



# Policies and Procedures For 1:1 Program **Fort Calhoun Community JRH/SRH School**



Fort Calhoun Community Schools is proud to offer our Fort Calhoun Junior/Senior High School students Apple iPad devices for use at school and at home. The 1:1 iPad Program, which provides mobile computing and wireless technology to all Fort Calhoun High School students, has been designed to enhance the delivery and individualization of instruction.

For students and parents/guardians, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving a iPad.

- Students will receive instruction from school district staff on the proper use of the iPad.
- Students will be able to take the iPad home during the school year if the student signs the Student Acceptable Use of Technology, and iPad Consent sheets (see user guide) and pays the required insurance premiums.
- Students are expected to treat the iPad as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the iPad unattended or in the passenger area of a car.
- Students must take precautions to prevent damage to the iPad; for example, do not leave the iPad where there is danger of coming in contact with moisture or excessive heat. This would include protecting the machine from inclement weather.
- The iPad comes with preloaded apps. Students may load appropriate apps onto the machine.
- Students are to use the iPad to access only socially and educationally appropriate materials and websites.
- Students must not use the iPad to purchase goods and services via the Internet. (Parents/students are charged with full responsibility for any financial obligations incurred from the inappropriate use of the iPad.)
- Students are to use the iPad in accordance with the Fort Calhoun Community Schools Acceptable Use Regulations and to maintain the iPad in accordance with the procedures and information provided.
- iPads are the property of Fort Calhoun Community Schools and must be returned at the end of the academic year, upon withdrawal from Fort Calhoun Community Schools, or at the request of a teacher or administrator. Willful failure to return the iPad in accordance with the stated conditions will result in criminal prosecution.
- Since the iPads are the property of Fort Calhoun Community Schools, officials of the school have the right to review all material stored on or accessed by any iPad. School officials may revoke a student's iPad use privileges for misuse or violation of policies.

The 1:1 iPad initiative that has been adopted by Fort Calhoun Community Schools will enhance learning for our students using 21st Century Skills.

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## **Section 1: iPad Specifications**

### **iPad by Apple, Inc.**

- ❖ iPad
- ❖ 32 GB Memory
- ❖ Wi-Fi Only

### **iPad Restrictions**

- ❖ No personal iPads will be allowed in Fort Calhoun Community Schools.

## **Section 2: Receiving Your iPad**

iPads will be distributed during our “iPad Orientation.” Before receiving the iPad, students and parents must sign and return these forms/agreements:

1. The Fort Calhoun Community Schools Technology/Internet Acceptable Use Agreement as part of the Parent/Student Handbook.
2. The Insurance/iPad Consent Form, page 10

If a student wishes to take the iPad out of the building they will be required to pay a fee for insurance. See section 9 for more information.

Any student that needs assistance with iPad insurance fees should contact the building principal.

## **Section 3: Taking Care of Your iPad**

See student user guide.

## **Section 4: Using Your iPad at School**

### **General**

- ❖ iPads are intended for use at school each day. Students are responsible for bringing their iPad to all classes, unless specifically advised not to do so by their teacher.
- ❖ iPads must be brought to school each day fully charged. Only charge your iPad with the provided charger.

### **iPads Undergoing Repair**

- ❖ Loaner iPads may be issued to students when they leave their iPads for repair with the Technology Team.
- ❖ Loaner iPads are not always available and students may go without an iPad until theirs is returned.

## **Screen Savers and Backgrounds**

- ❖ Only school appropriate backgrounds and screen savers may be used on the iPads.
- ❖ Presence of weapons-related materials, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, or pictures on the iPad or within its files will result in disciplinary action and, where appropriate, referral to law enforcement.
- ❖ The iPad is the property of the school district. Therefore, school staff have the right to check any material stored on a student's iPad, including the screensaver at anytime.
- ❖ Violations of this policy will result in disciplinary action.

## **Sound**

- ❖ Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

## **Printing**

- ❖ Materials printed on school printers must be school related. No personal printing is allowed.

## **Recording**

- ❖ Students are not allowed to film or upload any material to social media without permission.

## **Section 5: iPad Apps**

### **Installed Apps**

- ❖ The apps originally installed by Fort Calhoun Community Schools must remain on the iPad in usable condition and be easily accessible at all times.
- ❖ The Technology Team has the discretion to approve and install additional apps and files.
- ❖ Distributing apps to unauthorized machines is prohibited.

### **Additional Apps**

- ❖ Students are **NOT ALLOWED** to remove or alter apps.

### **Security**

- ❖ The iPad has an Anti-virus protection software package installed.
- ❖ The virus software will be updated from the Internet. **Students are required to allow anti-virus updates to download uninterrupted.**

### **Inspection**

- ❖ Students may be selected at random to provide their school-issued iPad for inspection without notice by Admin and/or the Tech Team.

## **Section 6: Protecting and Storing Your iPad Device**

### **iPad Identification**

- ❖ Student iPads will be labeled in the manner specified by the school. **Under no circumstances are students to modify, remove, or destroy these labels.**
- ❖ iPad covers are required at all times and will be provided by the school.

## **Section 7: Acceptable Use Guidelines**

### **General Guidelines**

- ❖ Students are responsible for their ethical, socially appropriate and educational use of the technology resources of the Fort Calhoun Community Schools.
- ❖ Access to the Fort Calhoun Community Schools technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the Fort Calhoun Community Schools Acceptable Use Policy.
- ❖ Transmission of any material that is in violation of any law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and iPad viruses.
- ❖ Any attempt to alter data, the configuration of a iPad, or the files of another user, without the consent of the Principal or Technology Team, will be considered an act of vandalism and subject to disciplinary action in accordance with the district Acceptable Use Policies. Students who violate this may also be referred to law enforcement for criminal prosecution as appropriate.
- ❖ Tampering with machine security measures is forbidden. Violations of this policy will result in disciplinary action.

### **Integrity and Civility**

In addition to any standard or rules established by the schools, the following behaviors are specifically prohibited as they violate the standard of integrity and civility.

- ❖ Cheating
- ❖ Plagiarizing
- ❖ Falsifying Information
- ❖ Violating Copyright Law
- ❖ Hacking
- ❖ Gaining unauthorized access to any network or iPad

### **E-mail**

The students' school e-mail account must reside on the school iPad. Please note that emails sent via the Google server and accessed on school-issued devices are not private and may be reviewed at any time and without notice. The following rules will apply when using a Google email account:

- ❖ Always use appropriate language
- ❖ Do not transmit language/material that is profane, obscene, abusive, or offensive to others, including bullying or harassment
- ❖ Do not send mass emails, chain letters, or spam
- ❖ Students should maintain high integrity with regard to email content
- ❖ No private chatting during class without permission

## **Section 8: Precautions and Consequences**

### **Technology Left in Unsupervised Areas**

- ❖ Under no circumstances should iPads or other technology equipment be left in unsupervised areas. Unsupervised areas include, but are not limited to: the school grounds and campus, computer labs, break areas, unlocked classrooms or lockers, bathrooms, busses and hallways. Any iPad left in these areas is in danger of being stolen.
- ❖ Unsupervised iPads will be confiscated by staff and taken to the administrative office. Disciplinary action will be taken for leaving your iPad in an unsupervised location. Each student is responsible for his or her iPad once it has been issued.

### **Insurance**

- ❖ Insurance must be purchased through Fort Calhoun Community Schools in order to take the machine out of the building.
- ❖ Current cost of insurance is \$35 per student.
  - ☐ Checks made payable to "Fort Calhoun Community Schools"
  - ☐ This fee is applicable for one academic year
- ❖ This insurance policy covers one machine per student for any costs outside the manufacturer's warranty

### **Coverage Table\* - Cost to Student**

<b>Claims</b>	<b>With Insurance</b>	<b>Without Insurance (machine stays in building)</b>
<b>Lost ipad</b>	\$150	Full Replacement Cost
<b>Destroyed iPad (total loss)</b>	\$150	Full Replacement Cost
<b>Stolen iPad (Police Report Required)</b>	\$150	Full Replacement Cost
<b>Screen Repair only</b>	\$90	Full Repair Cost
<b>iPad Repairs - Less Than \$90</b>	Covered	Full Repair Cost

**\*Power adapter, cover or any other school-owned accessories are not included. These items require a full replacement cost with the exact same item.**

Noncompliance with the policies of the Fort Calhoun Community Schools iPad Handbook or acceptable use policies will result in loss of privileges, disciplinary action, and/or criminal prosecution as deemed appropriate. (See Acceptable Use Policy.)

**Electronic mail, network usage, and all files stored on a school-issued iPad is not to be considered confidential and may be monitored at anytime by designated Fort Calhoun Community Schools staff. The district will refer student misconduct to law enforcement and will cooperate fully with local, state, or federal officials in any criminal investigation, particularly those concerning or relating to violations of computer crime laws.**

# **Appendix I**

## **ACCEPTABLE USE POLICY**

### **Definition:**

The Computer Network includes, but is not limited to, the use of local area networks, Internet, online commercial communications, and all other computer communications provided by the Fort Calhoun School District.

### **Purpose:**

The purpose of the District's Computer Network is to assist in preparing students for success in life and provide them with electronic access to a wide range of information.

The following conditions are imposed on the use of the Computer Network and violation of these conditions is cause for revoking the privilege of access to the network or further disciplinary action. These conditions apply whether the user accesses the network during school time and on school property or at a remote location.

1. The computer network is to be used for the educational purposes stated above.
2. Computer network use in the School District is a privilege and not a right.
3. Use of the computer network to support illegal, inappropriate or obscene purposes, is expressly prohibited and is grounds for disciplinary or legal action, account termination and monetary reimbursement for expenses incurred due to such activities.  
Illegal activities are defined as violations of local, state, or federal law.  
Inappropriate use is defined as violation of the intended use or purpose of the network such as the use of any unauthorized games, email accounts, chat rooms, attempts to gain unauthorized access, harassment, threats, racial slurs or any other actions that are disruptive to the network or network users.  
Inappropriate activities include, but are not limited to, the distribution of profanity or other offensive language and sexually explicit materials including nudity and other or textual depictions of sexually explicit activities.
4. Commercial use, product advertisement, or political lobbying activities on the computer network are prohibited.
5. Each individual computer network account will be issued to one designated user only. Each user is ultimately responsible for all activity in the use of the account and will keep the password confidential.
6. Computer network users shall be committed to the efficient use of computer networks and use all practical measures to conserve time and storage space in their use of these resources.
7. The Superintendent or designee of the School District is the final authority on the acceptable use of the network and accounts under its jurisdiction.
8. Copyright law is strictly adhered to within the School District. Any violation of copyright law is prohibited.

9. The School District cautions users that no computer network should ever be considered as completely private, and are subject to monitoring by local, state, and federal agencies.
10. The Fort Calhoun School District will take reasonable precautions to insure the security and appropriate use of the iPad network. However, it accepts no responsibility for harm caused directly or indirectly through its use.

### **iPad Use:**

The consequences for students who abuse their iPad privileges are as follows:

### **iPad Suspensions**

<b><u>Violation</u></b>	<b><u>1<sup>st</sup> Offense</u></b>	<b><u>2<sup>nd</sup> Offense</u></b>
A. Unattended iPad	1 Day	2-10 Days
B. Inappropriate-unauthorized <b>Games, I-Chat, E-Mail, Skype (Video)</b>	1 Day	2-10 Days
C. Music <b>(Without staff permission)</b>	1 Day	2-10 Days
D. Recording <b>(Without staff permission)</b>	1-5 Day	2-10 Days
E. Abuse of iPad	1-5 Days	2-10 Days
F. Printing Inappropriately	1-5 Days	2-10 Days
G. Inappropriate Pictures <b>(Desktop, Screen Saver, Saved File etc...)</b>	1-5 Days	2-10 Days
H. Inappropriate Internet Site	1-5 Days	2-10 Days
I. Inappropriately Accessing School Networking (Hacking)	3-10 Days	20 Days

The administration retains the right to suspend the student's iPad for a longer period of time if the offense warrants or for any offense not listed on this sheet. This includes suspending the iPad for the remainder of the semester or school year. Suspension days are school days.

The Fort Calhoun School District is not liable for and disclaims any liability arising from any injury or damage caused by or stemming from unauthorized access to the network or inappropriate use of authorized access to the network.

A student and the student's parents or guardians, by submitting the User Application and Waiver Form with their respective signatures in order to gain access to the iPad network, agree to release the School District from any liability for physical or emotional harm or damage resulting to the student that is caused by or related to the inappropriate use of the iPad network.



## **Appendix II**

### **Insurance Agreement Form Fort Calhoun Community Schools 2017-2018**

**PLEASE RETURN TO THE OFFICE BY AUGUST 25, 2017**

I [the parent/guardian] agree that my student and I have read and will comply with all policies and procedures within the "Policies and Procedures for 1:1 Program" document. We wish to purchase the school-provided insurance policy for a \$35 fee. I understand that this policy covers one Apple iPad device that is property of Fort Calhoun Community Schools described within for one student.

Guardian Signature:

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**Please complete the following information:**

Guardian Name (first & last):

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Student Name (first & last):

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Student Grade:

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Phone Number:

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I [the parent/guardian] agree that my student and I **do not wish to purchase** the school-provided insurance policy for a \$35 fee. I understand that my student and I are responsible for the costs incurred to one Apple iPad device that is property of Fort Calhoun Community Schools described within for the prescribed student. I also understand that the iPad will not be allowed to leave the building.

Guardian Signature:

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