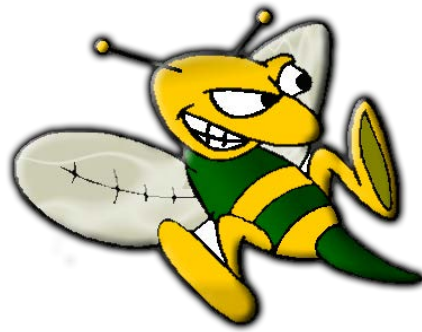


Helen Fort Middle School

**iPad HANDBOOK**

**(Policy, Procedures, and Information)**

2017-2018



Introduction

The purpose of the iPad initiative at Helen Fort Middle School is to provide students and staff with tools and resources to create a comprehensive 21<sup>st</sup> century learning environment. Our goal is to prepare students to be successful in high school and college and enable them to be career-ready. Technology integration will personalize learning and allow students to create, think critically, problem solve, collaborate, and communicate in a variety of methods. The iPad program will help teachers transform curriculum and teaching practices so that students can discover their potential in an evolving global economy.

The policies, procedures, and information contained in this handbook apply to all iPads used by Helen Fort Middle School students and staff. Teachers may set additional requirements for use in their individual classrooms.

# HFMS iPad Handbook

## Table of Contents

	1
I. Receiving Your iPad and iPad Check-in	3
a. Receiving Your iPad	3
b. iPad Check-in	3
c. Check-in Fines	3
II. Taking Care of Your iPad	3
a. General Precautions	3
b. Carrying iPads	4
c. Screen Care	4
III. Using Your iPad at School	4
a. iPads Left at Home	4
b. iPad Undergoing Repair	4
c. Charging Your iPad's Battery	4
d. Screensavers/ Photos/Videos	5
e. Using the iPad Camera	5
f. Sound, Music, Games, or Programs	5
g. Home Internet Access	5
h. Legal Propriety	5
IV. Managing Your Files and Saving Your Work	6
a. Saving to the iPad/Workflow Management	6
b. Network Connectivity	6
V. Software on iPads	6
a. Originally Installed Software	6
b. Inspection	6
VI. Protecting and Storing Your iPad	6
a. iPad Identification	6
b. Storing Your iPad	7
c. iPads Left in Unsupervised Areas	7
d. iPads during Fire and Emergency Drills	7
VII. Technical Support	7
VIII. Parent and Student Responsibilities	8

# HFMS iPad Handbook

## I. Receiving Your iPad and iPad Check-in

### a. Receiving Your iPad

Prior to the start of school, parents will be invited to attend an iPad information program. Parents and students must complete and sign the iPad Handbook/ Loan Agreement before the iPad can be issued. Students not receiving iPad devices prior to the start of school will receive them within the first two weeks of the school year.

### b. iPad Check-in

The iPad devices will be returned to Helen Fort Middle School in June, so they can be checked and serviced for the next school year. If a student withdraws from Helen Fort Middle School during the school year, the iPad must be returned at that time or it will be considered stolen. Stolen iPad devices will be tracked and reported to the proper authorities.

### c. Check-in Fines

The devices and chargers must be returned to HFMS at the end of the school year. If a student fails to return his or her iPad at the end of the year, the parent is responsible for the cost to replace the iPad. The cost of the iPad is \$645.00 (inclusive of charger and cord). The cost to replace the protective case is \$49.95. Failure to pay for a replacement iPad will result in a theft report being filed with the proper authorities. Damaged iPads will require a payment of \$49.95 in order for the district to have the iPad repaired.

## II. Taking Care of Your iPad

### a. General Precautions

The iPad devices are considered school property, and all users must follow all school policies and procedures related to technology use and the code of conduct. General precautions will help to ensure the iPad remains in excellent working order during the school year. Therefore, cords and cables must be inserted carefully into the iPad to prevent damage. The devices must remain free of any writing, drawing, stickers, or labels that are not the property of the Pemberton Township School District. The devices should not be used near food or drink. They should not be stored in a vehicle for a prolonged period of time. Devices must never be left unlocked or unsupervised in school or during after-school activities. The devices should be kept out of reach of younger siblings, family pets, or anyone else capable of careless handling or inadvertent damage. **Students are responsible for charging the iPad before coming to school each day.**

## HFMS iPad Handbook

### b. Carrying iPads

The iPad devices can sustain significant damage if dropped. Therefore, the devices must remain within the protective case provided by the school. In addition, the iPad device should be carried in the carrying case supplied by the school at all times.

### c. Screen Care

The iPad screen can be damaged if subjected to rough treatment and/or the removal of the protective case. The screens are particularly sensitive to damage from excessive pressure on the screen. Therefore, do not lean on the top of the device when it is closed. Do not place anything near the iPad that could put pressure on the screen other than a finger or stylus. Carefully place the iPad in the carrying case and ensure it does not have too much pressure or weight on its screen. Do not place anything in the carrying case that will press against the cover. The devices do not respond well to liquids. There is a liquid sensor (similar to those in cell phones) that provides proof of liquid damage. Clean the screen with a soft, dry cloth or anti-static cloth. Do NOT use window cleaner, household cleaners, aerosol sprays, solvents, alcohol, ammonia or abrasives to clean the screen. Do not bump the iPad against lockers, walls, doors, or floors, or the screen will eventually break.

## III. Using Your iPad at School

### a. iPads Left at Home

The iPad devices are intended for use at school each day. **Students are responsible for bringing their device to all classes.** If students leave their devices at home, they are still responsible for completing the necessary course work. Furthermore, the students are considered unprepared for class and may be required to complete work after school hours, or points may be deducted from their work grade.

### b. iPad Undergoing Repair

Loaner iPad devices may be issued to students when their iPads have been sent out for repair. Depending on demand, there may be a delay in getting an iPad. Loaner iPads are not guaranteed.

### c. Charging Your iPad's Battery

The iPad devices must be brought to school each day fully charged. Students whose devices are not fully charged will be required to complete course work without their iPads and may be considered unprepared for class.

## HFMS iPad Handbook

### d. Screensavers/ Photos/Videos

Inappropriate media or photos may not be saved on the iPad or used as a screensaver or wallpaper. Inappropriate media or photos include anything related to weapons, sexual content, inappropriate language, alcohol, drugs, gangs, or any other media that violates the Acceptable Use Policy or Code of Conduct. **Photos or videos of other students or staff members are not permitted without the permission of the teacher.** Photos and videos must only be used for the specific educational purposes outlined by a teacher.

### e. Using the iPad Camera

The iPad device comes equipped with both photo and video capabilities. As with all recording devices, permission must be granted to record an individual or group and/or post images/videos online. **Photos or videos of other students or staff members are not permitted without the permission of a teacher.** Photos and videos must only be used for the specific educational purposes outlined by a teacher. The iPad devices may not be taken into restrooms, locker rooms, or playground.

### f. Sound, Music, Games, or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. If sound is turned on, a student must use his or her headphones or earbuds. Music is allowed on the device and can be used at the discretion of the classroom teacher. Internet games that are not educational are not permitted in school. Only district approved apps may be downloaded on the iPad. It is the student's responsibility to ensure that there is enough storage space available on his or her device for district installed apps and other required content.

### g. Home Internet Access

Students are permitted to set up wireless networks on their devices for educational purposes while at home. **When using the Internet at home, it becomes the parent's or guardian's responsibility to monitor student use.** Administrators have the right to inspect students' iPads to ensure appropriate usage.

### h. Legal Propriety

Students must comply with copyright laws and license agreements. If unsure, students should consult a teacher. Credit must be given to all sources used in a project, whether quoted or summarized. This includes all forms of media taken from the Internet—graphics, movies, music and text. Use of hacking or jailbreaking software is prohibited.

## **HFMS iPad Handbook**

### **IV. Managing Your Files and Saving Your Work**

#### a. Saving to the iPad/Workflow Management

Students and staff will receive training on a variety of ways to save work on the iPad and manage content. The school has selected G Suite for Education, which offers simple assignment management, online file storage, and collaboration tools to support a paperless classroom. Teachers will assign, share/distribute, collaborate, collect, annotate, and review assignments across any internet-connected device including the iPad. Storage space will be available on the iPad, BUT saved data will not be backed up in case of iPad re-imaging by the HFMS technology department. Students are required to have iCloud backup activated on the iPad. In addition, files should also be moved to Google Drive for storage.

#### b. Network Connectivity

The Pemberton Township School District cannot guarantee the network will be accessible 100% of the time. In the rare case the network is not operational, the district is not responsible for lost or missing data.

### **V. Software on iPads**

#### a. Originally Installed Software

The software/apps installed by the Pemberton Township School District must remain on the iPad in usable condition and easily accessible at all times. New apps or software may be added to the iPad remotely during the school year. Periodic checks of iPads will be made to ensure students have not removed required apps or used all iPad storage with personal content.

#### b. Inspection

Students may be selected at random to provide their iPad for inspection. Staff can request to review or inspect any student's iPad at any time during the school day.

### **VI. Protecting and Storing Your iPad**

#### a. iPad Identification

Student iPads are labeled to ensure that each student has a unique identification number. This will allow the district to remotely identify and control each iPad. Students must create a password and are required to keep their password private.

# HFMS iPad Handbook

## b. Storing Your iPad

When students are not using their iPads, they should be stored in their lockers. Storing the iPad in the top section of the locker is the safest area. The iPad should not be taken to recess, after school clubs, sports, or other activities not requiring an iPad. Nothing should be placed on top of the iPad when stored in a locker. The devices should not be taken to the bathroom or locker room since there is a chance of water damage. Students are encouraged to take their iPads home each day after school. The devices should not be stored in a parent's vehicle due to temperature changes. If students need a secure place to store their iPad, they should talk to their teacher.

## c. iPads Left in Unsupervised Areas

Under no circumstances should iPads be left unsupervised or stored in an unlocked area. It is the student's responsibility to ensure that his or her device is not lost or stolen. There will be a charge to replace any lost or stolen iPads that cannot be tracked by district personnel. If an iPad is missing, report the device missing to your Assistant Principal IMMEDIATELY!

## d. iPads during Fire and Emergency Drills

Students must leave their iPads in the classroom during all emergency and fire drills.

## **VII. Technical Support**

Students who experience trouble with the iPad operating system features, apps, peripheral devices, or the iPad device hardware must follow the procedures below:

- a. Seek assistance from your teacher, or if allowed, another student.
- b. If necessary, the teacher will submit the proper tech request to assist the student.
- c. The student will stay in possession of his or her iPad until the IT Department collects the device. A loaner iPad may be given if available.

## HFMS iPad Handbook

### VIII. Parent and Student Responsibilities

The iPad is certainly a portal to explore the world, and parents are encouraged to monitor their children's use of the device at home. While student usage is carefully monitored at school, parents are responsible for ensuring Internet safety at home. These tips may assist parents in utilizing iPads effectively and responsibly:

#### a. Guide iPad exploration

Establish procedures for your child's iPad use at home. Discuss issues like these with your child:

- Timeframes for using the device--determine when and how long it is reasonable for your child to use his or her iPad.
- Personal information--discuss what personal information your child should share online.
- Digital citizenship--discuss how to treat others with respect in cyberspace.
- Location--consider allowing the iPad to be used in a common area so you can monitor your child.

#### b. Investigate parental controls

Consider activating parental controls on your child's iPad. Your home Internet service provider may have a content filter that you can enable to block certain websites. Contact your Internet service provider for more details.