

Lindale Independent School District

Student iPad/Mobile Device Policy, Procedures and Information

The focus of the iPad Program at Lindale ISD is to provide tools and resources to the 21st Century Learner. Excellence in education requires seamlessly integrated technology throughout the educational program. The use of mobile devices provides a simple and portable way to manage information and allows students constant access to learning opportunities. The individual use of technology is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with mobile devices integrates technology into the curriculum anytime, anywhere.

The policies, procedures, and information within this document apply to **all mobile devices** used at Lindale ISD, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

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1. RECEIVING YOUR iPad & iPad CHECK-IN

1.1 Receiving Your iPad

iPad will be distributed to students at a time determined by their campus. Parents/guardians and Students must indicate consent and agreement during online registration and pay the iPad usage fee for student iPad grades 7-12 if selecting On-site or Online Education and PK-6 if selecting Online Education, before the iPad can be issued.

1.2 iPad Check-in

Individual school iPads and accessories must be returned to Lindale ISD near the end of the school year so they can be checked for serviceability. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Lindale ISD for any other reason must return their individual school iPad on the date of termination. Discipline issues could result in a device being taken up sooner.

1.3 Check-in Fines

If a student fails to return the iPad at the end of the school year or upon termination of enrollment at Lindale ISD, 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 Lindale Police Department. Furthermore, the student will be responsible for any damage to the iPad, consistent with the District's iPad Agreement and must return the iPad and accessories to Lindale ISD in satisfactory condition.

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 Library/Media Center for an evaluation of the equipment.

2.1 General Precautions

- The iPad is school property and all users will follow this policy and the Lindale "Acceptable Use Policy" for technology.
- Only use a clean, soft cloth to clean the screen, do not use 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 Lindale ISD.
- iPads must never be left in any unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day.
- Student must use school issued iPad cases.
- Do not plug any unauthorized devices into iPad, such as fans, reading lights, etc.

2.2 Carrying the iPad

The protective case provided with the iPad have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- iPads should always be within the school issued protective case when carried.
- Do not keep papers, folders and workbooks in the iPad case to avoid placing too much pressure and weight on the iPad screen.

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 near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

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 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. This may also result in a discipline consequence.

3.2 iPad Undergoing Repair

Under certain circumstances a loaner iPad may be issued to students when they leave their iPad for repair in the Library/Media Center. There may be a delay in getting an iPad should the school not have enough to loan.

3.3 Charging Your iPad Battery

iPad must be brought to school each day in a fully charged condition. Students need to charge their iPad each evening.

3.4 Screensavers/Background photos

- No screensavers or background photos may be used.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Passwords and/or screen locks are not to be used.

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 not allowed on the iPad.
- Data Storage will be through apps on the iPad.

3.6 Printing

The need for mobile printing is being considered. If this feature is provided, it will be at the discretion of the school/teacher.

3.7 Home Internet Access

Students are allowed to set up wireless networks on their iPad. This will assist them with iPad use while at home. If you utilize a filtering service for your home internet it may be necessary to whitelist the Lindale ISD proxy server (iboss.lindaleeagles.org).

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the iPad Home Directory

It is recommended students e-mail documents to themselves for storage on a flash drive. Students may also use Google Docs/Drive. Storage space will be available on the iPad—BUT it will NOT be backed up in case of re-imaging. 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 Lindale ISD 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.

5. SOFTWARE ON iPad

5.1 Originally Installed Software

The software/Apps originally installed by Lindale ISD must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The

licenses for this software require that the software be deleted from iPads at the completion of the course. Periodic checks of iPads will be made to ensure that students have not removed required apps.

5.2 Additional Software

Students are not allowed to load extra software/Apps on their iPads from the Apple App Store. Lindale ISD will make all needed software/apps available through the Lindale ISD Catalog found on the iPad. Students will not synchronize iPads or add apps to their assigned iPad through iTunes.

5.3 Inspection

Students may be selected at random to provide their iPad for inspection.

5.4 Procedure for re-loading software

If technical difficulties occur, illegal software, or non-Lindale ISD installed apps are discovered, the iPad may need to be reset to a factory new condition. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and re-image.

5.5 Software upgrades

Upgrade versions of licensed software/apps are available from time to time. Most software upgrades are automatic. Students may be required to check in their iPads for periodic updates and syncing.

6. ACCEPTABLE USE

The use of the Lindale Independent School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by Lindale Independent School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Lindale Independent 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 Lindale Independent School District's Student Code of Conduct shall be applied to student infractions. Students and parents/guardians fully understand Lindale ISD may search school issued iPads at any time to verify contents.

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

- Talk to your student about values and the standards your student 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.
- Should you want your student to use their own personal device, you will need to sign the Lindale ISD BYOD agreement form indicating this and understand your student is still responsible for meeting the course requirements.

6.2 School Responsibilities are to:

- Provide Internet and Email access to its students.
- Provide Internet Blocking of inappropriate materials as able.
- Provide network data storage areas.
- These will be treated similar to school lockers. Lindale ISD reserves the right to review, monitor, and restrict

information stored on or transmitted via Lindale ISD owned equipment and to investigate inappropriate use of resources.

- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
- Provide student training on the appropriate use of the iPad.

6.3 Students are Responsible for:

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to iPad computer use.
- Using all technology resources in an appropriate manner so as to not damage 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 Lindale Independent School District's designated Internet System is at your own risk. Lindale Independent School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping Lindale Independent School District protect the computer system/device by contacting an administrator about any security problems they may encounter.
- Monitoring 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.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to notify a teacher as soon as possible.
- Returning their iPad to the district at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Lindale ISD for any other reason must return their individual school iPad on the date of termination.

6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing School Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Internet Computer Games
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc.)
- Downloading apps
- 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 through any message service
- 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, online shopping, 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 Lindale ISD web filter
- Use of the camera or video to take and/or distribute inappropriate or unethical material.

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 the Lindale ISD may be applied to the device.
- iPad cases furnished by the school district must be returned with only normal wear and no alterations.
- iPads that malfunction or are damaged must be reported to the district. The school district will be responsible for repairing iPads that malfunction. iPads that have been damaged from student misuse, neglect, etc. or are accidentally damaged will be repaired with cost being the responsibility of the student. Students are responsible for any and all damage.
- iPads that are stolen must be reported immediately to the Office and the Police Department.

6.6 Legal Propriety

- 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 Student Code of Conduct. 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 will be subject to the Student Code of Conduct. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the Lindale School District.

6.7 Student Discipline

If a student violates any part of the above policy, he/she will be subject to punishment deemed appropriate by campus administrators.

7. PROTECTING & STORING YOUR iPad

7.1 iPad Identification

Student iPads will be labeled in the manner specified by the school. iPads may be identified in the following ways:

- Record of serial number
- Lindale ISD Label

7.2 MAINTENANCE

During the term of issuance, the District shall be responsible for the maintenance of the property resulting from normal usage. If the property malfunctions or is damaged in any way, you must notify the District immediately, and the District will repair or replace the defective property. However, if the malfunction is the result of abuse, neglect, misuse, alterations, or modifications, you will be assessed a repair/replacement fee. (see fee schedule in section 9)

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 before the District will replace the iPad. A copy of the police/fire report must be provided to the Principal's office.

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional damages to iPads. If a student fails to return the iPad at the end of the school year or upon termination of enrollment at Lindale ISD, that

student will be subject to criminal prosecution or civil liability.

7.3 USAGE FEE

The school district will not issue an iPad unless this document is signed by both the student and parent/guardian and a Usage Fee of \$20 is paid. The Usage Fee applies to all students in grades 7-12 and PK-6 if the parent/guardian has selected Online Education. A fee will be charged (at a higher rate) following repair or issuance of new iPad. (See Fee schedule in section 9)

8. REPAIRING YOUR iPad

8.1 iPad Issuance

The Lindale ISD iPads are provided to students in grades 7-12 for a usage fee of \$20. Grades PK-6 if the parent/guardian has selected Online/At-Home School for the student a usage fee of \$20 is required. This fee is required for a student to be issued an iPad. However if the device is damaged and no longer usable or lost, the parent is responsible for the partial or full replacement cost of the device or repair costs as determined by the district. (see Fee schedule in section 9)

8.2 Personal iPad

Students may wish to carry their own personal iPad. You must complete the Lindale ISD BYOD agreement form. If you chose to do so, the student's personally owned device must be enrolled in the district's mobile device management system. This ensures the district required applications and safety precautions are installed. The personally owned device would be managed during the time the student is on campus. When the student leaves campus, management of the device is suspended.

8.3 Stolen or Destroyed iPads

Students or parents must file a police or fire report and bring a copy of the report to the campus office before an iPad can be replaced by the district.

9. COST OF REPAIRS

Students in grades PK-12 will be held responsible for ALL damage to their iPads including, but not limited to: broken screens, cracked plastic pieces, inoperable, etc. Should the cost to repair exceed the cost of purchasing a new device, the student or Guardian will pay for full replacement value. Lost items such as chargers and cables will be charged the actual replacement cost and must be purchased through the district. If a student is on one of the levels of the Fee Assessment cycle, at the end of the 4year iPad lease, all levels will be reset and not carry over to the new iPad lease.

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Conditions	Fees Assessed
<u>Damaged</u> Broken Screen, cracked plastic, other damages	1st Incident→\$30, 2nd Incident→\$40, All Other Incidents→Full Cost of Repair
<u>Total Loss</u> Stolen iPad (Police Report Required), Destroyed/Inoperable or Lost iPad	1st incident \$100 for replacement, \$299 subsequent incidents

**** Power adapter (\$20), Cord (\$20), Cover/Case (\$30) are sold by the district. These items require a full replacement cost with the same exact item.**