

Marlington Local Schools

iPad User Agreement and Procedures



Overview

The one-to-one technology and blended learning initiative combines traditional instructional strategies with an online component. In alignment with the strategic plan, it is the goal of the district to provide a technology-rich educational experience for every child. The district realizes that in a 21st Century workplace, it is critical for students to understand how to effectively use technology. As with any technology, there are expectations for proper care, handling and use. We have reviewed these expectations and within this document are guidelines to make sure student experiences with their iPad, both at school and at home, are of value.

Marlington Local Schools

iPad Guidelines and Procedures

The Apple® iPad that has been issued to this student is, and at all times remains, the property of Marlinton Local Schools and is herewith being loaned to the student for educational purposes only for the academic school year, and must be used in accordance with the Policies and Procedures contained herein, the Student Code of Conduct, the Marlinton Local School District Acceptable Use Policy, and any applicable laws.

Use of this device, as well as access to the computer network, the Internet and email are a privilege and not a right. The iPad and accessories are provided for educational purposes only, and are intended to support the learning objectives of the Marlinton Local School District.

Identification labels have been placed on the iPad. **These labels are not to be removed or modified.** If they become damaged or missing the Technology Support Staff should be contacted for replacements.

The district recognizes that not all families have internet access. Families are **not** required to obtain internet access for their student. However, upon request the district will provide families with a list of sites around the area where students can go to access the internet when needed.

The district also recommends that students keep their iPad in locations at home where their use can be monitored by parents and/or guardians. In addition, parents are encouraged to review with their children the appropriate use of technology and the proper care for their equipment.

General Use and Care of the Device:

1. The iPad is school property and is subject to search and recall at any point.
2. The student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing their rights and privilege to use the device. The equipment will be returned when requested by Marlinton Local Schools, or sooner, if the student withdraws from Marlinton Local Schools prior to the end of the school year.
3. The iPad has been provided with a protective case. At no time is the protective case to be removed from the iPad. If the case becomes damaged, the student should contact the Technology Department or the Principal's office.
4. **STUDENTS MAY NOT PERSONALIZE THE DEVICE.** Do not add stickers, pictures, wording, etc. to the device and/or the case.
5. Students are expected to treat the device with care and respect. The device is the property of Marlinton Local Schools, and should be kept clean and free of marks at all times.
6. Students are encouraged to help each other in learning to operate their iPad. However, such help should be provided with voices and not hands. Students should operate their own device at all times.
7. Any inappropriate or careless use of the device should be reported to a teacher or other staff member immediately.

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8. Students should not use the iPad while walking. iPads should only be used while they are on a flat, stable surface such as a table. iPads can be fragile, and if they are dropped they may break.
 9. Students should protect the device from extreme heat or cold. **iPads should never be left in a car**, even if the car is locked.
 10. iPads should be protected from the weather, water, liquids, food, and pets.
 11. Students should never eat or drink while using the iPad, or use the iPad near others who are eating and drinking.
 12. Devices should never be placed on the floor.
 13. Heavy objects should never be placed or stacked on top of the iPad. This includes books, musical instruments, sports equipment, etc.
 14. Students should use care when plugging in the power cord.
 15. iPads should never be placed in a backpack or carrying case while turned “on.” The device should either be turned “off” or in “sleep” mode. In addition, iPads should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the iPad to overheat and will result in damage to the device.

Using the Device at School:

1. Each iPad is assigned to an individual student. Students should never “swap” or “share” their iPad with another student. iPads should be in a student’s possession or secured in a classroom at all times.
2. Passwords should always be kept confidential. Students are strongly discouraged from sharing passwords with others.
3. Students are responsible for bringing their iPad, **fully charged**, to school each day.
4. Students are not allowed to download or install any software and/or apps without the permission of the District IT staff.
5. Students are prohibited from downloading or installing illegal music/movies or other copyrighted material. Additionally, altering or modifying the original pre-set software image without teacher permission is prohibited. Examples include but are not limited to:
 - a. Loading unauthorized software applications
 - b. Changing the device name
 - c. Altering pre-loaded applications
 - d. Altering security & filtering software
6. Students are prohibited from taking photos or videos at school without prior approval from teachers and/or administrators. Inappropriate use of the camera will result in disciplinary action.
7. The district/school will periodically check devices for unauthorized materials.
8. Students should immediately report any inappropriate or careless use of a device to a teacher or other staff member.
9. Students must comply with all requests to turn over borrowed iPad and equipment by teachers or administrators. Failure to do so could result in disciplinary action.

Activities Requiring Teacher Permission

1. Using headphones in class
2. Downloading programs, music, games, and videos
3. Playing games
4. Each iPad is equipped with a webcam. This equipment offers students an extraordinary opportunity to experience a 21st century tool and to develop 21st century communication skills. Webcams are to be used for educational purposes only, under the direction of a teacher. Examples include (but are not limited to):
 - a. recording videos or taking pictures to include in a project;
 - b. recording a student giving a speech and/or playing it back for rehearsal or improvement;

Using the Device at Home

1. Students must have the written permission of their parent or guardian before they will be allowed to take their iPad home.
 - a. **A \$25 technology device insurance fee must be paid in advance or students may not take their device home.**
2. The student may not make any attempt to add, delete, access, or modify other user accounts on the device and on any school-owned computer.
3. If the iPad is lost or stolen, a parent or guardian should **immediately** report the loss or theft to the Principal's office.
4. If the iPad is damaged or not working properly, **it must be turned in to the District Technology staff for repair or replacement. Students, parents or guardians are not authorized to attempt repairs themselves or contract with any other individual or business for the repair of the iPad.**
5. Students are responsible for recharging the iPad at home on a daily basis.
6. The District is not responsible for any computer or electronic viruses that may be transferred to or from Student's hard drive or other data storage medium. The student agrees to use best efforts to assure that the School District property is not damaged or rendered inoperable by any such electronic virus while in student's possession.

Using the Device for Internet and Email

1. Marlinton Local Schools does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is at school, the student may be able to access inappropriate material while using their home network. ***It is the parent or guardian's responsibility to supervise the information that a student is accessing from the Internet while at home.***
2. Students should never share personal information about themselves or others while using the Internet or email. This includes a student's name, age, address, phone number, or school name.

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3. Parents/guardians and students are required to read and agree to the District's Acceptable Use Policy prior to receiving Internet and email access.
 4. Students should be aware that Internet access and email as well as other media that are accessed, created, or stored on their computers are the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time and for any reason.

Consequences of Inappropriate Use and Care

The use of any district technology is a privilege and not a right. Students are expected to use their assigned iPad in accordance with these Guidelines and Procedures, District Acceptable Use Policy and any applicable laws. Failure to use this device in an appropriate manner as outlined in this document may result in the following consequences, as determined by the staff and administration of the Marlinton Local Schools:

- Cancellation of student use and/or access privileges, including the privilege of taking the iPad home.
- Suspension from school.
- Expulsion from school.
- Civil or criminal liability under applicable laws.

Malfunctioning and Damaged Equipment Policies and Procedures

Occasionally, unexpected problems occur with the iPads that are not the fault of the user (crashes, software errors, etc.). The Marlinton Local Technology Department will assist students with resolving these problems. These issues will be remedied at no cost.

1. Students are expected to report any damage to their iPad as soon as possible or at minimum, within a 24 hour period. If the iPad is damaged or not working properly, it must be taken to the media center for repair.
2. Parents/guardians are not authorized to attempt repairs themselves or contract with any other individual or business for the repair of the device; this voids the warranty.

Cost of Repairs or Damage

When repairs for accidental damage are needed, the first \$125 of accidental repair is covered under the \$25 non-refundable insurance fee (This fee is in addition to the \$25 technology fund). The student will be responsible for the balance of the cost for repair. **In the event that a student opts out of the \$25 insurance fee, they will be responsible for the total cost of repair and the device must remain at school at all times.**

Spilling liquids on iPads, dropping which results in screen damage, leaving on the floor where it is stepped on or acts that are proven to be willful or preventable, non-warranted damage will not be considered normal wear. Students will be responsible for the entire cost of repairs that are the result of willful, non-warranted damage. Students are also responsible for the cost of replacing their power cord, iPad case and other accessories.

Lost or Stolen Equipment Policies and Procedures

If the iPad is lost/stolen, the student/guardian will be responsible for the entire replacement cost of the iPad, case, and power adapter.

Privacy

Marlington Local Schools retains control, custody and supervision of all iPads, networks, and Internet services owned or leased by Marlington Local Schools. Marlington Local Schools reserves the right to monitor all activity by students. No expectation of privacy in the use of school computers including e-mail, stored files or Internet sites visited should be assumed by the student-users.

All users need to be aware that Marlington Local Schools has the ability to monitor Internet usage. Using computers to visit sites that are inappropriate under our Code of Conduct and that do not meet the educational purposes of the program may result in revocation of privileges. Authorized members of our Technology Department may periodically review material stored on the hard drives. Never put anything in an email or on a hard drive that would be embarrassing, inappropriate or illegal.

The Marlington Local Schools Code of Conduct is in effect and is applicable to student use of computers.



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