



HCHS Student iPad User Agreement

School iPad Initiative

Hancock County 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 classrooms, and, after reading and returning the required agreement, they will be allowed to take their designated iPad home to continue school work. iPad use will be monitored by building level administration as well as district level administration to gauge use and effectiveness of the device in the classroom. **iPads are district owned devices and the contents on the iPad can be viewed at any time.** Students are expected to have their iPad with them and a battery life that will get them through the entire day of school without needing to charge.

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.

Students should **NOT**:

- Modify the iPad in any way other than instructed by the administrator or other school personnel.
- Apply marks, stickers, or other decoration to supplied iPad cover UNLESS he/she is willing to pay replacement cost of the cover.
- 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.

Using the iPad

- 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 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.
- Document any software/hardware issues to your LEAD Teacher or Teacher as soon as possible.
- 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.

Applications (Apps)

Student iPads will be given to students with key applications already installed. Applications should not be installed or uninstalled by the student. It is the responsibility of the Hancock County School District to install and uninstall all applications. 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. This will require you to have a DropBox or Google Docs account. 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.hancock.kyschools.us)

Password: [no spaces] FirstinitialLastnameLunchcode (jdoe12345)

Reporting Technical Issues

Any errors, problems or misplacement of the iPad should be reported as soon as possible (at least by first AM of the next school day). The following procedure should be exercised when reporting iPad issues:

1. Let your LEAD Teacher or regular Classroom teacher know of your issue.
2. If your teacher is not able to resolve the issue, then they will direct you to Laura Szefi in the Media Center or Brad Goodall, Asst. Principal, to see if it is something that he/she can resolve.
3. If the issue is beyond Mrs. Szefi's or Mr. Goodall's capabilities, then they will complete a Tech Ticket for the District Tech Personnel. Once your technical issue with the iPad reaches this level, you can expect that it may take up to 48 hours to have the issue resolved.

Any damage determined by 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 Use Agreement Form. 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.

Hancock County High School iPad Discipline Code

Proper care of iPads through the school year and returning 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.).

Care and Responsibility

Level A: Care and Responsibility:

- **Not bringing the iPad to school.**
- 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 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 classroom
 - iPads should be left on the **Stage** and **NOT** on the steps during lunch.
- 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 - 1 demerit

2nd offense - 2 demerits

3rd offense - 2 demerits and/or loss of privileges, no more than 7 days

*Loss of privileges may include 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 3-5 days of ISLA plus costs for repair/replacement. **If the student has not paid damages in full, the student will become a Day-User ONLY after the first report of damage. Once the damage is paid in full, the student may start taking the iPad home again.**

iPad Misuse

Level A: Inappropriate Use

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

1st offense - 1 Sunrise and loss of privileges for 5 days

2nd offense - 1-3 days of ISLA and loss of privileges for 10 days

3rd offense - 3-5 days of ISLA and loss of privileges for 20 days

*Loss of privileges may include becoming a Day-user ONLY and/or deactivation of certain features such as camera, internet, etc.

Level B: Unacceptable Use

- Installing apps without district approval
- Possession of gang related files
- Possession of illegal (boot-leg/pirated) copies of movies or music
- Cheating
- 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 - 1 to 3 days of ISLA and loss of privileges

2nd offense - 3 to 5 days of ISLA and loss of privileges

3rd offense - 5+ days of ISLA and loss of privileges. Student becomes a day user.

Level C: Unacceptable Use

- **Threatening or bullying other students (1st Offense – 15 to 20 Days in ISLA)**
- **Possession or distribution of pornography of any kind (charges will be filed with the Hancock County Sheriff's Dept. and possible expulsion from school)**

Loss or Damage

- If an iPad is damaged outside of school, the damage must be reported to an administrator or teacher 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.
- 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 by administration.
- **iPads in ISLA** – the use of Ear-buds or headphones will NOT be allowed while in ISLA unless specified as needed by the students teacher. iPad access in ISLA **WILL BE LIMITED**.
 - No e-mail access for any student after 3rd day spent in ISLA for the year. Assignments will be communicated via direct message on Edmodo. OR, if needed, students will be allowed to communicate via e-mail on one of the available desktops in the ISLA area

Please Remember

- Devices may be monitored by school and district level administrators at any time for misuse – **this includes when the device is used at home. For 2013-2014, the iPads will have to go through the District Server no matter where the iPads may be accessing the internet.**
- 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

Lost or beyond repair iPad: \$399.00

Ipap Screen: \$99.00

Damaged / Lost Charger: \$30.00

Damaged / Lost Cover: \$87.00

Battery: \$75.00

Digitizer: \$89.00

Home Button / Charging Port / Headphone Jack: \$50.00

Camera: \$29.00

Hancock County School District iPad User Agreement

Student

Please read and check (☑) each statement 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.

User's Full Name: _____

User Signature: _____

Date: _____

Parent or Guardian

Please read and check (☑) each statement 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 a \$5 per day fee will be assessed for every day that my child is late in turning his/her iPad in at the end of the year. Also, I understand that if my child is a senior that he/she may not be eligible to participate in graduation ceremonies if all iPad obligations are not taken care of by the end of the year.
- ◇ 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.

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: _____