

Spring Lake Public Schools Parent and Student iPad Handbook

The following policies refer to the use of an individual student computing device, an Apple iPad. Students are also required to follow all the guidelines outlined in the current Spring Lake Public Schools' "Technology Acceptable Use Policy". As Spring Lake's technology initiative centers on new devices, software, and educational methodologies, additional policies will continually be reviewed and this set of policies updated. Please refer to the Spring Lake Public Schools' website for the most up-to-date information,

<https://sites.google.com/a/springlakeschools.org/ipad/>

Parental Supervision:

Parents have the responsibility to monitor screen time and appropriate usage when the iPad is not at school.

CARE AND MAINTENANCE OF THE IPAD

1. Do not attempt to gain access to the internal electronics or repair your iPad. If your iPad fails to work or is damaged, report the problem to your child's teachers as soon as possible. iPad repair/replacement options will be determined by school administration. You may be issued a temporary iPad or other materials until your iPad is working properly or replaced.
2. Never leave an iPad unattended. When not in your personal possession, the iPad should be in a secure, locked environment.
3. Never expose an iPad to long term extremes in temperature or direct sunlight. An automobile is not a good place to store an iPad.
4. iPads should not be around liquids. Avoid applying liquids to the iPad. The iPad can be cleaned with a soft, dry, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad. Use of unapproved cleaners may remove the protective film covering the face of the iPad.
5. While the iPad is scratch resistant, the iPad will scratch. Avoid using any sharp object(s) on the iPad.
6. The iPad MUST remain in the provided case at all times. The student will be charged for any damage to the iPad outside the school-issued case.
7. The iPad and the case must remain free of stickers, writing, painting, or any other forms of adornment.
8. Avoid placing weight on the iPad.
9. Never throw or slide an iPad.
10. Your iPad comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging all accessories, like headphones and charging cords. Student-issued iPad accessories are the responsibility of the student. At the end of the school year, original issued adapters and cords must be returned. If any adapters and cords are lost or damaged, parents will be responsible for paying for an Apple brand adapter and/or cord. The charge will be \$20 each.
11. Each iPad has the ability to be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the acceptable use policy and grounds for disciplinary action. Settings are purposefully, pre-designated and may not be changed unless directed/specified by the teacher.
12. Each iPad has a unique identification number and at no time should the numbers or labels be modified or removed.
13. Do not lend your iPad to another person. Each iPad is assigned to an individual and the responsibility for the care of the iPad rests with that individual and their parents.
14. The iPad is an electronic device and care must be used when handling the iPad. Never throw a book bag that contains an iPad. The iPad should never be placed in direct contact with food, liquids, heavy, or sharp

objects. Placing the iPad in a separate pocket will help protect it.

15. The iPad is designed for daily use; therefore, each iPad must be charged and ready for use each school day. iPads should be charged at home.

COST OF IPAD, APPS, ACCESSORIES, AND INSURANCE

1. The replacement cost of the iPad is approximately \$450 and includes: the iPad, iPad case, iPad charger, software applications (apps) including assorted programs/accessories specific to individual classes.

2. Insurance costs will be covered by families that will be purchased through Spring Lake Public Schools. There will be a yearly cost of \$15 per iPad. If parents opt out of the insurance coverage, they will be responsible for the full cost of repair/replacement.

* In the event of theft or unintentional damage, the insurance policy will cover replacing the iPad or repairs, but there will be a \$50 deductible that parents will be responsible for paying.

* In the event that a district-issued iPad is stolen, the student and parent/guardian should immediately notify the school administrator. Parents must also file a police report at the time of the incident. Spring Lake Public Schools may aid the police in recovering the iPad.

* Insurance does not cover unexplained loss or intentional neglect. Replacement and repairs will be paid for by parent or responsible party.

*All repairs will be completed, and replacements provided by Spring Lake Schools.

DISTRIBUTION OF IPADS

1. Each student will receive an iPad that will be set-up and configured by Spring Lake Public Schools.

2. A unique, individual iPad will follow the student throughout their elementary school years at Spring Lake Public Schools.

3. iPads will be distributed at the beginning of the school year and collected at the end of the school year.

iPads not turned in by the last day of school will be treated as lost or stolen

iPads, which may include additional fees and possible legal action. Full replacement charge will be the responsibility of the parent.

4. Students who leave Spring Lake Public Schools during the school year must return their iPad, along with any other accessories when they leave the district. Failure to return an iPad in a timely fashion may result in legal action or payment in full (\$450).

STUDENT USE OF THE IPAD

1. The iPad is the property of Spring Lake Public Schools and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on an iPad or a school supplied or supported email service.

2. The iPad assigned to each student is for use by the assigned student. Family members and friends should not be given access or download apps, books, personal email accounts, or music for themselves.

3. iPads are restricted from use on bus or playground.

4. The iPad comes equipped with both a front and rear-facing camera and video capacities. As with all

- recording devices, it is expected that students will ask permission before recording an individual or group. Students must obtain school permission to publish a photograph or video of any school related activity.
5. Students are responsible for bringing their iPad to school **every day** unless otherwise directed by a staff member. Failure to bring an iPad or any other class material(s) does not release the student from their responsibility for class work. If a student repeatedly fails to bring materials to class, including an iPad, the student will be subject to disciplinary action.
 6. It is the student's responsibility to bring their iPad to school **fully charged**. A student's repeated failure to bring their iPad charged may result in disciplinary action.
 7. Adding personalized screensavers will be left to the discretion of the classroom teacher. Students should follow the guidelines set by their teacher. Teachers will share this information with you.
 8. No student or parent should go into settings without permission of the classroom teacher. Please be advised: numerous attempts to unlock the passcode will disable the device and all student content will be lost. This may result in disciplinary action.
 9. Downloading non-explicit music and apps by students will be determined by the classroom teacher. Follow guidelines set by the classroom teacher and those listed in the Acceptable Use Policy. Apple IDs and passwords are under the control of Spring Lake Schools and will not be shared.
 10. Games, music, videos, and sound use, while at school, will be at the discretion of the classroom teacher and building administrator.
 11. The iPad affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space. Purchased apps can be deleted at any point throughout the school year. The school will not reimburse purchased products from a personal account if deleted.
 12. District-issued software applications (apps) are needed for student learning and should not be deleted. Your teacher may delete apps at any time.
 13. The district issued iPad is designed as a tool for learning; misuses of the iPad may result in disciplinary action.
 14. The teacher/school personnel has the final say on what is "school appropriate" and "educational" and reserves the right to delete anything at anytime on an iPad. This includes photos on camera roll, music, apps, and books.
 15. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
 16. A student should not share their personal passwords or usernames with anyone. Responsibility for the contents/actions of the iPad rests solely with that individual.
 17. Spring Lake Public Schools expect students to take their iPad home at night for class work and recharging. All care, handling and appropriate use that is in effect during the school day shall extend to the use of the iPad at home.
 18. Spring Lake Public Schools makes no guarantee, written or implied, that materials on the iPad, including student work, will be safe from deletion or corruption, accidental or otherwise.

COPPA AND VERIFIABLE PARENTAL CONSENT (CHILDREN UNDER THE AGE OF 13)

In order for Spring Lake Public Schools to continue to be able to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below.

Spring Lake Public Schools utilizes several computer software applications and web-based services, operated not by Spring Lake Public Schools, but by third parties. These include Google Apps, Apple ID, Schoology,

Discovery Education and similar educational programs.

In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address, must be provided to the web site operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits schools such as Spring Lake Public Schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator.

This form will constitute consent for Spring Lake Public Schools to provide personal identifying information for your child consisting of first name, last name, email address and username to create accounts for programs that the District partners with and/or any additional web-based educational programs and services which SLPS may add during the upcoming academic year.

Please be advised that without receipt of this signed form, your enrollment package will not be considered complete as Spring Lake Public Schools will be unable to provide your student (s) with the resources, teaching and curriculum offered by our 1:1 iPad initiative.