

Frontenac USD 249
iPad/Laptop Initiative
Policy & Procedures
2015-16

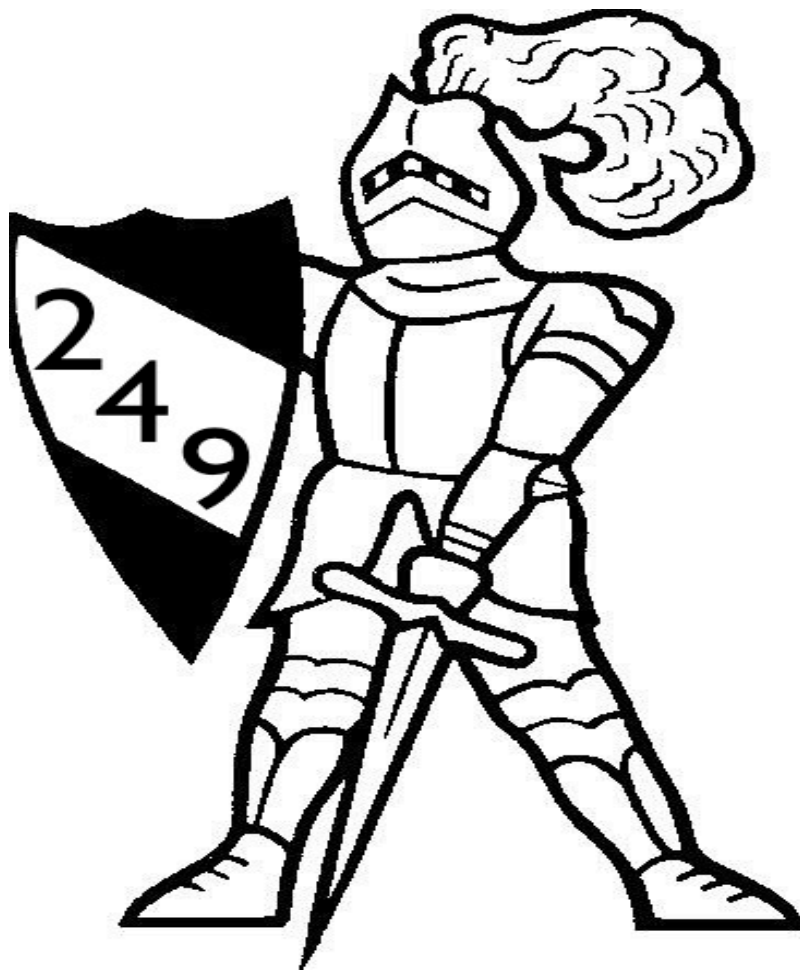


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Frontenac USD 249
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1. BRING YOUR OWN DEVICE (BYOD)

1.1. BYOD rationale: We realize that many students already possess their own iPad. Some parents have expressed a desire to purchase an iPad rather than pay technology fees each year. We have decided to allow students to bring their own iPad as long as it meets the minimum GB specifications.

1.2. BYOD requirements: BYOD requirements: Must be an Apple iPad with at least 16gb and operating system of IOS 8.0 or higher. As of September 2014, the iPad2, iPad3, iPad4, iPad Air, and iPad Mini all meet these requirements. Students choosing to BYOD must agree to let our technology department enroll their iPad to work with our Casper management system. To work with our management system the iPad must be completely wiped of all data so it can be supervised. Supervision allows us to install revocable software licenses onto the iPads and for teachers to utilize Casper Focus for classroom management. After the wiped iPad is returned to the student the data can be loaded back on but not via an iTunes or iCloud backup, as that will remove the supervision profile. The data must be added back manually.

1.3. Cases – Students are not allowed to provide their own case unless they are bringing their own device (BYOD)

2. TYPE OF USER ACCOUNTS:

The COPPA Act of 1998 (Children’s Online Privacy Protection Act)

Restricts children under the age of 13 from having most types of online accounts, including email accounts and iTunes accounts. Due to the COPPA Act, iPads for students under age 13 must be set up differently than for those students age 13 & older.

2.1. “INSTITUTIONAL” account (used in grades K-4).

The iPads for these grades are set up by the school (institution). Students cannot add or delete apps.

2.2. “LAYERED” or “INSTITUTIONAL” account (used in grades 5-7).

Using Apple’s Apple ID for students program ID’s are created for the students under 13 by the school with parental permission. Allowing students to install and manage their own apps.

2.3. “PERSONAL” account (used in grades 8-12).

Students use their own Apple ID. In addition to the apps placed on the iPad/Laptop by the school, student can manage their own apps, music, videos, ...

3. OFF CAMPUS RIGHTS

3.1. TAKE HOME 24/7 ACCESS:

During the school year, students may use the iPad/Laptop off campus on a 24 hour/7 day basis if they pay an annual technology fee of \$50. This annual technology fee must be paid at enrollment along with the \$50 school enrollment fee before an iPad/Laptop is checked out to the student. The administration reserves the right to adjust the technology fee for students transferring in/out of the district during the school year.

To be eligible for 24/7 off campus access, the student must complete all of the following:

- ✓ Have a parent and the student present at enrollment to pick up the iPad/Laptop
- ✓ Have a parent pay the \$50 technology fee
- ✓ Have both a parent and student sign the iPad/Laptop User Agreement
- ✓ Be in good standing with the iPad/Laptop Point System

3.2. SCHOOL DAY ONLY ACCESS:

For the students whose parents choose NOT to pay the annual technology fee, an iPad/Laptops will be checked out on the first day of school and used throughout the school year. However, the iPad/Laptops must be checked in daily before leaving school. The iPad/Laptop will be stored and charged overnight. The student will pick up the iPad/Laptops the next morning from the designated storage area for use during the school day.

4. RECEIVING YOUR iPad/Laptop & CHECK-IN PROCEDURE

4.1.Receiving Your iPad/Laptop

- 4.1.1. iPads/Laptops will be distributed during enrollment week in August. Before an iPad/Laptop is issued to a student, both parent and student must sign an iPad/Laptop User Agreement.

4.2.Checking in Your iPad/Laptop at the End of the Year

- 4.1.2. iPads/Laptops will be returned during the final week of school so they can be checked for serviceability.
- 4.1.3. If a student leaves Frontenac schools for any reason during the year after being issued an iPad/Laptop, the iPad/Laptop will be returned at the time of checkout.
- 4.1.4. If a student fails to return the iPad/Laptop at the end of the school year or upon termination of enrollment in Frontenac Schools, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad/Laptop. Failure to return the iPad/Laptop will result in a theft report being filed with the Frontenac Police Department.
- 4.1.5. The student is expected to return the iPad/Laptop and accessories to the building principal in satisfactory condition. The student will be responsible for any damage to the iPad/Laptop and will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad/Laptop.

5. TAKING CARE OF YOUR IPAD/LAPTOP:

12.1. General Precautions

- 5.1.1. The iPad/Laptop is school property that may be inspected by school officials at any time. All users will follow this policy and the Frontenac Technology User Agreement.
- 5.1.2. Only use a clean soft cloth to clean the screen. No cleansers of any type.
- 5.1.3. Cords and cables must be inserted carefully into the iPad/Laptop to prevent damage.
- 5.1.4. iPads/Laptops must remain free of any writing, drawing, stickers, or labels. The only exception: the Frontenac Technology Dept will engrave an identification logo on the iPad/Laptop and iPad cover.
- 5.1.5. Students are responsible for charging their iPad/Laptop overnight to ensure its usage throughout the next day.

5.2. Carrying iPads/Laptops

- 5.2.1. A protective case/cover for the iPad/Laptop is required to help protect the iPad/Laptop and provide a suitable means for carrying the device throughout the days. iPads should always be within the protective case when carried. Your iPad has been equipped with a protective case as described in Section 4 of this policy. Students are not allowed to bring their own cover unless it is for their personally owned BYOD that has been approved and registered through the Frontenac Technology Dept.

5.3. Screen Care

- 5.3.1. The iPad/Laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure or weight on the screen.
- 5.3.2. Do not put unnecessary pressure on the top of the iPad/Laptop.
- 5.3.3. Do not place anything near the iPad/Laptop that could put pressure on the screen.
- 5.3.4. Do not place anything in the carrying case that will press against the cover.
- 5.3.5. Clean the screen with a soft, dry cloth or anti-static cloth. Do not use cleansers.
- 5.3.6. Do not bump the iPad/Laptop against walls, lockers, car doors, floors, etc. as it may crack or break the screen.

13. USING YOUR IPAD/LAPTOP AT SCHOOL

iPads/Laptops are intended for use every day at school. In addition to teacher expectations for iPad/Laptop use, school messages, announcements, calendars, and schedules may be accessed using the iPad/Laptops. Students should bring their iPad/Laptop to all classes, unless specifically instructed not to do so by their teacher.

6.1. iPads/Laptops Left at Home

If students leave their iPad/Laptop at home, upon arrival at school, they should notify the office. Students will be asked to contact parents to bring the iPad/Laptop to school. If that is not possible, they will be issued a "loaner" iPad/Laptop but may be issued an iPad/Laptop Point. See Section 12 of this policy manual for a full explanation of the iPad/Laptop Point system.

6.2. iPad/Laptop Undergoing Repair

Loaner iPads/Laptops may be issued to students whose device is being repaired.

6.3. Charging Your iPad's/Laptop's Battery

iPads/Laptops should be charged overnight to full capacity before they are brought to school each day. Students may be issued a point if their battery fails to make it through the day.

6.4. Screensavers/Background Photos

Students will have the ability to customize their iPad's/Laptop's screen background. Appropriate media will be used. Students are allowed to use screen-locking passcodes. However, care should be exercised if using passcodes. If a student enters incorrect passcodes three times, they should stop and ask the technology department for assistance. The iPad/Laptop will be disabled if ten incorrect passcode attempts are entered and the iPad/Laptop will have to be restored to factory settings with loss of personal data.

6.5. Sound, Music, Games, or Programs

- 6.5.1. For students with personal accounts, the student may add music, games, etc. using their personal Apple ID. Apple ID's can be set up without using credit card information. Using iTunes cards may be the simplest way to add money to your Apple ID account if students want to add music and personal apps to their account. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- 6.5.2. Appropriate music is allowed on the iPad/Laptop. Ear buds/headphones may be used in the classroom based upon individual teacher approval. During passing periods, students may not use ear buds/headphones.

6.6. Printing

- 6.6.1. Limited printing services will be available with the iPad/Laptop. Students are required to gain teacher approval before printing from their iPad/Laptop.
- 6.6.2. Students will be given information and instruction on printing with the iPad/Laptop at school.

6.7. Home Internet Access/Printing

- 6.7.1. Students are allowed to set up additional wireless networks on their iPads/Laptops. This will be necessary to use web-based services outside of the school setting.
- 6.7.2. For iPads printing at home will require a wireless printer with ePrint/AirPrint functionality. For laptops printing at home will require a wired or wireless printer to be installed on the laptop.

6.8. Personal Apps

- 6.8.1. Students 13 and older in grades 8-12 may install appropriate personal apps on their iPad/Laptop via their personal iTunes account. With parental consent, students under 13 in grades 5-7 may install appropriate personal apps on their iPad/Laptop using Apple ID's set up by their parents. Frontenac USD 249 will, within reason, provide configuration settings that will not allow inappropriate content/apps/music to be installed on the iPad/Laptop. This does not limit what can be downloaded to the students individual iTunes account or other personal device (iPhone, iPod,...).
- 6.8.2. In the event storage space becomes an issue on individual iPads/Laptops, student music, videos, photos and apps will need to be deleted.

7. MANAGING YOUR FILES & SAVING YOUR WORK

7.1. Saving to the iPad/Laptop/Home Directory

- 7.1.1. Students should save work to the iPad/Laptop. It is recommended students regularly back up data. It is suggested the student save school-related data to the Cloud. Limited storage space will be available on the iPad—Data will NOT be backed up in the event an iPad has to be re-imaged or restored to factory settings. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work. The school does not or will not accept responsibility for the loss of any apps or documents deleted due to the necessity of a re-format and/or re-image. For laptops it is recommended to use the

Cloud to backup data but also it might be necessary to use an external USB hard drive or flash drive to backup data if the amount of data needing backed up exceeds the amount of cloud storage Apple provides. Google Drive can also be used to backup data. Drive encryption on the laptops must not be enabled if laptops are brought in for service we will do our best to backup data before reinstalling the device but no guarantees can be made.

8. SOFTWARE ON IPADS/LAPTOPS

8.1. Originally Installed Software

- 8.1.1. The apps and operating system originally installed by USD # 249 must remain on the iPad/Laptop in usable condition and be easily accessible at all times. From time to time the school may add additional apps and OS upgrades.
- 8.1.2. Periodic checks of iPads/Laptop will be made to ensure that students have not removed required apps or installed inappropriate material. Violations would be handled thru the iPad/Laptop Point system and/or through the disciplinary guidelines in the student handbook.

8.2. Additional Software

- 8.2.1. Student iPads/Laptops will be pre-loaded with apps like Pages, Keynote, iMovie. Additionally, if apps are requested by teachers or the District that cost they will be assigned to your account and available via the self service app or may at times install automatically.

8.3. Inspection

- 8.3.1. iPads/Laptops owned by USD 249 – Since these devices are owned by USD 249, the contents of the iPad/Laptop may be inspected by school officials at any time. Students should not expect any right or expectation of privacy since the school owns these iPads/Laptops and the expectations for appropriate usage have been explained in this policy.
- 8.3.2. BYOD iPads/Laptops – Since these devices are owned by the student and/or parent/guardian, these iPads/Laptops will not be subject to random searches liked the school-owned iPads/Laptops. However, much like with student cellphones, the school reserves the right to search devices confiscated due to reasonable suspicion that school policies have been violated or a criminal offense has occurred. If a school policy has been violated or a criminal offense has been committed, the student should understand there is “no right or expectation of privacy “.

8.4. Software upgrades

- 8.4.1. Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads/Laptops, even if it is their own device, for periodic updates and syncing. Operating systems with Apple devices change. Students on “personal” accounts are responsible for keeping their own downloaded apps updated. If new major versions of the iOS or Mac OS operating system are released please do NOT install it until instructed to.

8.5. Technology Support

- 8.5.1. Technology support for iPads/Laptops will be available during the normal business day at Frontenac Schools. Students needing iPad/Laptop assistance should first contact the principal’s office. Office personnel will then contact the tech office to see if help is immediately available or to leave a help request with the tech office. Typically, the technology office is open from 7:45-4:00 each school day. After hours support will not be available.

9. ACCEPTABLE USE

The use of the Frontenac School District’s technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Frontenac 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 Frontenac 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 appropriate disciplinary action shall be applied. The Frontenac School District’s Student Code of Conduct shall be applied to student infractions. Violations may result in

disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

9.1. Parent/Guardian Responsibilities

- 9.1.1. 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.
- 9.1.2. Students may have access to their device 24/7 if the technology fee is paid. As parents, you will need to establish ground rules for iPad/Laptop use outside of the school day. While using the iPad/Laptop at school, our internet filter should provide a safe surfing environment. However, away from school when not connected the school's internet service, you need to understand that this iPad/Laptop will not be filtered.

9.2. School Responsibilities are to:

- 9.2.1. Provide internet access to its students via the student wifi network.
- 9.2.2. Provide internet filtering while the device is on the schools network.
- 9.2.3. Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
- 9.2.4. Recommend students use the "cloud" for data storage of school related content.
- 9.2.5. Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

9.3. Students are responsible for:

- 9.3.1. Using iPads/Laptops in a responsible and ethical manner.
- 9.3.2. Obeying general school rules concerning behavior and communication that applies to iPad/computer use.
- 9.3.3. Only accessing the school wifi network while on school property – Absolutely no cellular hotspots.
- 9.3.4. Using all technology resources in an appropriate manner so as to not damage school equipment.
- 9.3.5. Helping Frontenac School District protect our computer system/device by contacting an Administrator about any security problems they may encounter.
- 9.3.6. Monitoring all activity on their account(s).
- 9.3.7. Securing their iPad/Laptop after they are done working to protect their work and information.
- 9.3.8. Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.
- 9.3.9. Returning their iPad/Laptop to the Technology Department at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Frontenac for any other reason must return their individual school iPad/Laptop on the date of termination.

9.4. Student Activities Strictly Prohibited:

- 9.4.1. Illegal installation or transmission of copyrighted materials.
- 9.4.2. Any action that violates existing Board policy or public law.
- 9.4.3. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- 9.4.4. Inappropriately utilizing photos, video, and/or audio recordings of any person.
- 9.4.5. Changing iPad/Laptop settings and profiles in an effort to circumvent the filtering and management system.
- 9.4.6. Downloading inappropriate apps.
- 9.4.7. Spamming-Sending inappropriate emails.
- 9.4.8. Sharing or gaining access to other student's files, data, or homework.
- 9.4.9. Sharing Apple ID accounts with other students
- 9.4.10. Sharing usernames and passwords with other students
- 9.4.11. Vandalism to your iPad/Laptop or another student's iPad/Laptop.
- 9.4.12. Recording a teacher or staff member without their permission

9.5. iPad/Laptop Care:

- 9.5.1. Students will be held responsible for maintaining their individual iPads/Laptops, and keeping them in good working order.

- 9.5.2. iPad/Laptop batteries must be fully charged and ready for school every day.
- 9.5.3. iPads/Laptops that are stolen must be reported immediately to the principal's office and technology department.

9.6. Legal Propriety:

- 9.6.1. 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. Apps obtained by individual students should not be shared with other students.
- 9.6.2. Plagiarism is a violation of the Frontenac Schools 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. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

9.7. Student Discipline:

- 9.7.1. If a student violates any part of the above policy, board policy, or school handbook policy, he/she may be subject to the following disciplinary steps:
- 9.7.2. Loss of privilege to take the iPad/Laptop off campus.
- 9.7.3. Loss of privilege of using the iPad/Laptop during the school day.
- 9.7.4. Disciplinary/Legal action as deemed appropriate.

10. PROTECTING & STORING YOUR IPAD/LAPTOP

10.1. iPad/Laptop Identification:

- 10.1.1. Both the student iPad/Laptop and its school-provided cover will be labeled by the technology department.

10.2. Storing Your iPad/Laptop:

- 10.2.1. When students are not using their iPads/Laptops, they should be stored in their backpack.
- 10.2.2. Nothing should be placed on top of the iPad/Laptop. Students are encouraged to take their iPads/Laptops home every day after school, regardless of whether or not they are needed. iPads/Laptops should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store their iPad/Laptop overnight, they may check it in for storage at the technology dept.

10.3. iPads/Laptops Left in Unsupervised Areas:

- 10.3.1. Under no circumstances should iPads/Laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, commons area, the lunchroom, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any iPad/Laptop left in these areas is in danger of being stolen. If an iPad/Laptop is found in an unsupervised area, it will be taken to the office. The iPad/Laptop Point System will be used if iPads/Laptops are left unsupervised.

11. REPAIRING OR REPLACING YOUR IPAD/LAPTOP/COST OF REPAIRS

The Frontenac School District recognizes that with the implementation of the iPad/Laptop initiative there is a need to protect the investment by both the District and the Student/Parent. Therefore, we have set the following guidelines in place. While USD 249 has chosen to allow personally owned iPads/Laptops, if they meet the minimum GB requirements and are enrolled through our technology department, the district technology staff will NOT be responsible for the repair of personally owned iPads/Laptops.

11.1. Accidental Damage

- 11.1.1. Students will be responsible for caring for their iPad/Laptop and school issued accessories. They will be expected to return them at the end of the year in good working condition.
- 11.1.2. Students will be responsible up to \$100 for the cost of repairs to or replacement of an iPad/Laptop that has been damaged accidentally.
- 11.1.3. Students will be responsible for the replacement cost of school issued accessories (keyboards, charging cables, cases) that have been damaged accidentally.

11.2. Personal Home or Homeowners coverage

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

your personal coverage of the iPad/Laptop computer.

11.3. Intentional Damage

11.3.1. Students will be responsible for the entire cost of repairs to or replacement of the iPad/Laptop, keyboard, charging cable, etc. that are stolen, lost, or intentionally damaged as determined by school administration.

11.4. Lost iPad/Laptop and/or Accessories

11.4.1. If a student loses his/her iPad/Laptop, they should immediately contact the principal. Additionally, the student will be required to immediately file a police report with the Frontenac Police Department. Students/parents will be responsible for the entire replacement cost to replace a lost iPad/Laptop.

11.4.2. Lost accessory items such as chargers and cables will be charged the actual replacement cost.

11.5. Warranty Repairs

11.5.1. The iPad/Laptop comes with a one-year factory warranty to replace/repair defective devices. However, damage devices due to accident or intentional abuse are not covered under the factory warranty. In the event of accidental or intentional damage, the student and parent will be responsible as outlined elsewhere in the policy under accidental or intentional damage.

11.6. Vandalism and Theft

11.6.1. In cases of theft, vandalism and other criminal acts, a police report **MUST** be filed by the student or parent with the Frontenac Police Department.

12. iPad/Laptop DISCIPLINE SYSTEM:

12.1. iPad/Laptop Discipline rationale/purpose:

12.1.1. The purpose of our discipline system is not to take away iPads/Laptops from students. However, we need students to be responsible with their devices and feel this discipline system will serve as reinforcement for students to properly care and use their iPads/Laptops in an appropriate manner. Students can lose the privilege to use an iPad/Laptop if they fail to show responsibility for their iPad/Laptop care and usage. The building principal or designee will be responsible for monitoring student care and usage of the iPad/Laptop.

12.2. Students will receive a consequence ranging from a warning to ISS for the following minor offenses:

- Running down the halls in possession of an iPad/Laptop (even if the iPad/Laptop is in a backpack, bag, purse, ...)
- Setting the iPad/Laptop on the floor at school
- Carrying the iPad/Laptop around with the screen showing (keep cover over the screen)
- Using earbuds without teacher permission (HS students may use during lunch period)
- Leaving the iPad/Laptop unattended
- Using the iPad/Laptop when standing (unless directed to do so by the teacher)
- Accidentally knocking or sliding an iPad/Laptop off the desk (if intentional, school discipline also applies)
- Using the iPad/Laptop during the school day for non-school related use
- Bringing the iPad/Laptop to school without adequate charge (applies only to users with 24/7 access)
- Not bringing the iPad/Laptop to school (a loaner will provided by the tech office if one is available)
- Not putting away the iPad/Laptop when directed by a staff member

12.3. Students will receive consequences ranging from detention – OSS for the following major offenses:

- Breaking an iPad/Laptop
- Losing an iPad/Laptop
- Taking/Hiding another student's iPad/Laptop
- Using another student's iPad/Laptop (without being directed to by a teacher)
- Participating in any inappropriate or illegal activity with the iPad/Laptop (school discipline may apply)
- Sharing Apple ID's, usernames, passwords

- Sharing files, data, and homework (without being directed to by a teacher)
- Inappropriate use of the camera.

12.4. Administrative Authority:

- 12.4.1. The above lists are a guideline, not all inclusive. Administration reserves the right to deviate from this policy when necessary depending on the severity and details of the individual situation. The principal can assign 1-3 points for any use that is deemed inappropriate and not covered above. The point system will be tracked by the building principal or designee and is cumulative over the course of the school year.

12.5. Losing iPad/Laptop Privileges:

- 12.5.1. If at any point the student reaches 3 iPad/Laptop Points, the student will lose the privilege an iPad/Laptop for two school days.
- 12.5.2. If at any point the student reaches 6 iPad/Laptop Points, the student will lose the privilege an iPad/Laptop for six school days.
- 12.5.3. If at any point the student reaches 9 iPad/Laptop Points, the student will lose all iPad/Laptop privileges until his point total falls below 9.
- 12.5.4. If a student breaks, loses, or has their iPad/Laptop stolen, the student must pay the appropriate fees listed in Section 11 of this policy before they regain 24/7 access privileges if applicable.

12.6. Rewarding for proper care and usage:

- 12.6.1. We feel it is important to give every student the opportunity to earn back points to possible regain iPad/Laptop privileges previously taken away due to improper care or use of the iPad/Laptop.
- 12.6.2. Each building will determine how and when to administer a point forgiveness policy. The administration of each building will inform and train students on all aspects of the point policy.

13. SCHOOL RIGHTS:

- 13.1.** USD 249's network, facilities, and/or mobile device are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of USD 249. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in disciplinary action and/or revocation of the offender's mobile device and/or network privileges.
- 13.2.** The administration and/or their designee(s) have the right to inspect any mobile device, application, or peripheral device associated with any or all USD 249 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all USD 249 technology.
- 13.3.** Frontenac Schools reserves the right to define inappropriate use of technology.

iPad/Laptop User Agreement

Print Student Name _____ School: FLE FJHS FHS Grade: _____

One Apple iPad/Laptop, one charger, and case have been issued to the student for the 2015-16 school year. These items are in good working order. It is the student's responsibility to take care of the equipment and ensure that it is retained in a safe, secured environment at all times. Replaced charger and cases will be provided at replacement cost.

Students who pay a \$50 annual technology fee will be allowed to take the iPad/Laptop home with them each day provided they responsibly care and use the iPad/Laptop. iPad/Laptop discipline guidelines are described in detail in section 12 of the Frontenac iPad/Laptop Policy. The administration reserves the right to adjust the technology fee for students transferring in/out of the district during the school year. The tech fee must be paid before the iPad/Laptop can leave the building. If the iPad/Laptop is damaged due to an accident, the student must pay the first \$100 of the repair or replacement cost. If the iPad/Laptop is lost, stolen, or intentionally damaged, the student must pay the entire replacement cost. If the student breaks, loses, or has their iPad/Laptop stolen, the student must pay the appropriate fees listed in Section 11 of this policy before they regain 24/7 access privileges if applicable. If school-issued accessories (keyboards, cases, chargers) are damaged or lost, the student is responsible to pay full replacement cost. If parents do NOT want the iPad/Laptop going home with their child, then the \$50 tech fee is not assessed.

This equipment is, and at all times remains, the property of USD 249 Frontenac School District and is herewith only being lent to the student for educational purpose only during the academic school year. The student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing their right to use the iPad/Laptop. The equipment will be returned when requested by Frontenac school officials, or sooner, if the student withdraws from the Frontenac school district prior to the end of the school year. Since the device belongs to USD 249, the student has no expectation or right of privacy while using or possessing this device. Upon request by school officials, the student must present the iPad/Laptop for inspection of all content and applications by school officials.

Students may be subject to loss of privilege, disciplinary action, or legal action in the event of intentional damage and/or violation of policies and guidelines as outlined in the Frontenac iPad/Laptop Policy and Procedures handbook as well as the Frontenac School Technology User Agreement.

Legal title to the technology device is with the Frontenac Schools USD 249. A student's right of possession and use is limited to and conditioned upon full and complete compliance with the following Board policies: Acceptable Use Policy for Technology, iPad/Laptop Policy and Procedures handbook, Copyright Laws, and other guidelines as outlined in the student handbook.

Engraved Identification labels have been placed on the iPad/Laptop and case. These labels are not to be scratched out or modified. If the label becomes damaged contact tech support. Additional stickers, labels, tags, or markings of any kind are not to be added to the machine.

The student acknowledges and agrees that the student's use of the district property 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 district property and to return the same in good condition repair upon request by Frontenac USD 249.

In the event an iPad/Laptop is stolen or lost, the student or parent/guardian is required to immediately notify the principal. Upon return to school, the student and/or parent/guardian will immediately contact the Frontenac Police Department to fill out a police report.

In the event a student and his parent/guardian choose to bring their own iPad/Laptop (which meets specifications), the student waives all "expectations of privacy" with regard to their personal device. While the school agrees not to conduct random searches on BYOD devices, the school reserves the right to search devices confiscated due to reasonable suspicion that a violation of school policy or committal of a criminal offense has occurred.

Please read through user agreement stipulations on the following pages. User agreement forms signed by both the student and parent/guardian must be submitted during enrollment before an iPad/Laptop can be issued.

Student Responsibilities

Your iPad/Laptop is an important learning tool and while at school should be used for only educational purposes. When using the iPad/Laptop at home, at school, and elsewhere, I will follow the policies of Frontenac USD 249, especially those outlined in the iPad/Laptop Policy and Procedures handbook and Technology User Agreement, while also abiding by all local, state, and federal laws.

- ✓ I will take good care of my iPad/Laptop by not dropping it, getting it wet, leaving it outdoors, using it nearby food or drink, ...
- ✓ I will never leave the iPad/Laptop unattended.
- ✓ I will never loan out my iPad/Laptop to other individuals, not even my friends. While at school, it will stay in my possession at all times.
- ✓ I will protect my iPad/Laptop by keeping it in a protective case.
- ✓ I will charge my iPad/Laptop battery every night and bring it to school fully charged every day.
- ✓ I will keep food and beverages away from my iPad/Laptop since they may cause damage to the device.
- ✓ I will not disassemble any part of my iPad/Laptop or attempt any repairs.
- ✓ I will notify the technology department immediately if my iPad is damaged.
- ✓ I will use my iPad/Laptop in ways that are appropriate, meet Frontenac Schools' expectations, and are educational in nature.
- ✓ I will not place decorations (such as stickers, markers, etc.) on the iPad/Laptop and will not deface the serial number label.
- ✓ I understand that my iPad/Laptop is subject to inspection at any time without notice and remains the property of the Frontenac School District.
- ✓ I will follow the policies outlined in the iPad/Laptop Handbook and the Technology User Agreement while at school, as well as outside the school day.
- ✓ I will file a police report in case of theft, vandalism, and other acts covered by insurance.
- ✓ I will be responsible for all damage or loss caused by neglect or abuse.
- ✓ I agree to return the District iPad/Laptop, power cords, and case in good working condition.
- ✓ I will not utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.
- ✓ I will reserve the recommended amount of storage at all times for addition of educational tools and updating requirements
- ✓ I will not share my Apple ID/passwords/account info/data files with other students

I agree to the stipulations set forth in the above documents including the Frontenac iPad/Laptop Policies and Procedures; the Technology User Agreement Policy; and this signed iPad/Laptop user agreement.

Student Name (Please Print): _____ GRADE _____

Student Signature: _____ Date: ____/____/____

Parent Responsibilities

Your son/daughter is being issued an iPad/Laptop to improve and personalize his/her education this year. As the parent/guardian, you agree to the stipulations set forth in the iPad/Laptop user agreement signed above by your son/daughter along with the regulations contained in the Frontenac iPad/Laptop Policies and Procedures handbook and the Frontenac Technology User Agreement. Additionally, you agree to follow the guidelines listed below to ensure the safe, efficient, and ethical operation of this iPad/Laptop.

- ✓ I will supervise my child's use of the iPad/Laptop while at home and assume responsibility for the child's use of the iPad off campus.
- ✓ I will discuss our family's values and expectations regarding the use of the Internet and the iPad/Laptop.
- ✓ I will monitor my child's use of the Internet during use of the iPad/Laptop off campus.
- ✓ I will not attempt to repair the iPad/Laptop, nor will I attempt to clean it with anything other than a soft, dry cloth.
- ✓ I will report to the school any problems with the iPad/Laptop.
- ✓ I will make sure my child recharges the iPad/Laptop battery nightly.
- ✓ I will make sure my child brings the iPad/Laptop to school every day fully charged.
- ✓ I understand that if my child comes to school without the iPad/Laptop, I may be called to bring it to school.
- ✓ I agree to make sure that the iPad/Laptop is returned to school when requested and upon my child's departure from Frontenac schools.
- ✓ I understand an annual technology fee of \$50 must be paid before my child can take home the iPad/Laptop.
- ✓ I understand that I will be responsible for the first \$100 of repair cost for accidental damage to the iPad/Laptop.
- ✓ I understand that I will be responsible for the entire repair cost for intentional damage to the iPad/Laptop, the replacement value of the iPad/Laptop if stolen or lost, and for the replacement cost of school issued accessories (keyboard, cases, chargers).

Please check this box if you have an active Internet connection in your home.

Please check this box if you have Wireless access to the Internet in your home.

Parent/Guardian Name (Please Print): _____ GRADE _____

Parent/Guardian Signature: _____ Date: ____/____/____