

Beehive Science & Technology Academy

IPad Policy, Procedures, and Information 2015-2016

1. RECEIVING YOUR iPad & iPad CHECK-IN

1.1 Receiving your iPad

IPads will be distributed at the beginning of each school year during "iPad Orientation." Parents & Students must sign and return the Student Pledge documents before the iPad can be issued to the student. In order for this endeavor to be successful, it will take a joint effort between the students, staff, and parents to ensure the success of this program.

1.2 iPad Check-in and Deposit (refundable)

IPads will be returned during the final week of school so they can be checked for serviceability. If a student transfers out of Beehive Science and Technology Academy during the school year, the iPad will be returned at the time of checkout. A deposit (refundable) of \$50 is due at the beginning of the year.

1.3 Check-in Fines

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

1.3.2 If a student fails to return the iPad at the end of the school year or upon termination of enrollment at BSTA, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad. Failure to return the iPad will result in a theft report being filed with the Sandy Police Department.

1.3.3 Furthermore, the student will be responsible for any damage to the iPad, consistent with the School's iPad Protection plan and must return the iPad and accessories in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

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 must be taken to the office for an evaluation of the equipment.

2.1 General Precautions

2.1.1 The iPad is school property and all users will follow this policy and the BSTA acceptable use policy for technology.

2.1.2 Only use a clean, soft cloth to clean the screen, no cleansers of any type.

2.1.3 Cords and cables must be inserted carefully into the iPad to prevent damage.

2.1.4 IPads must remain free of any writing, drawing, stickers, or labels that are not the property of BSTA.

2.1.5 IPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.

2.1.6 Students are responsible for keeping their iPad battery charged for school each day.

2.2 Carrying IPads

2.2.1 A protective case/cover for the iPad is required to help protect the iPad and provide a suitable means for carrying the device throughout the day.

2.3 Screen Care

2.3.1 The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

2.3.2 Do not put unnecessary pressure on the top of the iPad.

2.3.3 Do not place anything near the iPad that could put pressure on the screen.

2.3.4 Do not place anything in the carrying case that will press against the cover.

2.3.5 Clean the screen with a soft, dry cloth or anti-static cloth.

2.3.6 Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as it may crack or break the screen.

2.3.7 Protective screen covers are available to purchase (optional) for additional protection.

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 should bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

a. iPads Left at Home

If students leave their iPad at home, they are responsible for getting the course work completed as if their iPad were present. It is not the teacher’s responsibility to make modifications to the lesson due to a student’s lack of responsibility. If a student repeatedly leaves their iPad at home, they will be subject to appropriate disciplinary action.

b. iPad Undergoing Repair

Loaner iPads may be issued to students whose machine is being repaired. It is solely based on the availability of an extra one.

c. Charging Your iPad’s Battery

iPads should be charged to full capacity each day before they are brought to school. Repeat violations will result in appropriate disciplinary action being taken.

d. Screensavers/Background photos

Students will have the ability to customize their iPad (screen background). Appropriate media will be used.

e. Printing

Limited printing services will be available with the iPad. Students should talk to their teachers about the need to print and printer availability.

f. Home Internet Access / Printing

Students are allowed to set up additional wireless networks on their iPads. This will be necessary to use web based services outside of the school setting. Printing at home will require a wireless printer, proper settings on the iPad, an eprint compatible printer and possibly an additional app or software on your home computer/printer.

g. iPads and Extra Curricular Activities

Coaches/sponsors for individual activities may limit whether or not iPads are allowed to be used at particular events.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the iPad/Home Directory

Students should save work. It is recommended students regularly back up data. Limited storage space will be available on the iPad – data will NOT be backed up in the event a 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.

5. SOFTWARE ON IPADS

5.1 Originally Installed Software

5.1.1 The apps and operating system originally installed and must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add additional apps and upgrades.

5.1.2 Periodic check of iPads will be made to ensure that students have not removed required apps or installed inappropriate material.

5.3 Inspection

Students will be selected at random to provide their iPad for inspection. iPad use and contents will also be monitored remotely.

5.4 Procedure for re-loading software

If technical difficulties occur, the iPad will be restored from a backup (if last sync'd to a home personal computer) or will be re-set to factory settings in the event a home computer is not available. The school does not accept responsibility for the loss of any apps or documents deleted due to the necessity of a re-format and/or 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 the BSTA technology resources is a privilege, not a right. The privilege of using the technology resources provided by BSTA is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in BSTA. 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. **Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.**

6.1 Parent/Guardian Responsibilities

6.1.1 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. Parents should establish ground rules for iPad use outside of the school day.

6.1.2 Technology devices using the school's network will be filtered. iPads will be installed a special filtering software to filter the use in other networks also.

6.2 School Responsibilities are to:

6.2.1 Provide internet and email access to its students

6.2.2 Provide internet filtering at school.

6.2.3 Provide network data storage.

6.2.4 Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

6.2.5 Provide user accounts for free information storage in cloud-based applications.

6.2.6 Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

6.3 Students responsible for:

6.3.1 Using iPads in a responsible and ethical manner.

6.3.2 Obeying general school rules concerning behavior and communication that applies to iPad/computer use.

- 6.3.3 Using all technology resources in an appropriate manner so as to not damage school equipment.
- 6.3.4 Helping BSTA protect our computer system/device by contacting an administrator about any security problems they may encounter.
- 6.3.5 Monitoring all activity on their account.
- 6.3.6 Securing their iPad after they are done working to protect their work and information.
- 6.3.7 Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.
- 6.3.8 Using school's wi-fi only for educational purposes while using their iPads. Students should keep the wi-fi password secure and not share it with other students in school.

6.4 Student Activities Strictly Prohibited:

- 6.4.1 Illegal installation or transmission of copyrighted materials.
- 6.4.2 Any action that violates existing Board policy or public law.
- 6.4.3 Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- 6.4.4 Inappropriately utilizing photos, video, and/or audio recordings of any person.
- 6.4.5 Changing iPad settings in an effort to circumvent the filtering system.
- 6.4.6 Downloading inappropriate apps.
- 6.4.7 Spamming-Sending inappropriate emails.
- 6.4.8 Gaining access to other student's accounts, files, and/or data
- 6.4.9 Vandalism to your iPad or another student's iPad.
- 6.4.10 Sharing school wi-fi password with other students in the school.

6.5 iPad Care:

- 6.5.1 Students will be held responsible for maintaining their individual iPads, and keeping them in good working order.
- 6.5.2 iPad batteries must be fully charged and ready for school each day.
- 6.5.3 iPads that malfunction or are damaged must be reported to administration.
- 6.5.4 Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally, stolen, or lost.**
- 6.5.5 iPads that are stolen must be reported immediately to the office and the Sandy Police Department.

6.6 Legal Propriety:

- 6.6.1 Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unaware, ask a teacher or parent.
- 6.6.2 Plagiarism is a violation of the BSTA handbook. Give credit to all sources used, whether quoted or summarized.
- 6.6.3 Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the School.

6.7 Student Discipline:

If a student violates any part of the above policy, board policy, or BSTA handbook policy, he/she may be subject to the following disciplinary steps:

- 6.7.1 Student will check-in/check-out their iPad from the office or designated classroom/teacher daily.
- 6.7.2 Required to attend a iPad refresher class.
- 6.7.3 Loss of individual iPad and be issued a generic loaner iPad.
- 6.7.4 Loss of iPad while being required to complete coursework.

6.7.5 Disciplinary/Legal action as deemed appropriate.

7. PROTECTING & STORING YOUR IPAD

7.1 iPad Identification:

Student iPads will be labeled in the manner specified by the school. iPads can be identified based on serial number and identification number.

7.2 Storing Your iPad:

Nothing should be placed on top of the iPad. 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 student's vehicle at school or at home.

7.3 iPads Left in Unsupervised Areas:

Under no circumstance should iPads be left in unsupervised areas. If an iPad is found in an unsupervised area, it will be taken to the office. A student will be charged \$10.00 to retrieve their iPad that has been turned into the office due to not being supervised and may have disciplinary consequences as well.

8. REPAIRING OR REPLACING YOUR iPad / COST OF REPAIRS

BSTA recognizes that with the implementation of the iPad initiative there is a need to protect the investment by both the school and the Student/Parent. Therefore, we have set the following guidelines in place.

8.1 Deposit

Students will be asked a refundable \$50 deposit in the beginning of the year. Depending on the condition of the device at the end of the year, the deposit can be refunded in full.

8.2 Damage

Students will be responsible for caring for their device and will be expected to return them at the end of the year in good working condition.

8.3 Personal Home or Homeowners coverage

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 coverage of the iPad computer.

9. SCHOOL RIGHTS:

9.1 BSTA's network, facilities, and/or mobile devices are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of BSTA. Student 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.

9.2 The administration and/or their designee(s) have the right to inspect a mobile device, application, or peripheral device associated with any or all BSTA technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all BSTA technology.

9.3 BSTA reserves the right to define inappropriate use of technology.

Student Pledge for iPad Use

1. I confirm that I read BSTA's iPad policy, procedures, and information handbook
2. I will take good care of my iPad.
3. I will never leave the iPad unattended.
4. I will never loan out my iPad to other individuals.
5. I will know where my iPad is at all times.
6. I will charge my iPad battery as needed.
7. I will keep food and beverages away from my iPad since they may cause damage to the device.
8. I will not disassemble any part of my iPad or attempt any repairs.
9. I will protect my iPad by keeping it in a protective case.
10. I will use my iPad in ways that are appropriate, meet BSTA expectations, and are educational in nature.
11. I will not place decorations (such as stickers, markers, etc.) on the iPad. I will not deface the serial number.
12. I understand that my iPad is subject to inspection at any time without notice and remains the property of BSTA.
13. I will follow the policies outlined in the Handbook while at school, as well as outside the school day.
14. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
15. I will be responsible for all damage or loss caused by neglect or abuse.
16. I agree to return the iPad and power cords in good working condition.
17. I will not utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.

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 Pledge for iPad Use.

Student Name (Please Print): _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____