

# South Page Community Schools

## Technology Device (iPad) **GUIDEBOOK**

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## OUR MISSION

The South Page Community School District is a school system dedicated to providing a well-rounded quality education, to developing student self-worth, and to meeting the needs of the citizens of the district by providing the best facilities, instructional programs, and personnel available, while continually striving for improvement in all areas.

## SCHOOL ACCOUNT USAGE

In order to access and use the iPad and other school devices, students will be supplied with a unique Google Account. This account will provide email access, and authentication into Google's systems (Drive, Docs, etc...). These Google Accounts will be kept available throughout the student's enrollment at South Page Schools. It is strongly encouraged **NOT** to use the provided account for anything besides basic school functions. All student accounts will be **deleted shortly after graduation**, or when they no longer are enrolled at South Page Schools.

## RECEIVING YOUR SCHOOL TECHNOLOGY DEVICE

Each student will be assigned an iPad or other technology device to be used throughout their time at South Page Schools. The technology devices will be distributed at the beginning of each school year, where students and parents/guardians will be required to read and sign subsequent Technology Policy agreements before receiving their school issued device.

### **iPad and/or Other Technology Device Identification**

iPads can be identified in the following ways:

- Serial number
- Student iPad ID (will be supplied during distribution)

Under no circumstance are students to modify, remove, or destroy identification labels. Doing so may void any manufacturer/3rd Party warranties.

### **Ownership**

All student issue devices provided by the school and accessories are the property of South Page Community Schools.

### **Returning the School Issue Technology Device**

Any student who transfers out of South Page Schools before graduation will be required to return their technology device and accessories. If an iPad/other assigned devices and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received, the parent/guardian will be turned over to a collection agency.

## TAKING CARE OF YOUR SCHOOL ISSUED DEVICE

Students are responsible for the general care of the school issue device. Devices that are broken or fail to work properly must be taken to the Technology Department immediately. If a loaner device is needed, one will be issued to the student until their technology device can be repaired or replaced. If a technology device cannot be repaired, a new technology device will be issued of similar age/wear.

### **General Precautions**

- No food or drink should be near your iPad/technology device.
- Cords, cables, and removable storage devices must be inserted and removed carefully.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Do not overcharge your technology device, or leave it plugged in for unnecessary amounts of time. This could wear out the battery at a much faster rate. Charge when it needs charging, or while the device is in use.
- iPads/Technology Devices must remain free of any writing, drawing, stickers, or labels that are not the property of South Page Schools.
- iPads/Technology Devices should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your iPad/Technology Device to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device.
- Always bring your device to room temperature prior to turning it on. (Important during winter months, especially if left in a cold environment)
- Students are responsible for bringing completely charged iPad/Technology Device for use each school day.

### **Carrying the Chromebook**

Students will be issued a case/sleeve with their iPad/technology device during distribution. The expectation is that students will use this to carry their school issue device, or as a protective sleeve to be used with a laptop compatible backpack.

The case/sleeve will protect the iPad/technology device from normal treatment and provides a suitable means for carrying the device within the school. The case/sleeve will NOT protect the iPad/technology device from reckless or irresponsible handling. Students are advised to always transport their iPad/technology device in it's case/sleeve, and not to place it directly in their backpacks. The weight of books and other items can potentially damage the device, particularly the screen.

## Screen Care

The iPad/technology device screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure--such as being thrown around in a backpack full of books. To avoid damage, please adhere to the following rules:

- Do not lean on top of the iPad/technology device.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or microfiber cloth. Do not use window cleaner or any type of liquid or water on the iPad/technology device.

## Protecting and Storing your iPad/Technology Device

Students in grades 7-12 need to take their iPad/technology device home with them every night. The iPad/technology device is not to be stored in their lockers or anywhere else at school outside of school hours. iPad/technology devices should never be stored in a vehicle.

- iPad/technology devices are the responsibility of the student. This device will be yours throughout your time at South Page Schools. Take good care of it.
- Cases will be provided for each iPad/technology device, and are the required vessel for keeping and protecting the device.

Students in grades K-6 need to place their iPad/technology device on the assigned charging station at the end of the day or by the homeroom teacher's advisement.

## Storing iPad/Technology Device at Extracurricular Events

Students are responsible for securely storing their iPad/technology device during extra-curricular events.

## iPad/Technology Device Left in Unsupervised/Unsecured Areas

Students are responsible for the care of the iPad/technology device and all their school issued materials. Under no circumstances should an iPad/technology device be stored in unsupervised areas.

- If an unsupervised iPad/technology device is found, notify a staff member immediately.
- Unsupervised iPad/technology devices will be confiscated by staff. Disciplinary action may be taken for leaving your iPad/technology device in an unsupervised location.

## iPad/Technology Device Loss or Damage

Students/families will be held responsible for the cost of replacement of any materials or property which is lost or damaged through their negligence or intentionally destructive behavior. Please discuss with your child the importance of taking good care of iPad/technology devices, textbooks, library books, and all school equipment and property.

- Students are responsible for the care of the iPad/technology device issued by the school.
- Siblings and friends should not use the iPad/technology device.
- iPad/technology devices that are broken or fail to work properly must be reported to the Technology Department.
- Never try to repair the iPad/technology device yourself or have someone other than the Technology Department at South Page Schools work on it, as this could void the warranty and cause you to incur additional charges.
- Turn in the iPad/technology devices as soon as possible if repairs are needed. A loaner may be issued.

## **USING YOUR IPAD/TECHNOLOGY DEVICE**

### **At School**

Students at South Page Schools are expected to be respectful, responsible, and ready to learn. Consequently, students must bring materials and supplies to school and their classrooms on a daily basis. The iPad/technology device, like textbooks, are intended for use at school each and every day. In order to meet learning expectations and access information and materials, students must be responsible for bringing their iPad/technology device to all classes, unless specifically advised not to do so by their teacher.

Personal technology devices are not permitted to be used at school. This is due to the fact that some of the school's monitoring tools are ONLY available on school supplied equipment. For this reason, it is imperative that students bring their iPad/technology device to every class.

### **At Home**

All students in grades 7-12 are required to take their iPad/technology device home each night throughout the school year for charging. iPad/technology devices must be brought to school each day in a fully charged condition. Students need to charge their iPad/technology device each evening. If students leave their iPad/technology device or other school materials at home, the teacher will attempt to provide a replacement and assign consequences as appropriate.

It is recommended that students carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery should last throughout the day. Charging stations are also available in various classrooms. Loaner charges may be available in classrooms, or from the Director of Technology. New charges may be purchased from the Technology Department for a nominal fee.

### **Email**

Students are expected to regularly check their school provided email. This email is used to communicate important information directly to the student, such as: school events, teacher communications, schedule changes, and classroom notifications.

## Sound

Sound must be muted at all times on school grounds, unless permission is obtained from the teacher for instructional purposes. Students may use headphones with teacher permission.

## Printing At School

Printing functionality will be available on a limited basis at school and is subject to classwork only. All printing, if needed, can be done on the second floor printing office through the use of Google Cloud Printing.

## MANAGING FILES AND SAVING WORK

Students should save documents to their Google Drive. They can also save to an external memory device such as an SD card or USB flash drive if internet access is not available. However, saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups.

It is STRONGLY recommended not to save items directly to the iPad/technology device. It is common to have to wipe and restore iPad/technology device during repairs, so any locally saved files would be lost. The school is not responsible for any local files lost during the troubleshooting or a repair of an iPad/technology device.

## PERSONALIZING THE CHROMEBOOK

iPad/technology devices must remain free of any permanent writing, drawing, stickers, paint, tape, or labels that are not the property of South Page Schools. Spot checks for compliance may be done by Administration or teachers at any time. Failure to comply with the iPad/technology device personalization rules will result in disciplinary actions, including any costs associated with the refurbishing/replacement of an iPad/technology device.

Students may add appropriate non-permanent decals to their iPad/technology device. Personalized media on the device is subject to inspection and must not contain items from the "Unacceptable Content" list. South Page Schools withholds the right to assess and restrict personalized media at all times.

## Unacceptable Content

The following content is strictly prohibited:

- Weapons
- Pornographic or sexual materials
- Inappropriate language
- Alcohol and/or drugs



- R-rated or Adult material
- Acts of violence
- Gang related symbols or pictures
- Racist or sexist materials
- **Any content deemed inappropriate by Administration**

### **Profile Pictures, Screensavers and Backgrounds**

Unacceptable media (see Unacceptable Content list for examples) may not be used as a profile picture, screensaver or background on your device. Spot checks for compliance may be done by Administration or teachers at any time. Failure to comply with the iPad/technology device personalization rules will result in disciplinary actions.

## **OPERATING SYSTEM ON YOUR CHROMEBOOK**

### **Originally Installed Software**

All software must be installed by the school’s technology department. Unauthorized apps/software will be subjected to a technology violation.

All iPad/technology devices are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

### **Virus Protection**

Additional virus protection is unnecessary on the iPad/technology device due to the unique nature of its design.

### **Apps and Extensions**

Students are not permitted to install apps/extensions on other student’s iPad/technology devices. Doing so may result in disciplinary action. All apps and extensions necessary for education purposes will be installed by the technology department.

## **REPAIRING OR REPLACING YOUR IPAD/DEVICES**

### **iPad/Technology Device Repair**

If an iPad/technology device is damaged, it is the responsibility of the student and parent involved to contact the school Technology Department immediately. The user will be given another device (or accessory) to use until the iPad/technology device is repaired or replaced.

Non-warranty repair/replacements will be performed at cost, and automatically added to the next billing statement. As of 2019, the current average cost of common repairable items are:

- Total replacement of the Chromebook \$225.00
- Total replacement of an iPad Air \$350.00
- Chromebook AC Adapter \$ 25.00
- Apple AC Block Adapter \$ 15.00
- Apple Cord \$ 20.00
- Carry Case \$ 15.00
- Screen \$ 40.00
- Chromebook Battery \$ 50.00
- Name Tag \$ 5.00
- iPad Hard Plastic Case \$ 20.00

Loaner iPad/technology devices may be issued to students when needed. If a repair is needed due to malicious intent, the school may refuse to provide a loaner iPad/technology device - resulting in the automatic purchasing of a new iPad/technology device.

### Included Warranty

All iPad/technology devices will include a complete accidental warranty, which will be active during the student's enrollment at South Page Schools. The warranty will cover all normal wear and tear, as well as accidents, including drops and spills.

A few things **NOT** covered by the warranty are:

- AC Adapter
- Battery
- Cosmetic issues, including scratches and dents
- Damage caused by malicious intent
- Damage caused by natural disaster
- Software support
- \*Lost or Stolen devices (see below)

### Lost or Stolen Devices

If an iPad/technology device, or any of its accessories, are lost (whereabouts unknown) or stolen, it is the responsibility of the student and parent/guardian involved to report the loss to the South Page Technology Department as soon as possible. The Technology Department will activate loss recovery software and the student will be given another device or accessory to be used until the iPad/technology device is located and returned.

The school will wait a minimum of 30 days for recovery, and will report any findings within that time to the family and/or proper authorities. After that window, the student and parent/guardian may be held financially responsible to replace the device. If an iPad/technology device is found after the waiting period, and a new device has already been paid for, the school will issue a complete refund.

## **SEARCH AND INSPECTION OF iPad/TECHNOLOGY**

Searches (both digital and physical) may be conducted at any time while the student is under the jurisdiction of South Page Schools, if there is a reasonable suspicion that the student is in violation of the law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held, or turned over to the proper authorities. The school reserves the right not to return items which have been confiscated.

In order to ensure the safety and well-being of the students in our care, South Page School's administration, faculty and staff may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the School Property policy (see Student Handbook).

### **Monitoring and Filtering of Devices**

Student iPad/technology devices will be monitored and internet usage filtered at all times while the student is under the jurisdiction of South Page Schools.

## **DIGITAL CITIZENSHIP**

Students are bound by the Technology Acceptable Use Policy, Student Handbook, and all other guidelines in this document, wherever they use their iPad/technology device.

### **General Guidelines**

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of South Page Schools.
- Students are responsible for their ethical and educational use of the technology resources of South Page Schools.
- Access to the South Page Schools' technology resources is a privilege and not a right.
- Any attempt to alter data, the configuration of an iPad/technology device, or the files of another user, without the consent of the individual, building administrator, or technology director, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook.

## Privacy and Safety

- Do not participate in online chats without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you without permission.
- Do not reveal yours or others full name, phone number, home address, social security number, credit card numbers, or password to other people.
- Remember that storage is not guaranteed to be private or confidential as all iPad/technology device equipment is the property of South Page Schools.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and notify your teacher or the Director of Technology.

## Legal Property

- 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 student policy. 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 discipline. Violation of applicable State or Federal law, including the Iowa Penal Code and Computer Crimes, will result in criminal prosecution and/or disciplinary action by South Page Schools.

## Email Electronic Communication

- Always use appropriate and proper language in your communication. Failure to do so may result in emails not being rejected, or administrative action.
- Do not transmit language/material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass emails or spam.
- Email and communications sent and received are to be related to educational needs.
- Email and communications from South Page email accounts are the property of the school, and are subject to inspection at any time.

## Google Account Responsibility

- Students are required to use their South Page Schools domain user ID and password to protect their accounts.
- The student is responsible for appropriate use of the iPad/technology device issued to them.
- Non-compliance with the policies of this document 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 designated staff to ensure compliance.

- South Page Schools cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

### **At Home Use**

- All rules and policies that affect in-school usage of iPad/technology devices also apply to at-home use.
- At-home use will be monitored and filtered by South Page Schools while the student is under South Page jurisdiction.

## **iPAD/TECHNOLOGY DEVICE TECHNICAL SUPPORT**

Technical support will be available through the South Page Technology Department. Services provided include the following:

- Hardware maintenance and repairs examples:
  - Missing/dysfunctional keys from the keyboard
  - Cracked, broken, or dysfunctional screens
  - Broken hinges
  - Water damage
  - Power cord damage
- User account support, including password resets
- Coordination and completion of warranty repairs
- Distribution of loaner iPad/technology device
- Operating System or software configuration support

## **POTENTIAL TECHNOLOGY VIOLATION**

Technology Violations

- 1st Offense
  - Loss of device for 24 hours
- 2nd Offense
  - Loss of device for 1 week + student-technology department conference
- 3rd Offense
  - Loss of device for 1 month + student conference with administration, technology coordinator, and parent signature on letter.
- 4th Offense
  - Loss of device for 1 month + student meeting with technology coordinator administration, and parent(s)