they had their iPad present. Students who repeatedly (as determined by any staff member) leave their iPads at home, will be required to leave their iPads at school and check it out/in from the help desk at the beginning and end of each day.

3.2 iPad Undergoing Repair/Substitution of Equipment

In the event the iPad is inoperable, the District has a limited number of spare iPads for use while the iPad is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The student may not opt to keep a broken iPad or avoid using the iPad due to loss or damage. Please note that if the student forgets to bring the iPad or power adapter to school, a substitute will not be provided.

3.3 Charging Your iPad's Battery

It is the student's responsibility to maintain the charger. The student/parent will replace lost or damaged chargers. It is recommended that students not use the prongs on the charger to wrap the cord, as over time, this has proven to damage the cord. iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. Students who repeatedly (as determined by any staff member) fail to bring their iPads to school charged, will be required to leave their iPads at school and check it out/in from their teacher or advisor at the beginning and end of each day.

3.4 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.
- When the iPad is turned on the first screen displayed should display the student name. This allows for easy identification of the iPad. It is suggested to enter a passcode lock for access.

3.5 Camera/Microphone/Sound/Music/Games, or Programs

- Use of the camera and microphone may be used only under authorization of a school official.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Student created music and videos are allowed on the iPad and can be used at the discretion of the teacher.
- All software/apps/games must be school appropriate. Students are able to download software/apps/games at their discretion as long as it is appropriate. When storage space is needed the student is responsible for deleting content.

3.6 Printing

Printing will be available with the iPad on a limited basis. Students should talk to their teachers about when and how to print.

3.7 Home Internet Access

Students are allowed to set up wireless networks on their iPads. This will assist them with iPad use while at home. Students are not required to have internet or wireless internet access at home.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the iPad/Home Directory

Students may save work on their iPads. Limited 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. It is the sole responsibility of the student to backup such data as necessary. The District provides a means for backup along with directions but the District does not accept responsibility for any such software. iPad malfunctions are not an acceptable excuse for not submitting work. Teachers will instruct students on methods of managing workflow.

4.2 Network Connectivity

The BC 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.

4.3 Student/Staff sharing documents with one another

The BC School District will allow access to the Google Apps within the Benton Google domain for each student to use for academic purposes. All Districts technology policies apply to usage with this domain.

4.4 Downloading and Personalizing the iPad

All software/apps/games must be school appropriate. Students may be permitted to download software/apps/games through iTunes as long as it is appropriate and does not reflect the presence of, but not limited to guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures.

- When storage space is needed the student is responsible for deleting content. Students are only allowed to stream videos during the school day if directed by an instructor. Live streaming impacts the limited bandwidth available to the District.
- Stickers and other markings on the iPad will not be allowed. Each iPad is easily identified by a specific numbering system ("Asset Tag") that is placed on the iPad by the District.
- Protective coverings for the iPad will be provided by the District and must remain on the iPad at all times.

5. SOFTWARE ON IPADS

- The software and apps originally installed by BC must remain on the iPad in usable condition and be easily accessible at all times.
- From time to time the school may add applications for use in a particular course and the iPad must be accessible to the District.
- Periodic checks of iPads will be made to ensure that students have not removed required apps.

5.2 Synchronization & iTunes Account

The District synchronizes iPads for preloading of school apps. Students should not physically synchronize/ attach the iPad to a computer as this will create problems and technical difficulties. Students are able to create their own iTunes account on the iPad and download appropriate apps.

5.3 Inspection

Students may be selected at random to provide their iPad for inspection. iPads are the property of Benton Community School District, and any staff member may confiscate any iPad at any time for any purpose.

5.4 Procedure for re-loading software

If technical difficulties occur or illegal software, non-BC installed apps are discovered, the iPad 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

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates and syncing.

6. ACCEPTABLE USE

The use of BC School District's technology resources is a privilege, not a right. The privilege of using technology resources provided by the BCSD 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 BC School District. This policy is provided to make all users aware of the responsibilities associated with efficient, 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 terminated, access to the school District technology resources may be denied, and the appropriate disciplinary action shall be applied. The BC 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.

6.1 Parent/Guardian Responsibilities

- Talk to your children about values and the standards that 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.

6.2 School Responsibilities are to:

- Provide monitoring of the iPad utilizing a variety of methods to assure compliance with the District's Acceptable Use Policies
- Provide internet blocking of inappropriate materials on District networks and provide internet access and individual Google account to students.
- Immediately report any inappropriate digital content to the building principal.
- Provide network data storage areas. These will be treated similar to school lockers. BCSD reserves the right to review, monitor, and restrict information stored on or transmitted via BCSD owned equipment and to investigate inappropriate use of resources.
- Provide guidance to aid students in use of the device and help assure student compliance of the acceptable use policy.

6.3 Students are Responsible For:

- 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 from delays, non-deliveries, mis-deliveries or service interruptions caused by the students own negligence, errors or omissions.
- Use of any information obtained via BCSD designated Internet System is at your own risk. BCSD specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping BCSD 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 turn off and secure their iPad after they are done working to protect their work information and device.
- Students must keep their iPad in a safe, secure environment when not in use.
- If a student should receive inappropriate digital content, he/she should immediately notify an adult.
- Returning their iPad at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at BC for any other reason, must return their individual school iPad computer on the date of termination.

6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing board policy or public law including: sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials, plagiarism, including accessing sites, selling term papers, book reports and other forms of Student work
- Use of outside external attachments without prior approval from the administration
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, screensaver passcode, etc).
- Spamming-sending mass or inappropriate emails
- Gaining or allowing access to other student's accounts, files, and/or data
- Use of the school's internet/e-mail accounts for financial/commercial gain or 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 (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 school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass, demean, or bully recipients.
- One user account with specific privileges and capabilities has been set up on each iPad for the exclusive use of the Student/Borrower to which it has been assigned. The Student/Borrower agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.
- Bypassing the BC web filter through a web proxy is strictly prohibited.

6.5 iPad Care

Just like any school property issued to a student for individual use. Students will be held responsible for maintaining their individual iPads and keeping them in good working order. Students are responsible for any and all damage. A protection option is available through the District.

- iPads that malfunction or are damaged must be reported immediately. All iPad repairs must be handled through the District. Students are responsible for the actual cost of damages—not to exceed the cost of replacement.
- iPad batteries must be charged and ready for school each day.
- iPad cases furnished by the school District must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- iPads that are stolen must be reported immediately to a building administrator.
- Treat this equipment with as much care as if it were your own property
- Do not attempt to remove or change the physical structure of the iPad. If attempts are made, families will be responsible for the cost of the repair or replacement.
- Do not remove or interfere with the serial number or any identification placed on the iPad.
- Do not place any stickers or any other markings on the iPad, case or accessories.
- Keep the equipment clean. For example, do not eat or drink while using the iPad.
- Do not do anything to the iPad that will permanently alter it in any way.
- Back up your data. Never consider any electronic information is safe when stored on only one device.
- Do not put stickers or use any type of markers on the iPad.

6.6 Legal Propriety

- 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 BC 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 BC Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

6.7 Student Discipline

If a Student violates any part of this policy, they will be put on the following disciplinary steps:

1st Offense: Student(s) will check in/check out their iPads from the help desk daily for 14 calendar days.

2nd Offense: Students will check in their iPad for a 14 calendar day suspension, still being responsible for all required academic work.

3rd Offense: Disciplinary action will be determined by the administration.

7. PROTECTING & STORING YOUR IPAD & ACCESSORIES

7.1 iPad Identification

Student iPads will be labeled in the manner specified by the school. iPads can be identified in the following ways:

- Record of serial number
- Benton Community Asset Tag
- Tracking software is installed on each iPad and can be used to track the location of any iPad
- When the iPad is turned on the first screen displayed should display the student name. This allows for easy identification of the iPad.

7.2 Storing Your iPad

When students are not using their iPads, they should be stored securely. Nothing should be placed on top of the iPad when stored. 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. If a student needs a secure place to store their iPad, they may check it in for storage with the help desk.

- The iPad and other iPad equipment must be stored in a safe place.
- Do not leave the iPad on the floor where it might be stepped on or within reach of small children or pets. Do not leave in a car or anywhere it might be exposed to extreme temperatures.
- iPads left in unattended classrooms or other areas that are considered “unattended” will be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the iPad back. If the iPad is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the iPad back, along with other potential appropriate consequences. Unattended and unlocked equipment, if stolen – including at school – will be the student’s responsibility.
- If on a school activity trip, never leave the iPads in school vans, buses, locker room, or in other areas where it could be damaged or stolen. Please be sure that sponsors of activities have ways of locking up the iPads.

7.3 iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, 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 office and dealt with as a disciplinary matter. The student will be required to check in and out the iPad for 14 calendar days if their iPad has been turned into the help desk or office due to not being supervised.

7.4 Ear Buds

- The use of ear buds in class and/or during study times are at the teacher/supervisor’s discretion.

7.5 Keep the iPad away from all liquids

- Exposure to liquids will severely damage an iPad and will result in large repair costs. Keep all food and liquid away from the iPad. Open cans of pop or cups of coffee (even those with lids) are especially dangerous. Do not put a bottle of water/pop/etc. in your bag or backpack with the iPad – even if the liquid is sealed?

8. REPAIRING OR REPLACING YOUR iPad

8.1 School District Protection

The student is responsible for maintaining a fully functional iPad at all times. The student shall use reasonable care to ensure that the iPad is not damaged. Refer to the other sections of this policy for iPad expected care. In the event of damage not covered by the warranty, the student/parent will be billed a fee, according to the damage sustained to the iPad and the cost of repair/replacement of the iPad.

8.2 Personal Home or Homeowners Insurance

Students or parents may wish to carry their own personal insurance to protect the iPad in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the iPad computer.

8.3 Claims

All protection claims must be reported to the High School office. Students or parents must file a police or fire report and bring a copy of the report to the principal's office before an iPad can be repaired or replaced with School District Protection.

9. COST OF REPAIRS

The district has purchased AppleCare Plus and Students/Families may be liable for the \$50 deductible to repair the iPad from accidental damage, otherwise, students will be held responsible for **ALL** damage to their iPads including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student/family will pay for full replacement value. Lost items such as cases and cables will be charged the actual replacement cost.

**BC High School
iPad Loan Agreement**

Student Pledge for iPad Use

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

- I will take good care of my iPad.
- I will never leave the iPad unattended.
- I will not take my iPad into the restrooms or locker rooms.
- I will never loan out my iPad to other individuals.
- I will charge my iPad's battery daily.
- 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 when not in use by only carrying it while in the case provided.
- I will use my iPad in ways that are educational, appropriate and meet BCHS 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 BCSD.
- I will follow the policies outlined in the iPad portion of this handbook and applicable BCSD technology policies while at school, as well as outside the school day.
- 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 protection or insurance.
- I understand that a police report will be filed by the school if necessary.

Parent Pledge for iPad Use

Your child has been issued an iPad to personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient and ethical operation of this computer.

- I understand my child will use the iPad at home.
- I understand my child needs to display good judgment when using the internet and email at home.
- I understand that I am not able to attempt repair or alteration of the iPad, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I understand that all problems with the iPad need to be reported to the school.
- I understand that the iPad battery needs to be charged nightly at home.
- I understand that my child will need to bring the iPad to school every day.
- I understand that if my child comes to school without their iPad that they may not be able to participate in classroom activities and their grade could be affected.
- I agree to make sure that the iPad is returned to the school when requested and upon my child's withdrawal from BCSD.

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police/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 principal's office.

INTENTIONAL DAMAGE: Students/parents are responsible for full payment of intentional damages to iPads. Warranty, Accidental Damage Protection, or School District iPad Protection **DOES NOT** cover intentional damage of the iPads.

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

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

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



