



# NHS Student iPad User Agreement

## School iPad Initiative

Newport High School has initiated a 1:1 iPad program for students and teachers in an effort to embrace 21st Century Skills. Students will be using iPads in the classroom. After reading and returning the required agreement, and paying applicable fees, they will be allowed to take their designated iPad home to continue school work. iPad use will be monitored to gauge use and effectiveness of the device in the classroom. **iPads are school district-owned-devices and the contents on the iPad shall be educational in nature and can be viewed at any time by district/school staff.** Students are expected to have their iPad each day with a battery life that will get them through the entire day (75% charge).

The individual use of iPads is a way to empower students; to maximize their full potential; and to prepare them for college and the workplace. Technology does not diminish the role of the teacher; on the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and instruction with iPads integrates technology into learning anytime and anyplace.

The policies, procedures, and information within this document apply to all iPads used at Newport High School; including any other device considered by the administration to come under this policy. Teachers may set additional requirements for use within their classroom.

### Goals for Student Users

- To prepare students for a 21st Century environment.
- To increase productivity and engagement of all learners.
- To make student-centered learning a priority.
- To increase collaboration, creativity, critical thinking and communication in our students.

### Guidelines

Student use of the iPad falls under the district Acceptable Use Policy for technology. Internet and iPad use will be monitored through district-level management software. Anyone found to be violating acceptable use will be disciplined. All software, applications, and documents stored on the iPad are the property of the school district and subject to review and monitoring. iPads may be reset or erased if inappropriate material is found on them.

### Students should NOT:

- Modify the iPad in any way other than instructed by the administrator or other school personnel.
- Allow others to access their iPad.
- Apply marks, stickers, or other decoration to the supplied iPad cover unless he/she is willing to pay replacement cost of the cover when he/she leaves Newport High School.
- Exchange iPads with any other student.
- Remove the supplied cover from the iPad.
- Synch the iPad with any computer.
- Clear or disable browsing history on the device.
- Disable the iPad or its applications on the iPad assigned to them OR anyone else's iPad

Failure to comply with these guidelines will be treated as a violation of the district acceptable use policy and will be handled according to the school's discipline code.

## PERSONAL HEALTH & SAFETY

1. Avoid extended use of the iPad while resting directly on your lap. The bottom of the iPad can generate significant heat.
2. Take frequent breaks when using the iPad for long periods of time. Look away from the iPad approximately every fifteen minutes.
3. Do not provide your personal information to anyone over the Internet.  
Keep the iPad locked in your locker when it is at school and not in use.
4. Do not share your passwords with anyone.
5. Keep the iPad in a secure location when it is not at school.
6. During a Fire/Tornado Drill, Leave the iPad in your assigned class.

## Using the iPad

- Be careful when inserting and removing cords in the iPad; do not force anything into the ports.
- Clean the screen with approved soft, lint-free cleaning towels. Do not use any spray cleaners or liquids.
- If a stylus is used (optional), it MUST be "capacitive" (the iPad2 Stylus) – purchased by the student.
- Make sure hands are clean before using the iPad.
- Keep iPad away from food and drink.
- Charge the iPad only with the included charger and using a standard wall outlet for your power source. Have the iPad fully charged and ready for use during the school day.
- Report any software/hardware issues to your teacher immediately.
- Keep the iPad in a well protected, temperature controlled environment when not in use. Do not leave the iPad in a vehicle or location that is not temperature controlled.
- During class time, students are expected to keep Notifications **Disabled** for the purpose of not being a constant distraction for the student or for others.
- Under no circumstances 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 will be taken to the Library or the office. Violations may result in loss of iPad privileges and/or other privileges.

## Applications (Apps)

Applications not pre-loaded on iPads can only be installed through the Casper Self Service App. Applications may only be downloaded from other sources (including the Apple App store and iTunes) with permission of a teacher or administrator. If there is an application a student would like installed he/she may discuss the educational merits of the application with his/her teacher. Once an application is deemed appropriate for the classroom it may be installed.

## Saving Documents

Saving documents with your iPad is accomplished using "cloud" storage. Drop Box, Google Docs, and Microsoft Skydrive are the only cloud storage allowed to be used with your iPad. This will require you to have a Drop Box or Google Docs account; or use the SkyDrive account associated with your school e-Mail. Using this account, you can save; export; and import documents in a couple of different formats. This allows you to access your documents from other computers via the Internet. You can also share your documents with other students or your teacher. When creating accounts, students should use the following format when creating usernames/passwords in order to ensure he/she doesn't 'forget' this vital information:

**Username:** school email address (firstname.lastname@stu.newport.kyschools.us)

**Password:** ["C" is capitalized with no spaces] CatsLast4StudentID (Cats1234)

## Reporting Technical Issues

Any errors or problems with the iPad should be reported immediately. The following procedure should be exercised when reporting iPad issues:

1. Let your regular Classroom teacher know of your issue.
2. If your teacher is not able to resolve the issue, then they will direct you to Ruth Johnson in the Media Center or Liz Runnels (whoever is available) to see if it is something that she can resolve.
3. If the issue is beyond Ms. Johnson's or Ms. Runnels' capabilities, then a loaner iPad will be temporarily assigned to you until your originally assigned iPad is fixed.

Damage, due to a determined accidental cause, will be addressed by the school through normal procedures. Damage, due to negligence, may result in the student assuming the financial responsibility of replacement of the iPad. Students taking the iPad from school property must sign and submit the Parent-Student iPad User Agreement Form and pay the Insurance/Security deposit. Student use of the iPad off school grounds may be revoked at anytime by the administration or designated person.

## Security

Students should set a security passcode on his/her iPad. This passcode should be known only by the student to ensure the iPad is only used by the designated student. The school district has the right to bypass the security code with justifiable reason.

## Home Bound / Students Not at School

Homebound students without wireless internet access at home will still be allowed access to his/her iPad but will be expected to download materials needed **before** going home. Any student placed on home bound may use their school issued iPad as long as assigned school work is being completed and turned in. Once a homebound student starts missing assignments for any given class (more than one week behind), the parents will be contacted and a home visit will be set up so that a system can be devised to keep the homebound student caught up.

## Newport High School iPad Discipline Code

Proper care of iPads throughout the school year, and returning the iPads at the end of the school year with all accessories, are the responsibility of the student. Students not returning their iPad will be assessed the value of a replacement and will not be issued an iPad the following year until **ALL** balances are paid from the previous year (lunch, library fees, previous iPad damage, etc.). All iPad violations will be documented in Infinite Campus. (The disciplinary actions listed below are general guidelines and are subject to the administrator's discretion.)

## Care and Responsibility

### Level A: Care and Responsibility

- Letting another student use your assigned iPad
- Not having iPad in school issued cover
- Use of Headphones when a teacher has given instructions NOT to use them
- Using iPad around food (breakfast, lunch, etc.)
- Leaving your iPad unattended
  - iPads should **not** be taken to the gym during PE or for after-school practices – students should keep their iPad locked in their lockers or locked in a designated secure location.
- Playing games or on a site not approved by the teacher during instructional time
- Clear/disable browsing history OR disabling another student's iPad
- Battery not adequately charged to get through the entire school day
- iPad storage full or not adequate for educational purposes
- Failing to have Notifications disabled during class

1st offense – Verbal Reprimand

2nd offense – Verbal Reprimand

3rd offense – After School Detention

\*Loss of privileges may include loss of device and/or deactivation of certain features such as camera, internet, etc.

Level B: *Care and Responsibility (Intentional Misuse)*

- Any intentional damage/destruction to device and/or components of device.

Intentional damage results in parent conference to determine cost of replacement and/or disciplinary action.

## **iPad Misuse**

Level A: Inappropriate Use

- Inappropriate use of camera or recordings (face-time, etc.)
- Presence of inappropriate non-instructional materials

1st offense - Verbal Reprimand and loss of privileges\* for 5 days

2nd offense – After school detention and loss of privileges\* for 10 days

3rd offense – Parent Conference and loss of privileges\* for 20 days

\*Loss of privileges may include loss of device and/or deactivation of certain features such as camera, internet, etc.

Level B: Unacceptable Use

- Installing apps without district approval
- Possession or distribution of pornography of any kind
- Possession of gang related files
- Possession of illegal (boot-leg/pirated) copies of movies or music
- Cheating
- Threatening or bullying others (subject to regular district policy regarding bullying/threatening others)
- Hacking the district or any other network
- Synching to a computer
- Adding **additional** e-mail accounts (more than the school-approved student e-mail account)
- Deleting district account for iTunes store
- Resetting iPad to factory defaults / formatting

1st offense – Verbal Reprimand and loss of privileges\*

2nd offense – After school detention and loss of privileges\*

3rd offense – Parent Conference - Student becomes a day user\*

\*Legal consequences may be pursued if applicable

\*Loss of privileges may include loss of device and/or deactivation of certain features such as camera, internet, etc.

## **Loss or Damage**

- If an iPad is damaged outside of school, the damage must be reported to an administrator or designee by 8:00 a.m. the following morning.
- If an iPad is damaged during school it must be reported to a teacher or administrator immediately.

## **General Rules**

- *Headphones / Ear-buds* – the use of headphones or ear-buds during class time will be left up to the discretion of each teacher. Headphones are **NOT** allowed in hallways.
- If there is repeated occurrence of an iPad not being usable for the school day, i.e not being charged, then the administration reserves the right to make the student a day user for a length of time to be determined.

- *iPads in NIC* – the use of Ear-buds or headphones will NOT be allowed while in NIC unless specified as needed by the student’s teacher. iPad access in NIC may also be limited depending on the length of time a student is assigned to NIC.

### **Please Remember**

- Devices may be monitored by school and district level administrators at any time for misuse.
- Administration reserves the right to take an iPad at any time if misuse or inappropriate use/content is suspected.
- Teachers reserve the right to restrict iPad use during class if misuse is suspected.

### **Cost of Replacement**

Insurance only covers loss reported in police report or Total replacement not due to negligence or intentional damage.

Lost or beyond repair iPad: \$499	Battery: \$70.00
Ipad Screen: \$120.00	Home Button: \$9.00
Damaged / Lost Charger: \$30.00	Camera: \$29.00
Damaged / Lost Cover: \$40.00	

### **Fees**

A tech usage fee of \$35 will be collected annually for iPads to be taken home by students. Students not paying their Tech usage fee will be allowed to use an Ipad as a day user only. If an iPad is damaged the Tech usage fee will allow for a \$20 deductible that may be applied toward the first repair charge each year. The student will be responsible for paying the remainder of any damage charges. Students with outstanding repair fees will be made a day user and will not be allowed to walk during graduation.

# Newport Schools iPad Use Agreement

## Student

Please read and check (✓) each box before signing:

- ( ) I will not modify or disable the iPad in any way unless instructed by district personnel.
- ( ) I will not synch the iPad to any computer or add e-mail accounts OTHER than the student account I am assigned at school.
- ( ) I will not take the iPad out of the district-provided case.
- ( ) I will not take inappropriate pictures or use the internet inappropriately as defined by this Acceptable Use Policy.
- ( ) I **will** report any technical issues to my teacher as soon as possible.
- ( ) I will not leave my iPad unattended or have my iPad around food or drink.
- ( ) I understand that my absences and my actions may cause for the removal of my iPad privileges (either temporary or long-term)

I understand and will abide by the above iPad User Agreement. I further understand that, should I commit any violation, my access privileges may be revoked and school disciplinary action taken. Upon graduation or withdrawing from school; failure to return my iPad may result in not being allowed to participate in graduation and/or the filing of charges for theft. iPads may be taken home by the student only after paying the annual \$35 Tech Usage Charge unless take home privileges are revoked by the Principal.

User's Full Name: \_\_\_\_\_

User Signature: \_\_\_\_\_

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

## Parent or Guardian

Please read and check (✓) each box before signing:

- ( ) I give my child permission to take his/her designated iPad outside of school.
- ( ) I assume all financial responsibility should my child be deemed responsible for damage to the iPad or charger.
- ( ) I understand that this access is designed for educational purposes. Therefore, my child's actions may cause for the removal of his/her iPad privileges (either temporary or long-term)
- ( ) As a district-owned device, I understand that my child's iPad can be searched at any time for improper material or evidence of improper use. iPads may be taken home by the student only after paying the annual \$35 Tech Usage charge unless take home privileges are revoked by the Principal.

As the parent or guardian of this student, I have read the iPad User Agreement.

Parent or Guardian's Name (please print): \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_

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

\_\_\_\_\_ **Take home Charge Paid**