Acceptable iPad Use Policy
2014-2015

PCSSD iPad assigned to me:

Date _______________________________________________________
IT Number _____________________________________________
Serial Number___________________________________________
Student name _____________________________________________
Parent/Guardian name ___________________________________

PULASKI COUNTY SPECIAL SCHOOL DISTRICT

PCSSD
Vision Statement

In Pulaski County Special School District, we are striving to improve the quality and access to technology within our district. Essential to this effort is a strong partnership with the Apple Corporation and the PCSSD Leadership Team to rethink teaching and learning. We are making an investment in infrastructure and services to better serve our staff, student and parent populations. PCSSD is expanding educational opportunities for teachers and students that will help ensure equitable access to instructional tools and resources in school and at home. Students will develop 21st century skills through the use of iPads, content-focused curriculum and collaborative technology tools. The lessons learned and the insights gained through this pilot effort, will provide an effective and feasible blueprint for future implementations throughout the district. The policies, procedures and information within this document apply to all iPads issued by the district, including any other device considered by the Administration to come under this policy.

The information in this district AUP was researched and formulated from information found on the Federal Communications Systems website http://www.fcc.gov/guides/childrens-internet-protection-act under the Children Internet Protection Act 2000. CIPA infractions can sanction a school from receiving technology funding under the FCC E-Rate Program. Schools and libraries subject to CIPA are required to adopt and implement an internet safety policy addressing:

- Access by minors to inappropriate matter on the Internet
- The safety and security of minors when using electronic mail, chat rooms, and other Forms of direct electronic communications
- Unauthorized access, including “hacking,” and other unlawful activities by minors online
- Unauthorized disclosure, use and dissemination of personal information regarding minors
- Measures restricting minors’ access to materials harmful to them

The website http://www.webwise.ie/WebwiseAUPGuidelines.pdf from the National Centre for Technology in Education, 2012, was also used as a resource in creating this policy. ARKANSAS ACT 681, HB 2274, which is the anti-bullying and harassment bill, was also referenced in creating this policy.

Table of Contents

<p>| 1.0 | Receiving your iPad and iPad check-in |
| 1.1 | Receiving your iPad |
| 1.2 | iPad check-in |</p>
<table>
<thead>
<tr>
<th>Section</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.3</td>
<td>Fees for missing or damaged iPad</td>
</tr>
<tr>
<td>2.0</td>
<td>Taking care of your iPad</td>
</tr>
<tr>
<td>2.1</td>
<td>General precautions</td>
</tr>
<tr>
<td>2.2</td>
<td>Carrying iPads</td>
</tr>
<tr>
<td>2.3</td>
<td>Screen Care</td>
</tr>
<tr>
<td>3.0</td>
<td>Using your iPad at school</td>
</tr>
<tr>
<td>3.1</td>
<td>iPads left at home</td>
</tr>
<tr>
<td>3.2</td>
<td>iPad undergoing repair</td>
</tr>
<tr>
<td>3.3</td>
<td>Charging your iPad battery</td>
</tr>
<tr>
<td>3.4</td>
<td>Screensavers/background photos</td>
</tr>
<tr>
<td>3.5</td>
<td>Sound, music, games, or programs/APPs</td>
</tr>
<tr>
<td>3.6</td>
<td>Printing</td>
</tr>
<tr>
<td>3.7</td>
<td>Home internet access</td>
</tr>
<tr>
<td>4.0</td>
<td>Managing your files and saving your work</td>
</tr>
<tr>
<td>4.1</td>
<td>Saving to the iPad/home directory</td>
</tr>
<tr>
<td>4.2</td>
<td>Network connectivity</td>
</tr>
<tr>
<td>5.0</td>
<td>Software on iPads</td>
</tr>
<tr>
<td>5.1</td>
<td>Originally installed software</td>
</tr>
<tr>
<td>5.2</td>
<td>Additional software</td>
</tr>
<tr>
<td>5.3</td>
<td>Inspection</td>
</tr>
<tr>
<td>5.4</td>
<td>Procedure for reloading software</td>
</tr>
<tr>
<td>5.5</td>
<td>Software updates/upgrades</td>
</tr>
<tr>
<td>5.6</td>
<td>Apple ID and iTunes</td>
</tr>
<tr>
<td>5.7</td>
<td>Find my iPad</td>
</tr>
<tr>
<td>6.0</td>
<td>Acceptable Use</td>
</tr>
<tr>
<td>6.1</td>
<td>Parent/guardian responsibility</td>
</tr>
<tr>
<td>6.2</td>
<td>School responsibility</td>
</tr>
<tr>
<td>6.3</td>
<td>Student responsibilities</td>
</tr>
<tr>
<td>6.4</td>
<td>Student activity strictly prohibited</td>
</tr>
<tr>
<td>6.5</td>
<td>iPad care</td>
</tr>
<tr>
<td>6.6</td>
<td>Legal propriety</td>
</tr>
<tr>
<td>6.7</td>
<td>Student conduct and discipline</td>
</tr>
<tr>
<td>7.0</td>
<td>Protecting and storing your iPad computer</td>
</tr>
<tr>
<td>7.1</td>
<td>iPad identification</td>
</tr>
<tr>
<td>7.2</td>
<td>Storing your iPad</td>
</tr>
<tr>
<td>7.3</td>
<td>iPads left in unsupervised areas</td>
</tr>
<tr>
<td>8.0</td>
<td>Repairing or replacing your iPad</td>
</tr>
<tr>
<td>8.1</td>
<td>Claims</td>
</tr>
<tr>
<td>8.2</td>
<td>School damage and protection plan</td>
</tr>
<tr>
<td>8.3</td>
<td>Family responsibility</td>
</tr>
<tr>
<td>8.4</td>
<td>Parent permission and acknowledgement form</td>
</tr>
<tr>
<td>8.5</td>
<td>Student pledge for iPad use</td>
</tr>
</tbody>
</table>
1.0 RECEIVING YOUR iPad & iPad CHECK-IN

1.1 Classroom assigned equipment

All equipment will be tagged with a PCSSD inventory code. iPads assigned to specific teachers will be checked out through the local school Media Center electronic system. Equipment will be returned during final week of school to the media specialist or the school designee, so it can be checked for serviceability.

1.2 Student iPad Carts

Carts of student iPads can be reserved and checked out through the local school Media Center or other designee. All equipment purchased as part of a cart will remain with the cart when stored. It is the responsibility of the reserving teacher to return equipment to the appropriate storage location with devices properly connected for charging, and to connect to power for recharging. Due to the funds which are used to purchase these iPads, they can only be used by students.

1.3 Teacher iPads

Teacher iPads which arrive as part of the district's Apple TV Package are tagged at part of the rooms equipment. If a teacher is moved, the iPad stays in the room as it is part of the Apple TV Package for that room. The Apple TV Package must stay in the room it is installed in for inventory purposes. When first installed the IT department will deliver the iPad to the teacher. They will be returned and subsequently be checked out and in by the media specialist or other school designee to the teacher in that room.

1.4 1-1 Student iPads

Students will need to create and verify an iTunes account with their PCSSD email address. Student iPads will be handed out at Student iPad Boot Camps. At these boot camps students will attach the iTunes accounts which they have created with their PCSSD emails to the iPads. If a child is under the age of 13 and is attending a 1-1 school the parent will need to provide an email so the child may have an iTunes account. These accounts are designed and have different filters built in designed to help the content to be appropriate for younger children. If your child, of any age, already has an account they may use this account for their school issued iPad. Students will also receive their changers at this point.

1.5 iPad Check-in

An individual school’s iPads and accessories must be checked back in to the media specialist or other designee to be updated and serviced by the PCSSD IT Department at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment in PCSSD for any other reason, or transfers within PCSSD must return their iPad on the date of termination or transfer. All accessories will need to be returned or a fee will be collected at that time.
1.6 Fees for missing or damaged iPad

If a student or a teacher fails to return the iPad at the end of the school year or upon termination of enrollment with PCSSD or transfers within PCSSD, they are subject to financial liability until the iPad and its accessories are returned or associated fees are received. The student or teacher will pay the replacement cost of the iPad and all accessories. Failure to return the iPad within 5 working days after un-enrollment from PCSSD, will result in a theft report being filed with the appropriate local Police Department. Furthermore the student or teacher will be responsible for any negligent or accidental damage to the iPad or accessories while under the students care. Repair costs or replacement must be paid by teacher or student or family. Fees will not exceed the replacement cost for the items.

<table>
<thead>
<tr>
<th>Replacement iPad</th>
<th>$499</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replace Broken Screen</td>
<td></td>
</tr>
<tr>
<td>Replacement Case</td>
<td>$50</td>
</tr>
<tr>
<td>Replacement charger (without new iPad)</td>
<td>Cord - $19 Apple 12W USB Power Adapter - $19</td>
</tr>
</tbody>
</table>

2.0 TAKING CARE OF YOUR iPad

Teachers and students are responsible for the general care of the equipment they have been issued by the school. iPads from the carts that are broken or fail to work properly must be reported for repair using the PCSSD electronic help desk system.

2.1 General Precautions

The iPad is school property and all users will follow these guidelines and the PCSSD acceptable use policy for technology.

➢ Only use a clean, soft cloth to clean the screen, no cleansers of any type.
➢ Cords and cables must be inserted carefully into the iPad to prevent damage.
➢ iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the PCSSD.
➢ iPads must never be left in an unlocked locker, unlocked car or any unsupervised area.
➢ Be sure hands are clean before using.
➢ Keep away from food and drink.
➢ Charge the iPad only with the included charger and using a standard wall outlet for your power source.
Document any software/hardware issues as soon as possible, by a submission to the help desk or a work order.

Keep the iPad in a well protected temperature controlled environment when not in use.

2.2 Carrying iPads

The protective cases provided with iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. These cases should not be removed at anytime.

2.3 Screen Care

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

- Do not lean on the top of the iPad when it is closed.
- Do not place anything on the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press break the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.

3.0 USING DEVICES 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 device. Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

3.1 iPads Left at Home

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. Repeat violations will result in action as detailed in the school’s Parent/Student Handbook Including Conduct and Discipline.

3.2 iPad Undergoing Repair

Loaner iPads may be issued to students by the school when they leave their iPads for repair in the Media Center or other designated department if available. There may be a delay in getting an iPad should the school not have enough to loan. If a student’s iPad at a 1-1 school is reported to be broken there is a fees are associated with the repair. It is the responsibility of student/family to pay the fees, if there are fees.

3.3 Charging Your iPad’s Battery

When students are allowed to take their iPads home the iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening.

3.4 Screensavers/Background photos
● Any media deemed inappropriate by PCSSD staff may not be used as a screensaver or background photo.
● Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures are prohibited and will result in actions as detailed in the PCSSD Parent/Student Handbook concerning Conduct and Discipline.

3.5 Sound, Music, Games, or Programs

● Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
● Music is allowed on the iPad and can be used at the discretion of the teacher.
● Students are not permitted to download applications and games. Any personally downloaded games and applications (apps) will be removed.

3.6 Printing

Printing is discouraged in order to preserve resources. However, printing will be available through the teacher’s computer. Students can work with teachers to print in instances where printing cannot be avoided. Printing at home will require a wireless printer, proper settings on the iPad and the correct app.

3.7 Home Internet Access

Students are allowed to connect to wireless networks on their iPads. This will assist them with iPad use while at home. The policies outlined in this document, PCSSD iPad Policy, and Procedures are applicable to home use of a PCSSD provided device. Any violation of the policy will result in the student’s home use privilege being suspended.

If students experience Internet issues at home they should contact their Internet Service Provider (ISP) for support. While the iPad are off campus, it is the responsibility of the parents or guardians to monitor content searched and view by their student. PCSSD is not liable for content viewed by students while off school campus and after school hours.

If a student does not have Internet access at home, information on affordable Internet plans are available by contacting the PCSSD IT Department.

4.0 MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving from the iPad

Students should save work to Google Drive or other cloud storage sites from their iPad. Students may also e-mail documents to themselves for storage on a flash drive when at a home or school desktop computer. Storage space will be available on the iPad – BUT it will NOT be backed up in case of restoration. 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.
4.2 Network Connectivity

The Pulaski County Special School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

It is a violation of the Acceptable Use Policies to use applications that bypass PCSSD Proxies and filtering. Repeat violations will result in disciplinary action as detailed in the PCSSD Parent/Student Handbook Including Conduct and Discipline.

5.0 SOFTWARE ON iPADS

5.1 Originally Installed Apps

PCSSD will pre-install a list of district approved standard apps in both student and teacher iPads and for carts of student iPads. The apps originally installed by PCSSD must remain on the iPad in usable condition and be easily accessible at all times. Periodic checks of iPads can be made to ensure that students have not removed required apps. Repeat violations will result in action as detailed in the PCSSD Parent/Student Including Conduct and Discipline.

From time to time a school may request to add apps for use in a particular course. Please see 5.3 Additional App Policy, for more detail. Any apps, music, videos, etc. purchased by a student or teacher under a teacher’s or student’s iTunes account can be transferred to another device when that account is attached to another iOS device. Apps which are pushed to the student or teacher iPads belong to PCSSD. Some will be available for free from the App Store when account is attached to a non-district iOs device.

5.2 Additional Software

Student iPads will be allowed to have extra apps loaded by PCSSD. These apps will be added in accordance with the Additional App Policy. Students will not synchronize devices or add apps to their assigned iPad from other accounts besides their PCSSD iTunes account. Students will need to remember they only have 16 gb of space on their iPad. Apps which are free and approved by the district will be held in kiosk for student download, and apps which are approved are are paid apps will be pushed directly to the iPad by the district.

Teacher iPads will be set up using a work iTunes account created with the teacher’s PCSSD email. This account will allow teachers to download and test different apps they might want to have added to the student iPads in accordance with the additional app policy. Teachers will need to remember they only have 16 gb of space on their iPad. If a teacher is wanting to purchase any paid apps they are free to do so with personal money, the IT Department will not provide money for these purchases. If a teacher’s iCloud account reaches capacity, it is not the responsibility of PCSSD to purchase the increase in storage space.
5.3 Additional App Policy

Schools will be allowed to add apps in addition to the pre-loaded apps by the district. These additional apps will be added by the district during the summer by the district. These apps must also be vetted by both the school and the district. The process is as follows:

➢ The app is purchased and used on a teacher iPad
➢ The teacher uses the app with students. While they are using the app they need to measure their effectiveness of the app with on student learning.
➢ If the teacher feels the app should be used by the district or the school, the teacher recommends the app to the school technology committee.
➢ If the school technology committee deems the app appropriate, it is recommended to the Central office technology committee through a Tech Plan and the App Selection Questionnaire.
➢ After approval the IT department will add the app to the kiosk or push to the entire cart or 1-1 iPads semi-annually.

If the app is a paid app being pushed to a school a Volume Purchasing Card needs to be purchased from Gina Trotter in the IT department. Apps which are free and approved by the district will be held in kiosk for student download.

5.4 Inspection

Students may be selected at random to provide their iPad for inspection. If a student’s device is requested for an inspection passwords to unlock device must be provided. PCSSD reserves the right to confiscate the device for any reason at any time if inappropriate materials are found on the device.

5.5 Procedure for re-loading software

If technical difficulties occur, illegal, or non-PCSSD installed software are discovered, the iPad will be restored from backup. The district does not accept responsibility for the loss of any software or documents deleted due to a restoration. If an iPad needs to be restored or software needs to be reloaded, a work order needs to be placed either by calling the Help Desk between 7:00 A.M and 4:00 P.M. or by using the web portal at www.pcssd.org.

5.5 Operating Software (iOS) upgrades

Both students and teachers will be able to upgrade or update the operating software when those updates become available. These updates need to be done at home due to bandwidth issues. Students and teachers will need to make sure they have backed up their iPads before updating their iPad. They will also need to make sure they update their iPads in a timely manner. If this is not done some of the apps may begin to stop working.

5.6 Apple ID and iTunes

Students, over 13, and teachers should create a free Apple ID and iTunes account using their PCSSD email address. This is the only iTunes account that should be used on the iPad. These can be created at appleid.apple.com by clicking on the “Create An Apple ID” and filling out the form. After it is completed
the email address will need to be verified.

If a child is under the age of 13 and is attending a 1-1 school the parent or guardian will also need to provide an email so the child may have an iTunes account. The district will send the email address to Apple and Apple will send the form to the parent or guardian to be reviewed. After it is reviewed, completed and submitted Apple will create the Apple ID. These accounts are designed and have different filters built in designed to help the content to be appropriate for younger children. Once your child reached the age of 13 the Apple ID will be converted to a normal Apple ID account.

Any apps, music, videos, etc. purchased by a student or teacher under a teacher’s or student’s iTunes account can be transferred to another device when that account is attached to another iOS device. Apps which are pushed to the student or teacher iPads belong to PCSSD. Some will be available for free from the App Store when account is attached to a non-district iOS device.

5.7 Find My iPad

In addition to a variety of district security measures, “Find My iPad” will also be activated. “Find My iPad” will be turned on during the initial set up of the iPad when received by teacher or student. If a device is lost or stolen, the student will work with local school staff to identify the location of the device for recovery by using the “Find My iPad” section in their icloud.com site. If the iPad is stolen a police report will need to be filed.

6.0 ACCEPTABLE USE

The use of PCSSD District technology resources is a privilege, not a right. The privilege of using the technology resources provided by the PCSSD School District is not transferable or extendable by students to people or groups outside the district and terminates when a student is no longer enrolled in the Pulaski County Special School District. 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 the appropriate disciplinary action shall be applied. The PCSSD Parent/Student Handbook Including Conduct and Discipline shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

In order for students to experience all the success and benefits that this program can offer, PCSSD encourages parents to:
➢ Attend and actively participate in school activities
➢ Share in their child’s excitement about this great opportunity for learning.
➢ Learn along with their child as they use this instructional tool to prepare for their future in the 21st century.
➢ Monitor their child’s appropriate Internet use and adherence to Internet
➢ Talk to your children about values and the standards that should be followed 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.
➢ During registration, back to school night, or other scheduled time you are required to receive necessary information regarding the 1:1 program and sign the Acceptable Use Policy and Permission/Acknowledgement forms.
➢ Should you want your student to opt out of taking an iPad home, your student will be assigned an iPad to be checked out and returned at the end of each school day. Your student is responsible for meeting course requirements.
➢ Should you want your student to opt out of having an iPad, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements.

Parents of children in a 1-1 school should also monitor student’s use of the school iPad when away from school. The student is liable for content viewed and created on the iPad which is checked out to them from the school. They are also liable if the iPad is broken or stolen. It must be reported immediately. If a student’s iPad is reported to be broken there is a fees are associated with the repair. It is the responsibility of student/family to pay the fees.

6.2 School Responsibilities
➢ Provide Internet access at school.
➢ Provide information on various home Internet options.
➢ Provide academic email account (username@stu.pcssd.org) to its students.
➢ Provide Internet blocking of inappropriate materials as able while utilizing PCSSD Internet.
➢ Provide network data storage areas. These will be treated similar to school lockers. PCSSD reserves the rights to review, monitor, and restrict information stored on or transmitted via PCSSD owned equipment and to investigate inappropriate use of resources.
➢ Provide staff guidance to aid students in doing research, and academically related activities, help ensure student compliance of the acceptable use policy.

6.3 Student Responsibilities
➢ Read, understand and follow the PCSSD District Acceptable Use Policy for technology
➢ Use iPad in a responsible and ethical manner.
➢ Obey general school rules concerning behavior and communication that applies to iPad use.
➢ Technology resources shall be used in an appropriate manner that does not result in the informational damage of school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student’s own negligence, errors or omissions. Use of any information obtained via PCSSD District’s designated Internet System is at your own risk. PCSSD specifically denies any responsibility for the accuracy or quality of information obtained through its services.
➢ Physical damage to devices should be reported immediately to school staff.
➢ Secure iPad devices against theft or loss.
➢ Help PCSSD District protect our computer system/device by contacting an administrator about any security problems they may encounter.
➢ Monitor all activity on their account(s).
➢ Students should always turn off and secure their iPad after they are done working to protect their work and information. Securing the iPad includes storing device out of sight and in a restricted access location.
➢ If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to forward a copy to a teacher and delete it from their iPad.
➢ Students will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
➢ Students will respect the rights of copyright owners.
➢ Return their iPad to PCSSD IT Department at the end of each school year. Students who transfer to another school within or outside of PCSSD, graduate early, withdraw, are suspended or expelled, or terminate enrollment at PCSSD or leave for any other reason must return their iPad computer on the date of termination.
➢ Students are responsible for the general care of the equipment they have been issued by the school. iPads from the carts that are broken or fail to work properly must be reported for repair using the PCSSD electronic help desk system.

6.4 Student Activities Strictly Prohibited
➢ Illegal installation or transmission of copyrighted materials.
➢ Any action that violates existing PCSSD policy or public law.
➢ Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
➢ Use of chat rooms or sites selling term papers, book reports and other forms of student work.
➢ Internet/Computer Games when class is in session.
➢ Use of outside external attachments without prior approval from the administration.
➢ Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc.).
➢ Spamming-Sending mass or inappropriate emails.
➢ Gaining access to other student’s accounts, files, and/or data.
➢ Use of the school’s Internet/E-mail accounts for financial or commercial gain or for any illegal activity.
➢ Use of anonymous and/or false communications to mislead, harm, bully or harass another person is strictly prohibited.
➢ Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc.
➢ Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
➢ Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
➢ Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
➢ Bypassing the PCSSD web filter through a web proxy or any other means.
Bullying or cyber-bullying as defined in the PCSSD Parent/Student Handbook Including Conduct and Discipline and as defined by the Arkansas Annotated Codes will not be tolerated.

- Arkansas Code Annotated §5-71-217. Cyberbullying
- Arkansas Code Annotated §6-18-514. Anti-bullying policies
- Arkansas Code Annotated §6-18-1005(5)(C). Student services program defined

If using device on non-PCSSD provided Internet, use of explicit websites and information is prohibited.

6.5 iPad Care

- Students will be held responsible for maintaining their individual iPads and keeping them in good working order.
- iPad batteries must be charged and ready for school each day.
- Only labels or stickers approved by PCSSD may be applied to the iPad.
- iPad cases furnished by PCSSD must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- iPads that malfunction or are damaged must be reported to the PCSSD IT Department by a work order which can be placed either by calling the Help Desk between 7:00 A.M and 4:00 P.M. or by using the web portal at www.pcssd.org. The school district will be responsible for repairing iPads that malfunction.
- iPads that have been damaged from student misuse, neglect or are accidentally damaged will be repaired. There is a fees are associated with the repair. It is the responsibility of student/family to pay the fees. Fees are outlined in section 1.6 of the District AiUP. Students will be provided a temporary iPad while their assigned device is being repaired.
- iPads that are lost must be immediately reported to PCSSD IT Department for tracking and locating using “Find My iPad”.
- iPads that are stolen must be reported immediately to the Police Department and the local school principal. Police reports should not be filed if the iPad is misplaced or left unintentionally. To claim an iPad is lost and needing to be replaced the police report need to be turned in and a fee will be assessed for the replacement. The fees are as follows: 1st damage - $41, 2nd damage - $100, 3rd and beyond - full payment for a new iPad.

6.6 Legal Propriety

- Students must 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 PCSSD Parent/Student Handbook Including Conduct and Discipline. 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 are subject to discipline as referred to in the PCSSD Parent/Student Handbook Including Conduct and Discipline. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

6.7 Student Conduct and Discipline

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps:
● 1st Offense – Student(s) will check-in/checkout their iPads from local school daily for three (3) weeks.
● 2nd offense – Three (3) weeks of iPad privilege suspension (student still responsible for all required work)
● 3rd offense – Loss of iPad privileges for a length of time determined by the administration.

PCSSD administration reserves the right to modify discipline based on the severity of the student’s action. Violations of general student behavior policies will, of course, be subject to appropriate disciplinary actions.

7.0 PROTECTING & STORING YOUR iPad

7.1 iPad Identification

Electronic equipment will be labeled in the manner specified by the school. Mobile devices can be identified in the following ways:
➢ Record of serial number
➢ PCSSD Label
➢ Specific name given to each iPad

7.2 Storing your iPad

When students are not using their iPads, they should be stored in their lockers or the school designated area. Nothing should be placed on top of the iPad, when it is being stored. 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. If a student needs a secure place to store their iPad, they may check it in for storage at each local school.

7.3 iPads Left in Unsupervised Areas

Under no circumstance should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it should be taken to the local school office immediately.

8. REPAIRING OR REPLACING YOUR iPad

8.1 Claims

All repair/replacement claims must be reported to the PCSSD IT department. This is done by placing a work order either by calling the Help Desk between 7:00 A.M and 4:00 P.M. or by using the web portal at www.pcssd.org. In the event of theft, students and parents must file a police report, using the serial number and IT asset tag number, and bring a copy of the report to the Principal’s office immediately. This must happen before an iPad can be repaired or replaced with School District Protection.
8.2 District’s Replacement & Repair Fee Schedule

PCSSD has a District Replacement & Repair Fee Schedule are the fees which teachers, students and parents are responsible for to replacement or repair an iPad and/or the accessories in the event of theft or accidental damage.

8.3 Family Responsibility

Students and their families are responsible for the fees associated with any repairs or replacements necessary. If a device is damaged and requires a replacement of some sort, the student/family is responsible to payment according the District’s Replacement & Repair Schedule. Students will be issued a temporary device to use in the building only while their assigned device is repaired.

If a device is lost or stolen and there is no verifiable proof of theft (forced entry), the student will owe current market replacement cost of the device to PCSSD. Students will be assigned a loaner or replacement device. If students lose their assigned device a second time, they will lose the privilege to take the iPad home.

If an iPad is stolen on PCSSD property or off campus, it is the responsibility of the student and their family to report the iPad stolen to their local Police Department and their local school. To file a police report you will need the iPad’s serial number and PCSSD asset number found on the back of each iPad. Please retain your copy of these serial numbers for your records.

For all theft claims, the student/family is required to provide a copy of the police report to PCSSD. The police report, and the specific details of the theft, will determine what coverage may be available to replace the iPad. In order for PCSSD to cover the theft, there must be evidence that proves a break in occurred. For example, proof can consist of a broken window, a pried open door, or a cut lock.

If the theft meets this requirement there is a $41 deductible charged to the student/family, and the fee increases to $100 in the event of a second theft. If the student experiences more than two covered losses per school year, the third replacement will be charged at the full replacement cost of a matching or equivalent iPad.

If there is no proof that a break in occurred, the loss will not be covered by PCSSD. As an example, this type of loss occurs when an iPad goes missing, or is accidently left somewhere, but there is no proof the iPad was stolen. The iPad will be rendered unusable by the IT department, and in this situation the student/family is responsible for the current market replacement cost of a new iPad.

Until a police report is filed and a copy is provided to PCSSD, all thefts will be considered not covered.

The steps to follow if your iPad is stolen:

1) Report the iPad stolen to your local Police Department – report must include serial number and asset tag.
2) Report the theft to the principal at your school.
3) Provide a copy of the filed Police report to the principal at your school.

If the theft is covered by PCSSD, the student/family cost is as follows:
➢ First covered theft - $41 deductible
➢ Second covered theft - $100 deductible
➢ Third and all additional thefts – Full replacement at current market value

If the theft is not covered by PCSSD, the student/family cost is as follows:

➢ Full replacement at current market value

If a device is stolen, a police report is required and should be filed immediately. If there is verifiable proof of theft, PCSSD will pay for the replacement cost of the device.
Pulaski County Special School District 1:1 Technology

Parent Permission and Acknowledgment form

My signature below identifies that I have read and understand the Pulaski County Special School District iPad Policy, Procedures, and Information Guide and discussed the material with my child. I understand my initials on the appropriate statement below identify how my student is to participate in the PCSSD 1:1 Technology Program.

_____ I provide permission for my child to participate in the PCSSD 1:1 program. I am aware that the provided device is owned by the Pulaski County Special School District. I am aware that the care and responsibility of the device as outlined in the iPad Policy, Procedures, and Information Guide both in and out of school lies with my child.

_____ I understand that I am financially liable for replacement of iPad or accessories while the iPad is checked out to my child. I understand that current market replacement cost of the device is due if my student’s device is needing replacement during the year or if is lost or stolen and there is no verifiable proof of theft (forced entry).

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report MUST be filed by the student or parent. A copy of the police/fire report must be provided to the Principal's office.

_____ I DO NOT provide my child with permission to participate in the PCSSD 1:1 Technology Program and the ability to bring home an iPad. I DO want my student to have an iPad available for use during the school day.

_____ I understand that my child is responsible for the completion of all assignments, which may include homework using the iPad.

_____ I DO NOT provide permission to participate in the PCSSD 1:1 Technology Program or checkout an iPad. I want my child to complete coursework through use of pen and paper. I understand that my child is responsible for the completion of all assignments.

Student’s Name (print) _________________________________________________________
Student’s Signature (signed)  ____________________________________________________
Student’s ID Number ____________________________________ Grade ________________
Parents’/Guardians’ Name (print) ________________________________________________
Parents’/Guardians’ Signature (sign)______________________________________________
Date _____________________________________
Pulaski County Special School District Student Pledge for iPad Use

1. I will take care of my iPad as identified in the PCSSD Acceptable iPad Use Policy.
2. I will never leave the iPad unattended and understand that if found at school, I will be subject to discipline. If my iPad is damaged, lost or stolen I will pay the associated fees.
3. I understand the iPad is my responsibility and I will not loan it to other individuals.
4. I will know where the iPad is at all times.
5. I will bring a charged iPad to school daily.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will not disassemble any part of my iPad or attempt any repairs.
8. I will protect my iPad by only carrying it while in the case provided.
9. I will use my iPad in ways that are responsible, appropriate, meet PCSSD expectations and are educational.
10. If I place decorations (such as stickers, markers, etc.) on the iPad, I will remove them without damage to device or case prior to checking in the device. I will not deface the PCSSD iPad identifiers on any iPad.
11. I understand that my iPad is subject to inspection at any time, without notice and remains the property of PCSSD. I will provide the iPad passcode to staff, immediately upon request.
12. I will follow the policies outlined in the district’s Acceptable iPad Use Policy while at school, as well as outside the school day.
13. I understand that inappropriate content found on the device is subject to disciplinary action.
14. I will file a police report in case of theft, vandalism, or if required by insurance policies.
15. I will be responsible for all fees due to damage or loss caused by neglect or abuse.
16. I agree to return the District iPad, case, power cords, and any other accessories in good working condition.

I agree to the stipulations set forth in the above documents including the Acceptable iPad Use Policy; the Student Pledge for iPad Use.

Student Name (Please Print): __________________________________________________________
Student Signature: ___________________________________________ Date: _______________

Parent Name (Please Print): ___________________________________________________________
Parent Email Address: _________________________________________________________________
Parent Signature: ___________________________________________ Date: _______________

Individual school iPad accessories must be returned to each local school at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment in PCSSD for any other reason must return their individual school iPad computer to their local school on the date of termination.