

**Le Sueur – Henderson Public Schools  
ISD 2397**



**iPad Implementation Handbook  
2016-17**

## Overview

The Le Sueur-Henderson Public School District is committed to preparing our students to succeed in the changing societal landscape. It is essential that the District provide our students with the 21<sup>st</sup> century skills that they need to be self-directed learners. We believe that effective teaching and learning include the effective use of technology to best prepare each student for the world in which they will live. To accomplish this vision, the District is making iPad technology available to all students in grades 4-8 as described below.

The following requirements and guidelines apply to the iPad Implementation initiative.

### I. Student Responsibilities

- A. Students are expected to use the iPads appropriately for educational purposes and follow all classroom practices and procedures.
- B. Students are expected to have their iPads in school each day with a fully charged battery. A limited number of loaners may be available on a first-come, first-serve basis. Students may not use a loaner more than three times a semester. Forgetting an iPad or having a dead battery will not be accepted as a reason for failing to complete work or turn in assignments. Charging stations will be available in the media center for students who may need a recharge during the school day or for students who might not be bringing their iPad home. Repeated failure to bring the iPad to school or failing to charge the battery will result in the loss of home privileges for the student.
- C. Students may load photos and videos on their District-owned iPad, as long as all content complies with the District's Internet Acceptable Use and Safety Policy. The use of music on the iPad during instructional time will be at the discretion of the classroom teacher. Students must display their first and last name on the device home screen for easy identification. The presence of inappropriate music, photos, or videos will result in the loss of the iPad and/or other disciplinary actions.
- D. If non-conforming apps or software are discovered on District-owned iPads, the iPads will be restored to the school set of software, and disciplinary actions will be enacted. Technology staff is not responsible for saving, restoring, or backing up documents, music, videos, or photos that students may be storing on the iPads.
- E. Students are encouraged to store documents, worksheets, notes and other files on their iPad, but they must be responsible for backing up or saving all work to other media. Students must either email documents to themselves as a backup, or they may use a cloud-based storage account such as Google Docs or Dropbox.
- F. Students attempting to hack or jailbreak the iPad will be subject to disciplinary action.
- G. Students will not be allowed to personalize the case provided by the school.
- H. Students are discouraged from printing and encouraged to use email and cloud-storage solutions.

- I. Students are required to use their lunch code as the iPad passcode. If a passcode is NOT the lunch code and staff are unable to access the iPad, the device will be wiped and all content will be lost.
- J. Students are required to use their school district email address for their Apple ID account creation.

## **II. Parent Expectations**

- A. Parents are required to attend a Parent iPad Orientation session. At this time they will receive the *1:1 iPad Policies & Guidelines Agreement* form to review and sign prior to receiving a student iPad. If parents are unable to attend the meeting, they are asked to visit the Library Media Center for an iPad orientation and to receive a copy of the iPad agreement.
- B. The District asks for parents' support in communicating with their child about the standards of appropriate content and helping to monitor the use of the iPads at home.
- C. Parents and Students are responsible for reading and signing the Student-Parent Agreement form found at the end of this handbook.
- D. Parents are encouraged to become familiar with the iPad and help ensure the use of the technology to track their child's progress. The iPads allow parents and students to view teachers' assignments, calendars, track homework and monitor progress toward coursework completion.
- E. Parents should help to ensure that only the student use the school-assigned iPad.

## **III. Terms of the iPad Loan**

- A. iPads will be distributed at the discretion of the District Administration upon confirmation that the Student-Parent Agreement form has been signed and the Technology Fee has been received.
- B. Legal ownership of the iPad remains with the District. The use of the iPad is a privilege extended to students and is conditioned upon compliance with the requirements of this handbook, the District's Internet Acceptable Use and Safety Policy, and all other District policies.
- C. Student iPads and accessories will be checked in at the end of each school year at a date and time determined by the Administration. Students who graduate early, transfer, withdraw or are suspended or expelled will return the iPad and accessories at the time of withdrawal. Students returning to school the following year will be issued the same iPad that was previously assigned to them.
- D. The District reserves the right to repossess the iPad and accessories at any time if the student does not fully comply with the terms of this handbook. The District may also choose to limit and/or withdraw home use privileges for failure to comply.
- E. Students are provided one iPad USB charger and adapter. It is the student's responsibility to possess these accessories at all times and replace if damaged, lost or stolen.
- F. Failure to return the property in a timely fashion may result in the levying of a fine or the involvement of law enforcement. Fines will be levied if the following equipment is not returned:
  - USB Syncing/Charging Cable - \$15
  - Power Adapter - \$15

- iPad Case - \$34

- G. Software and apps will be managed by the District, due to the need to comply with licensing agreements.
- H. The iPads will be subject to routine monitoring by teacher, administrators, and/or technology staff. Users have no expectation of privacy when using District equipment or technology systems.
- I. If technical difficulties arise with an iPad, or non-conforming content is discovered, the iPad will be restored by technology staff. If the technology staff need to restore an iPad, the District is not responsible for the loss of any content added to the iPad by the student.
- J. Each iPad has identifying labels, which must not be removed or altered in any fashion. Students may not permanently mark the iPad or case in any fashion.
- K. The use of the iPads during instructional time is governed by classroom teachers. Failure to follow the instructions of the teacher will result in disciplinary action.

#### **IV. General Care Instructions**

- A. iPad screens should only be cleaned with a soft, clean cloth. Chemical cleaners or liquids, including water, should not be used on the iPads.
- B. Charging cables/cords should be inserted and removed carefully to prevent damage. This should be done on both ends of the cable by grasping the plugs rather than the cord. The charging cord should be plugged into the wall outlet before connection to the iPad. When disconnecting, remove the cable from the iPad before pulling the plug from the wall outlet.
- C. iPads must be kept in the protective cases at all times.
- D. Students should never put weight on the iPads, stack items on top of them or wedge them tightly into a backpack or case. The iPad cases should not be used as a folder to carry other items, including any sharp or pointed items such as pens or pencils.
- E. Liquids, food and other debris can damage iPads. iPads should be closed in cases and away from food and liquids at all times.
- F. iPads should not be exposed to extreme temperatures. Students should not leave the iPad in any location where the temperature falls below freezing or exceeds 95 degrees Fahrenheit. If the iPad is cold, it should be allowed to warm up to room temperature before use. An iPad exposed to direct sunlight or high temperatures may overheat during use and must be allowed to cool down before subsequent use.
- G. Using Wi-Fi, Bluetooth, a high screen brightness, and video shortens Battery life. Students should learn to manage these settings and apps to improve battery performance.
- H. Students are encouraged to refer to the iPad Instruction Manual located on the iPad for further information.

**V. Protection Plan**

- A. An annual “Technology Fee” of \$50 (\$150 per household maximum) will be assessed to all students in grades 4-8. The annual “Technology Fee” will be assigned on a pro-rated basis (see chart below). Students and/or families (household maximum) withdrawing from the district may request a refund of the “Technology Fee” on a pro-rated basis (see chart below). Payment plan options may be requested from the building principal.

Technology Fee Student		Technology Fee Refund / Student	
Sep.	\$50	Sep.	\$40
Oct.	\$50	Oct.	\$30
Nov.	\$40	Nov.	\$30
Dec.	\$40	Dec.	\$20
Jan.	\$30	Jan.	\$20
Feb.	\$30	Feb.	\$10
Mar.	\$20	Mar.	\$10
Apr.	\$20	Apr.	\$0
May	\$10	May	\$0

*(Please note: Technology Fees and Refunds will be assessed on a whole month basis.)*

- B. Those families requesting payment plan option should make that request with the building principal. Scholarships will be based upon family need and at the discretion of the building principal. All requests will be held in the strictest confidence.
- C. The proceeds of the Technology Fee shall be used to offset expenditures associated with repair and insurance for the student issued mobile learning device, and the cost of apps (software) issued to students via the mobile learning device in lieu of personally purchased student tools, supplies, and materials.
- D. Screen Repair - student protection plan allows for a one (1 ) replacement of a damaged screen. Subsequent screen repair will be assessed to the student (repair cost is approximately \$80.00).

**VI. Purchase Option**

- A. Families do not have an option to purchase a school owned iPad.
- B. An individually owned iPad will be subject to all of the terms and conditions of the iPad Implementation Handbook and the Internet Acceptable Use and Safety Policy.

**VII. Security and Theft Protection**

- A. The iPad may ONLY be used by the assigned student. Family members may not use for personal use. The student may not loan the iPad to another student.

- B. The student is responsible for the security of the iPad at all times. The iPad should never be left unsecured. When not with the student, the iPad should be secured or stored in a locked location out of view. During after-school activities and/or away events, students are still responsible for securing the iPad.
- C. Students should keep personal information about themselves and others off the iPad. Password security for network systems should be maintained, as should the privacy of locker combinations. It is the responsibility of the student to keep his or her information secure.

### **VIII. Damage, Theft, Repair**

- A. Damage or hardware issues must be reported immediately to the appropriate school personnel. For cases of hardware failure or accidental damage, a loaner will be provided for the student throughout the repair/replacement process. There may be a delay if there are no loaners available.
- B. Repeated requests by a student for repairs to damaged or broken devices will result in the student's "Take Home Privileges" being revoked and in extreme cases the student/parents, at the discretion of district/building administration, may be required to pay for continued repairs.
- C. Students/parents are responsible for the full cost of any willful, negligent or intentional damage to the iPad. Failure to pay for willful, negligent or intentional damage may result in legal consequences.
- D. Theft must be reported immediately to the appropriate school personnel. Students/parents will be required to complete a theft report through the local police department.
- E. The iPads contain software that can be activated to track and recover missing iPads. The District will coordinate with law enforcement to track missing or lost iPads.

### **IX. Personally Owned Devices**

- A. Student issued iPads are monitored and managed by district staff. Students are asked NOT to bring their own devices for school use but instead use provided iPads that are furnished with the latest software and security applications and function effectively in the classroom.
- B. Personally owned iPads that are brought into the District must be brought to the media center and registered with technology staff before they are allowed onto the school network. This is for network security purposes as well as to comply with federal legislation regarding internet content filtering.
- C. The District is not responsible for the loss, theft or damage of any personally owned devices that are brought to school.



**Please return this page to Le Sueur-Henderson Public Schools**  
**Keep the rest of the packet for your records.**

**Le Sueur-Henderson Public Schools**  
**1:1 iPad Policies & Guidelines Student and Parent Agreement**

Access to the technology in the Le Sueur-Henderson Public School District has been established for educational purposes. The use of the Le Sueur-Henderson Public School District’s electronic technologies is a valued resource to our community. All electronic technologies must be used in support of the educational program of the District. This access may be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies.

Failure to comply with the District’s Bullying Prohibition Policy (007.222), Internet Acceptable Use & Safety Policy (006.11), and the guidelines stated in the Le Sueur – Henderson iPad Implementation Handbook for care and use of the iPad may result in the loss of privilege to take the iPad home or use the iPad in general.

The iPad is the property of Le Sueur-Henderson Public Schools and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on an iPad.

**\_\_\_\_\_ I have read all the policies and guidelines in the Le Sueur-Henderson Public Schools 1:1 iPad Implementation Handbook and understand my responsibilities as a user of a school issued iPad:**

Student name: \_\_\_\_\_

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\_\_\_\_\_ I/we have read all the policies and guidelines in the Le Sueur-Henderson Public Schools 1:1 iPad Implementation Handbook and understand my/our responsibilities as a parent of a student using a school issued iPad:**

Parent/Guardian name: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\_\_\_\_\_ I am requesting a Technology Fee Payment Option. I will call my child’s school principal to discuss fee options and understand my child will not be issued an iPad until that time.**

Parent/Guardian signature: \_\_\_\_\_

**\_\_\_\_\_ I am opting out of the iPad Take Home Privileges.**

Parent/Guardian Signature: \_\_\_\_\_

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For Office Use Only:      Technology Fee Paid \_\_\_\_\_  
    Technology Fee Payment Option Requested \_\_\_\_\_  
    Opt Out of Take Home \_\_\_\_\_