

# VERMILLION HIGH SCHOOL



**1:1 Initiative**  
**iPad Policies, Procedures, and Information**  
**2018-2019**

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The goal of the Vermillion High School 1:1 iPad Initiative is to provide the necessary tools and resources required for a 21<sup>st</sup> century learning environment. It is our hope that these devices facilitate resource sharing, innovation, research, creativity, communication, increased productivity, mobile learning, and differentiated instruction. Utilizing the iPads at Vermillion High School will provide students access to learn anywhere, anytime.

This 1 to 1 personalized learning also narrows the digital divide between students, and promotes responsible use of today’s ever-changing technologies. As a school district, it is our hope that the use of the iPads will empower students to maximize their full potential and prepare them for college and the workplace.

Learning at VHS is a continuous dynamic interaction that takes place among students, teachers, parents, and community. The iPad aids in the collaboration of these shareholders, and in no way diminishes the importance of the teacher. It transforms the teacher from director of learning to facilitator of learning.

The policies, procedures, and information within this document apply to all iPads used at Vermillion High School, including any other device considered by the administration to fall under this policy. All policy set forth in this document may be subject to change based on the first year review of the implementation. Teachers may set additional requirements for use in their classroom.

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## 1. Receiving Your iPad & Check-In

### 1.1 Receiving Your iPad

iPads will be distributed each fall during iPad Orientation . Parents and students must sign and return a copy of the *iPad Acceptable Use Agreement* before the iPad can be issued. Insurance payment of \$25 will also be due before the iPads are distributed.

### 1.2 iPad Check-In

iPads will be returned the final week of school during student checkout so they can be examined for serviceability (including case and accessories). If a student transfers out of the Vermillion School District during the school year, his/her iPad will be returned at that time.

### 1.3 Check-In Failure

Individual school iPads and accessories must be returned to the Vermillion High School Technology Office at the end of each school year. Students who graduate early, withdraw, are expelled, or terminate enrollment at Vermillion High School for any other reason must return their individual school iPad on the date of termination. If a student fails to return the iPad at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of a new iPad. Failure to return the iPad will result in a theft report being filed with the Vermillion Police Department.

## 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 Vermillion High School Tech Office for an evaluation of the device.

### 2.1 General Precautions

- The iPad is school property and all users will follow this policy and the Acceptable Use Policy for Technology in conjunction with the student handbook.
- 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.
- **iPad and case must remain free of any writing, drawing stickers, or labels that are not the property of Vermillion School District.**
- iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day.
- Students must keep their iPad in the protective case, provided by the school, at all times.

## 2.2 Carrying iPads

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

- iPads must always be within the school provided protective case.
- Some carrying cases (i.e. backpacks) can hold other objects (such as folders and workbooks, but these must be kept to a minimum 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 drop or toss the iPad.
- 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. Use of harsh chemicals WILL damage the screen.
- 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 iPad 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. If a student repeatedly (three or more times as determined by any staff member) leaves their iPad at home, they will be required to “check out” their iPad from the Tech Office for a period of time.

### 3.2 iPad Under Repair

Loaner iPads may be issued to students when they leave their iPads for repair in the Tech Office. There may be a delay in getting an iPad should the school not have enough to loan.

### 3.3 Charging Your iPad's Battery

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. Repeat violations (minimum of three days – not consecutively) of this policy will result in student being required to “check out” their iPad from the Tech Office for a period of time. Second offense will result in the loss of iPad privileges for a period of time.

In cases where the use of the iPad has caused batteries to become discharged, students may be able to connect their iPads to a power outlet in class.

### 3.4 Screensavers and Media Content

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures are strictly prohibited and will result in disciplinary actions.

### 3.5 Sound, Music, and 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.
- School Apps take a higher priority over personal apps. Data storage will be provided through apps and email.

### 3.6 Printing

Printing will be available with the iPad on a very limited basis.

## **4. Managing Your Files & Saving Your Work**

### 4.1 Saving to the iPad

Storage space will be available on the iPad through iCloud as well as application services (Dropbox, Box, Edmodo etc). Be aware that these applications can lose documents if the device needs to be re-imaged. 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 Vermillion 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.

## 5. Software on iPads

### 5.1 Originally Installed Software

Software/apps originally installed by Vermillion School District 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 the required apps.

### 5.2 Additional Software

Students have the ability to load extra software/apps on their iPads. If non-school installed apps become a distraction to the educational process, the apps can and will be removed at the request of a parent/teacher at any time. Rights to install apps can also be revoked at any time. Vermillion High School will push paid apps to the iPads so that they contain the necessary apps for school work free of charge.

### 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 or illegal software is found, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to the re-format and re-image.

### 5.5 Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students have the ability to run these updates and iOS updates.

## 6. Acceptable Use Policy (iPad Device Specific)

The use of Vermillion School District's technology resources is a privilege, not a right. The privilege of using the technology resource provided by Vermillion 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 Vermillion School district. This policy is provided to make all users aware of the responsibility associated with the lawful use of technology resources. If a person violates any term of this policy, privileges may be terminated, access to school district technology may be denied, and the appropriate disciplinary action shall be applied. **The Vermillion School District's Acceptable Use Policy as well as the Student Handbook shall be applied to student infractions.**

### 6.1 iPad Care

Student 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 Vermillion School District may be applied to the iPad
- iPad (district provided) cases must be on the device at all times

- iPads that malfunction or are **damaged must be reported to the Tech Office immediately**. The school district will be responsible for repairing iPads that malfunction. iPads that have been damaged intentionally/vandalized will be handled through the administration with the possibility of costs being borne by the student.
- **iPads that are stolen or lost must be reported immediately to the Office and the Police Department (School SRO Officer).**

## 6.2 Identification of the iPad

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

- Record of serial number and correlated asset tag
- MDM assigned User ID

## 6.3 Storing Your iPad

When students are not using their iPads, they should be stored in their school-issued lockers. Nothing should be placed on top of the iPad when stored in their locker. 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 with the Tech Office.

***DO NOT leave your iPad in a place that is experiencing extreme hot or cold conditions (i.e. car in the summer or winter). Extreme heat will damage the unit itself. Extreme cold will cause severe screen damage.***

## 6.4 iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds, 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 Tech Office. Violations may result in loss of iPad privileges and/or other privileges.

## 6.5 Prohibited Use Includes

- Accessing Inappropriate Materials – All material on the iPad must adhere to the values and mission of Vermillion School District, the district Acceptable Use Policy, and Student Handbook. Students are not allowed to send, access, upload, download, or distribute offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Illegal Activities – Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- Violating Copyrights – Students are allowed to have music and some specific apps on their iPads, however, the items downloaded and synced to the iPad must be in compliance with Federal copyright laws.
- Cameras – Students must use good judgment and follow the predefined Vermillion High School rules of conduct when using the camera. The camera will not be used to take inappropriate,

illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of cameras in restrooms or locker room, regardless of intent, will be treated as a serious violation.

- Misuse of Passwords/Unauthorized Access – Students are required to set a passcode to their iPad to prevent other students from misusing their iPad. Any student caught trying to gain access to another student's accounts, files, or data will be subject to disciplinary action.
- Malicious Use/Vandalism – Defined as any attempt to destroy hardware, software, or data.
- Jailbreaking – Jailbreaking is the process in which a student attempts to remove any limitations placed on the iPad by Apple and/or district profiles and restrictions. Once jailbroken, users are able to download additional applications, extensions and themes that are not otherwise available. Jailbreaking results in a less secure device and is strictly prohibited.

## **7. Insurance and Loss Prevention**

Vermillion School District charging a non-refundable \$25.00 self-insurance fee for student use of the iPads this year. This fee will assist in offsetting the cost of damage and replacements. Additional information on the graduated/discounted fees is available on the student registration forms or by contacting the VHS office. All checks must be made payable to Vermillion High School.





Vermillion Public School District 13-1  
Parent/Student iPad Agreement  
1 to 1 iPad Initiative

I (Parent/Guardian) give permission for my child, \_\_\_\_\_ to use his/her assigned iPad in school and/or take the assigned iPad off school grounds. My child and I understand the following:

1. Students must bring the iPad to school each day fully charged for class.
2. Students have no expectation of privacy in regards to use of the iPad. School administration and teachers have the right to access all data and information on the iPad.
3. The iPad is the property of Vermillion School District. Parents and students agree that it will only be used in accordance with the Vermillion High School Acceptable Use Policy (AUP). Any intentional damage, neglect, abuse or loss may result in financial liability.
4. If loss or damage occurs, student must notify administration immediately.
5. Students involved in after school activities must store their iPad in a safe area
6. Parents and students are responsible for making sure the iPad is kept in a safe place during home use.
7. Parents and students agree that all “apps” and content installed on the iPads are pre-approved by school administration.
8. Students must keep the iPad in the protective case at all times
9. Students will not place decorations (such as stickers, markers, etc.) on the iPad or provided case.
10. All iPads may be seized and inspected at any time without notice.
11. Student right to use and possess the iPad and accessories terminates no later than the last day of the school year unless earlier terminated by Vermillion School District or upon withdrawal from Vermillion Schools.

I have read the above information and agree to the terms and conditions detailed above as well as the Vermillion School District Acceptable Use Policy and VHS Student Handbook Policies. The Handbook and District AUP are located on the district website: [www.Vermillion.k12.sd.us](http://www.Vermillion.k12.sd.us)

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Parent Name (print)

\_\_\_\_\_  
Student Name (print)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date